



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO DO2021-03-0003

**CONSTITUTION OF THE DOE SCREENING COMMITTEE
AND SUB-COMMITTEES FOR PURPOSES OF REPUBLIC ACT NO. 8439**

WHEREAS, Republic Act No. 8439, otherwise known as the *Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government*, declares a program of human resources development in science and technology to achieve and maintain the necessary reservoir of talent and manpower that will sustain its drive for total science and technology master;

WHEREAS, the Magna Carta and its Implementing Rules and Regulations (IRR) promulgated by the Department of Science and Technology (DOST) allows for the granting of incentives to qualified science and technology personnel in DOST and non-DOST agencies;

WHEREAS, the Department of Energy (DOE) desires and intends to support qualified science and technology DOE personnel for purpose of availment of the benefits granted under the Magna Carta;

WHEREAS, the DOST issued the DOST Administrative Order (A.O.) No. 009 s. 2020 on the Guidelines in the Certification of Eligibility (COE) of Non-DOST S&T Personnel under Republic Act No. 9439, as amended by Republic Act (RA) No. 11312;

WHEREAS, under Section 2, of RA No. 11312 or "Act Strengthening the Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in the Government, amending for the purpose Republic Act. 784399, "provides that:

Section 2. Section 8 of Republic Act. 8439 is hereby amended to read as follows:

"Sec. 8. Non-DOST S&T Personnel. – S&T personnel not employed by the Department, who are involved in STA may avail of the benefits under this Act upon certification of the Head of their agency that they are involved in research and development or other scientific and technological activities: Provided, That the Heads of agencies shall abide by the guidelines promulgated by DOST for the certification of non-DOST personnel involved with research development or scientific and technological activities and their entitlement to benefits provided in this Act".

WHEREAS, there is a need for the DOE to constitute the Agency Screening Committee and commence the procedure for the continuous availment of benefits granted under the Magna Carta and its IRR;

WHEREFORE, in consideration of the foregoing, hereby created the DOE Screening Committee for the purpose and in accordance with the terms provided in this Department Order.

SECTION I: COMPOSITION

Constituting the DOE Screening Committee for Purposes of R.A. No. 8439, to compose the following:

1) DOE Screening Committee-Executive Level :

Chairperson : DOE Official (authorized by the DOE Secretary) OR Undersecretary directly involved in the DOE Science and Technology (S&T) / Research and Development (R&D) Operations

Vice-Chairperson: DOE Official/Officer (authorized by the DOE Secretary) OR Assistant Secretary directly involved in the DOE S&T / R&D Operations

Members : Director, Energy Utilization Management Bureau (EUMB)

Director, Energy Resource Development Bureau (ERDB)

Director, Renewable Energy Management Bureau (REMB)

Alternate for Any One of the Members:

Director, Electric Power Industry Management Bureau (EPIMB)

2) Technical Working Group (TWG)/Secretariat –

Head : Director, Energy Research and Testing Laboratory Services (ERTLS)

Members : Chief, Power Legal Services Division (PLSD)

Chief, Human Resource Management Division (HRMD)

Support Team : Personnel from HRMD, PLSD-Legal Services, and
Geoscientific Research, Testing & Laboratory
Division-ERTLS

3) Screening Sub-Committee at the Bureau and Service Level:

Head : Concerned Bureau/Service Director

Asst. Head : Asst. Bureau Director (for the Bureau) /
One (1) Division Chief (for the Service)

Members : Division Chief (for the Bureau/Service)

Representatives from the 1st and 2nd level of the
DOE-Employees Association (EA) directly
involved in the S&T/R&D Operations

Secretariat : Executive Secretary/Secretary of the Bureau/Service

SECTION II: DUTIES AND RESPONSIBILITIES

1) DOE Screening Committee-Executive Level:

- a. Screen and evaluate the endorsed applications by the respective Screening Sub-Committees and accordingly recommend denial or approval their applications to avail the benefits provided for in the Magna Carta ("Qualified Activities");
- b. Prepare the Quarterly Summary Report and submit findings and recommendation (whether denial or approval) for consideration by the DOE Secretary;
- c. Prepare/Issue Certification of Eligibility (COE) for those personnel who have been granted approval by the Secretary. Such COE, shall be considered for the specific period/duration only, and therefore need to be reapplied on an annual basis, pursuant to DOST A.O. No. 009, s. of 2020 of Sec. 2, per Sec. 8 of R.A. No. 8439, as above stated;
- d. Monitor the continuity of the STA-related functions of the personnel, in case of transfer, promotion, re-assignment, and accordingly prepare/submit report to the Secretary, for the termination/automatic revocation of the COE;
- e. Recommend to the DOE Secretary the applications of the benefits to all qualified employees, using percentage by level of direct and indirect exposures to hazards and their actual presence in the workplace while within the DOE premises and/or fieldworks/assignments, taking into considerations the DOST-wide provisions of the benefits to its employees; and

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- f. Perform such related functions as may be necessary to achieve the purpose for which the DOE Screening Committee was created.
- 2) The TWG/Secretariat
- a. Prepare/present the short-listed applications based on the following criteria:
 1. The course must be on engineering or in science and technology, and must be based on the list by the Commission on Higher Education or DOST, as revised/amended due to new curriculum being implemented by the State Universities and Colleges (SUCs);
 2. The applicant must hold a technical position (for those in operations) or in supervisory capacity or providing guidance to the technical/support to technical personnel;
 3. At least, 50% of the applicant's official time is doing R&D (for the technical personnel) or performing supervisory functions to support to the technical personnel;
 4. He/she must be a holder of a Career Service eligibility or has an eligibility from the Professional Regulatory Commission (PRC); and
 5. Other relevant criterion deemed necessary for the screening, evaluation or requirements for the purpose.
 - b. Assist the Screening Committee-Executive Level, in the screening/evaluation as to the request for hazard benefits as the same is filed separately by those employees who were granted the Certificate of Eligibility;
 - c. Undertake research/complete staff work, and prepare the relevant criteria and submit to the Screening Committee their evaluations/recommendations, taking into considerations the DOST-wide provisions of benefits;
 - d. Prepare the documentation and submission to the Screening Committee/OSEC and handle the database of employee records for tracking and monitoring; and
 - e. Perform other related tasks that may be assigned from time to time.
- 3) Screening Sub-Committee of the Bureau/Service Level:
- a. Identify and list the activities of the Bureau/Service that can be classified under the groups considered as scientific and technological activities (STAs) in accordance with the Magna Carta and its IRR ("Qualified Activities");

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- b. Based on the said list of "Qualified Activities", prepare the necessary documentary requirements for the needed pre-evaluation of the qualifications of their employees;
- c. Disapprove or deny and/or endorse employee/s request for Certification/entitlement;
- d. Prepare the complete supporting documents for the DOE Screening Committee's further screening/evaluation/action, and all must be properly indexed, and compiled accordingly per person/employee;
- e. Include the estimated claims in the annual budgetary plans and programs of the respective Bureau/Service, to ensure availability/certification of funds availability; and
- f. Submit all the above documents, properly indexed, to the DOE Screening Committee through a memo.

SECTION IV: OTHER PROVISIONS

The above offices/members identified, shall have a term of three (3) years, except for the DOE-EA in view of their appointment through a General Assembly process;

These offices/members shall continue to perform their regular functions according to their respective mandate;

In case of retirement, resignation, or separation from the service, he/she shall be automatically be replaced by the person appointed or designated to the vacant position, to continue the conduct of the Committee functions;

To ensure effective conduct of screening and evaluation, the Financial Service-Budget Division shall provide the corresponding budget for the meetings, researches/studies, coordination activities, and travel allowances/expenses, as may be necessary; and

The DOE Screening Committee-Executive Level, shall have its regular meetings every 3rd Mondays of the month whereas the TWG/Secretariat, is every 2nd Mondays of the month.

This Department Order shall take effect immediately.

Issued this FEB 24 2021, at DOE, Energy Center, Bonifacio Global City, Taguig, Metro Manila.


ALFONSO G. CUSI
Secretary


OIC-URBU/OIC-DPAAJ/MCPB/SIPO/NMZ

