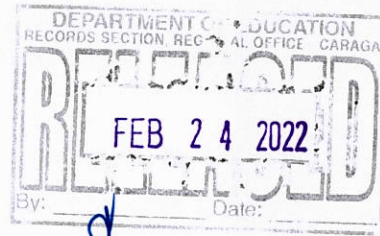




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



February 23, 2022

REGIONAL MEMORANDUM  
No. 017, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS  
ADMINISTRATIVE OFFICERS  
This Region

IMPLEMENTATION OF THE INTER-AGENCY ENERGY EFFICIENCY AND  
CONSERVATION COMMITTEE (IAEECC) RESOLUTION NO. 01, S. 2020  
DIRECTING ALL GOVERNMENT AGENCIES TO SUBMIT MONTHLY  
ELECTRICITY AND FUEL CONSUMPTION REPORTS TO THE  
DEPARTMENT OF ENERGY AND ENJOINING ALL  
TO FORMULATE AN ECONOMY EFFICIENCY  
CONSERVATION PROGRAM

1. This Office hereby informs all Schools Division Superintendents the implementation of the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 01, s. 2020 Directing All Government Agencies, Including the Local Government Units (LGUs) and Foreign Service Posts, to Comply with the Government Energy Management Program (GEMP) Ordering the Department of Energy to Conduct Energy Audits and Spot Checks, and Submit Proposed Improvements to the GEMP, and IAEECC Advisory dated April 24, 2020 Enjoining All Concerned in the Government to Realize At Least Ten Percent (10%) Cost Savings.
2. Anent to this, all Schools Division Offices shall designate an Energy Efficiency and Conversation Officer (EEC Officer) who shall, among others:
  - a. Prepare, formulate, and submit for approval the design, plan, implementation, and monitoring and evaluation scheme for the Energy Efficiency and Conversation Program (EECP) of the concerned SDO with the GEMP.
  - b. Facilitate the accomplishment and submission to the Department of Energy the Monthly Electricity and Fuel Reports, and Energy Efficiency and Conservation Projects and Measures Implemented by your respective offices.
3. For your information and guidance.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director



Address: J.P. Rosales Avenue,  
Butuan City  
Trunkline No: (085) 342-8207  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph



Document Control No:  
DepEdRO13-F-REC-013/R3/02-18-2020

Encl/s.: Monthly Electricity Consumption Report, Monthly Fuel Consumption  
Report, Energy Efficiency and Conservation Projects and Measures  
Implemented Report

Reference/s: Inter-Agency Energy Efficiency and Conservation Committee (IAEECC)  
Resolution No. 01, s. 2020  
IAEECC Advisory dated April 24, 2020

To be indicated in the Perpetual Index  
under the following subjects:

ENERGY CONSERVATION          REPORTS

ASD/crj  
02/23/2022



**INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION  
COMMITTEE (IAEECC)**

**RESOLUTION NO. 01, s.2020**

***Directing All Government Agencies, Including the Local Government Units (LGUs) and Foreign Service Posts, to Comply with the Government Energy Management Program (GEMP), Ordering the Department of Energy to Conduct Energy Audits and Spot Checks, and Submit Proposed Improvements to the GEMP***

**WHEREAS**, Administrative Order (AO) No. 110, s. 2004 (*Directing the Institutionalization of a Government Energy Management Program*) and its Implementing Rules and Regulations (IRR), s. 2008, which was jointly issued by the Department of Energy (DOE) and Department of Budget and Management (DBM), provide the institutionalization of the GEMP in all government entities, including departments, bureaus, agencies, government-owned or -controlled corporations (GOCCs), government financial institutions (GFIs), other government corporate entities and their subsidiaries, and other instrumentalities under the Executive Branch of the government, as well as state universities and colleges (SUCs), and the reduction of monthly consumption of electricity (in kilowatt-hours) and petroleum products (in liters) by at least ten percent (10%);

**WHEREAS**, Annexes B1 and B2 of the IRR of AO No. 110, s. 2004 provide the templates for the Monthly Electricity Consumption Report and Monthly Fuel Consumption Report of each government entity;

**WHEREAS**, Republic Act (RA) No. 11285, or the Energy Efficiency and Conservation (EEC) Act, institutionalizes energy efficiency and conservation, enhances the efficient use of energy, and grants incentives to energy efficiency and conservation programs and projects;

**WHEREAS**, DOE Department Circular No. DC2019-11-0014, or the IRR of RA No. 11285 (EEC-IRR), provides the guidelines for the full implementation of the provisions of the EEC Act;

**WHEREAS**, Section 5 of the EEC Act states that the DOE shall take the lead in the implementation of the law, and shall be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs;

**WHEREAS**, Section 6 of the EEC-IRR declares that all government agencies shall ensure the efficient use of energy in their respective offices, facilities, transportation units, and in other areas covered in the discharge of their functions;

**WHEREAS**, Section 43 of the EEC-IRR expands the coverage of the GEMP to cover all government entities, including departments, bureaus, offices, agencies, GOCCs, and their subsidiaries, self-governing boards or commissions, and other instrumentalities of the government, as well as the SUCs and the political subdivisions or the LGUs;

**WHEREAS**, DOE Department Order (DO) No. DO2020-01-0001 organizes the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) and lays down its powers and functions primarily to evaluate and approve government energy efficiency projects and provide strategic direction in the implementation of the GEMP;

**WHEREAS**, based on international studies and considering local conditions in the country such as room capacity and humidity, 24°C will be a cool and comfortable temperature setting for room occupants, since lower temperature settings result in cold and uncomfortable feeling for room occupants, e.g., requiring the use of cold weather clothing;

**WHEREAS**, Section 4 of DOE DO No. DO2020-01-0001 provides that the IAEECC shall act as a collegial body, and approval of its actions may be made by a simple majority;



**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED** by the members of the IAEECC:

**RESOLVED**, that all government entities shall comply with the GEMP, which is the government-wide program to reduce the government's monthly consumption of electricity and petroleum products through electricity efficiency and conservation, and efficiency and conservation in fuel use of government vehicles, among others;

**RESOLVED**, that for this purpose, government entities shall pertain to the departments, agencies, bureaus, GOCCs/GFIs and their subsidiaries, and other instrumentalities under the Executive Branch, including the SUCs and Foreign Service posts, as well as the LGUs;

**RESOLVED**, that the guidelines for the implementation of the GEMP shall be provided in this Resolution and other issuances by the IAEECC. These guidelines shall include, among others, the use of the savings realized through the implementation of an energy efficiency and conservation program (EECP) in the agencies concerned;

**RESOLVED**, that each department, attached agency, other executive office (OEO), GOCC/GFI and their subsidiaries, SUC, and LGU, except the barangays, shall formulate an EECP that shall include energy efficiency and conservation measures, target savings, motor vehicle inventory, and other strategies that shall be implemented by the agency concerned;

**RESOLVED**, that the head of each department, attached agency, OEO, GOCC/GFI and their subsidiaries, SUC, and LGU, except the barangays, shall designate an energy efficiency and conservation officer (EEC Officer) who shall, among others, prepare, formulate and submit for approval of the head of the agency concerned the design, plan, implementation, and monitoring and evaluation scheme for the EECP of said agency consistent with the GEMP;

**RESOLVED**, that the EEC Officer shall be a senior official or part of the agency's top management to ensure its compliance with the provisions of the EEC Act and its IRR;



**RESOLVED**, that the head of each department-level entity shall be allowed to designate EEC focal person(s) in each of its bureaus/services/offices, including its regional or field offices (ROs/FOs) and the Foreign Service posts, to assist the EEC Officer in the implementation of the GEMP. The EEC focal persons shall lead in the effective implementation of the EEC in their respective office, building or facility, and provide reports to the EEC Officer on the matter, such as the monthly electricity and fuel consumption reports, should they have separate electricity and fuel accounts from that of their mother department in the central office;

**RESOLVED**, that attached agencies, OEOs, GOCCs/GFIs and their subsidiaries, and SUCs, due to the nature of their administrative relationship with the mother department, shall have a separate EEC Officer. They shall likewise be allowed to have their EEC focal persons, as necessary or applicable;

**RESOLVED**, that each LGU, except the barangays, shall also have its own EEC Officer, and shall likewise be allowed to have EEC focal persons, as necessary or applicable;

**RESOLVED**, that the EEC Officer shall head the EEC Office, which may be part of the planning and development office of the LGU concerned. The LGU EEC Officer may be designated from the existing personnel of the LGU concerned, and shall be responsible for overseeing the implementation of the Local Energy Efficiency and Conservation Plan (LEECP), which shall be aligned with the NEECP;

**RESOLVED**, that the designated EEC Officer in the agency concerned shall facilitate the accomplishment and submission to the DOE of the electricity and fuel consumption reports, as provided under Annexes A and B, respectively, of this Resolution;

**RESOLVED**, that Annexes A and B of this Resolution shall replace Annexes B-1 and B-2 of the IRR of AO No. 110, s. 2004;

**RESOLVED**, that all government entities in the Philippines shall adjust their respective air-conditioning unit thermostat to 24°C as part of the implementation of the GEMP. Foreign posts are also encouraged to adopt said thermostat setting depending on the climate of the country where the post is located;

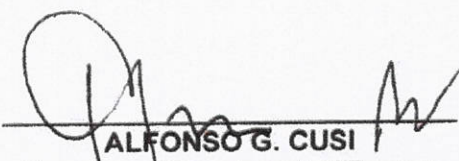


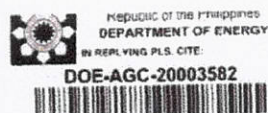
**RESOLVED**, that to support the GEMP, the DOE shall conduct energy audits, spot checks, surveys, technical analyses, and other research activities related to energy efficiency projects of all government entities concerned;

**RESOLVED**, that the DOE shall propose improvements to the existing GEMP for consideration by the IAEECC, including, but not limited to, the (a) review and revision, as necessary, of the (i) threshold for savings of at least ten percent (10%) in the electricity and fuel consumption of the agencies concerned, and (ii) guidelines on the use of said savings; and (b) development of criteria for government energy efficiency projects; and

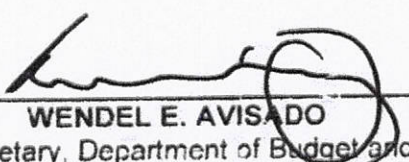
**RESOLVED, FINALLY**, that this Resolution be approved and disseminated to the government entities concerned for adoption and implementation.

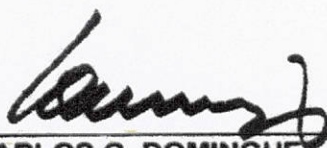
**ADOPTED**, in Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.

  
**ALFONSO G. CUSI**  
Secretary, Department of Energy  
and Chairperson, IAEECC

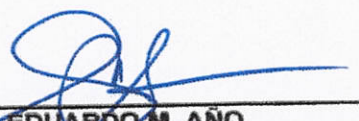


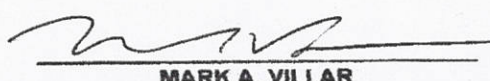
**IAEECC MEMBERS:**

  
**WENDEL E. AVISADO**  
Secretary, Department of Budget and  
Management

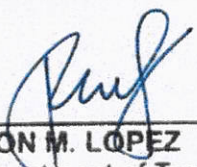
  
**CARLOS G. DOMINGUEZ**  
Secretary,  
Department of Finance  
SEP 03 2020

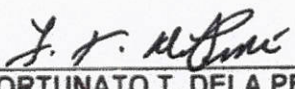


  
**EDUARDO M. ANO**  
Secretary, Department of the Interior and  
Local Government

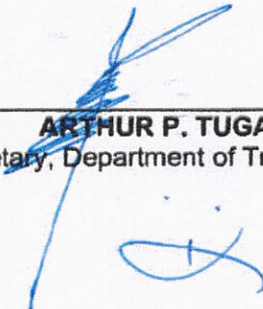
  
**MARK A. VILLAR**  
Secretary, Department of Public Works  
and Highways



  
**RAMON M. LOPEZ**  
Secretary, Department of Trade and  
Industry

  
**FORTUNATO T. DELA PENA**  
Secretary, Department of Science and  
Technology



  
**ARTHUR P. TUGADE**  
Secretary, Department of Transportation

  
**KARL KENDRICK T. CHUA**  
Acting Secretary, National Economic and  
Development Authority



CERTIFIED CORRECT:

  
**PATRICK T. AQUINO, CESO III**  
Director, IAEECC Secretariat



DEPARTMENT OF ENERGY  
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City  
Telefax: (632) 8840-2243, Email: doe.gemp@gmail.com

GOVERNMENT ENERGY MANAGEMENT PROGRAM  
Monthly Electricity Consumption Report, 2020

Agency : \_\_\_\_\_

Tel. Nos.: \_\_\_\_\_

Address : \_\_\_\_\_

Fax Nos.: \_\_\_\_\_

Region: \_\_\_\_\_

| A         | B                                  | C                    | D                          | E                                    | F                   | G                        |
|-----------|------------------------------------|----------------------|----------------------------|--------------------------------------|---------------------|--------------------------|
| Month     | Monthly Consumption Baseline, 2015 | Building Description | Gross Area (square meters) | Air-Conditioned Area (square meters) | Number of Occupants | Monthly Consumption, kWh |
| January   |                                    |                      |                            |                                      |                     |                          |
| February  |                                    |                      |                            |                                      |                     |                          |
| March     |                                    |                      |                            |                                      |                     |                          |
| April     |                                    |                      |                            |                                      |                     |                          |
| May       |                                    |                      |                            |                                      |                     |                          |
| June      |                                    |                      |                            |                                      |                     |                          |
| July      |                                    |                      |                            |                                      |                     |                          |
| August    |                                    |                      |                            |                                      |                     |                          |
| September |                                    |                      |                            |                                      |                     |                          |
| October   |                                    |                      |                            |                                      |                     |                          |
| November  |                                    |                      |                            |                                      |                     |                          |
| December  |                                    |                      |                            |                                      |                     |                          |
| Average   |                                    |                      |                            |                                      |                     |                          |

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

## GENERAL INSTRUCTIONS

### FOR THE PREPARATION OF MONTHLY ELECTRICITY CONSUMPTION REPORT (MECR) OF THE GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) ANNEX A

---

The Department of Energy through the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) of the Energy Utilization Management Bureau (EUMB) collects data of the monthly electricity consumption of all government agencies, including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivision, government owned or controlled corporations (GOCCs), including its subsidiaries or other self-governing board or commission of the Government, Local Government Units (LGUs), state universities and colleges (SUCs).

#### ***Administration of the Electricity Consumption Report***

The EUMB-EPSMD collects data through electronic on-screen and digital systems, operates and maintains a computerized database system to facilitate retrieval and analysis of the electricity consumption data of government entities and LGUs. Energy evaluation and analysis are conducted for the establishment of a national energy utilization policies and regulations for GEMP; for the establishment of benchmark, upgrading of database and calculation of electricity savings per year, source of recipients of the Certificate of Recognition of the deserving government agencies and LGUs during the Energy Consciousness Month celebration every December, and for other monitoring activities such as total government sector's electricity consumption profile, potential electricity savings, energy conservation projects etc.

#### ***1. Who Must Submit the Reports***

Reports must be submitted by the Energy Efficiency and Conservation (EEC) Officer of all government agencies and LGUs or by the Energy Efficiency and Conservation (EEC) Focal Person of government agencies and LGUs of an office, building or facility, which have separate electricity and fuel accounts from that of their mother department in the central office.

#### ***2. Reporting Basis***

All government agencies, including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivision, government owned or controlled corporations (GOCCs), including its subsidiaries or other self-governing board or commission of the Government, Local Government Units (LGUs), state universities and colleges (SUCs) must submit to the EUMB-EPSMD monthly through electronic on-screen and digital systems using the Annex A Form.

#### ***3. Schedule of Submission***

The accomplished GEMP's MECR must be submitted to the EUMB-EPSMD not later than 15 days after the reference month.

All reports shall be sent to:

**doe.gemp@gmail.com**

#### 4. Confidentiality of Report

All reports shall be treated with strictest confidentiality. Specific reports of each government agency and LGU shall not be divulged without the consent of the agency and LGU concerned.

#### 5. Definition of terms

**Energy Efficiency and Conservation (EEC) Officer** is a senior official or part of the government agency's top management, designated by the head of the government agency, including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivision, government owned or controlled corporations (GOCCs), including its subsidiaries or other self-governing board or commission of the Government, Local Government Units (LGUs), state universities and colleges (SUCs) and is responsible for the submission to the EUMB-EPSMD the monthly energy performance report within the period prescribed under the GEMP Guidelines.

#### **Energy Efficiency and Conservation (EEC) Focal Person**

Refers to a person designated by the head of a government agency or LGU in each of its bureaus/services/offices (BSOs), including its regional or field offices (ROs/FOs), to assist the EEC Officer in the implementation of the GEMP.

The EEC focal person shall lead in the effective implementation of the Energy Efficiency and Conservation Programs (EECP) in their respective office, building or facility, and provide reports to the EEC Officer on the matter, such as their monthly electricity and fuel consumption reports should they have separate electricity and fuel accounts from that of their mother department in the central office.

#### **National Energy Efficiency and Conservation Database (National EE&C Database)**

Refers to a centralized, comprehensive, and unified database on national energy consumption, the application and use of energy efficient and renewable energy technologies, and other critical and relevant information to be used for evaluation, analysis, and dissemination of data and information related to energy efficiency and conservation of all government agencies and LGUs.

#### **GEMP MONTHLY ELECTRICITY CONSUMPTION REPORT (MECR) using the Annex A Form**

Please fill out the Name of Agency, Address, Region, Telephone Number and Fax Number on the spaces provided.

#### **Column B. MONTHLY ELECTRICITY CONSUMPTION BASELINE, 2015 (kWh)**

Enter the monthly electricity consumption from January to December, 2015 expressed in kilowatt hours (kWh), based from the monthly electricity bills issued by the Distribution Utility (DU), Electric Cooperative (EC), or Retail Electricity Supplier (RES).

The average monthly electricity consumption baseline, 2015 (kWh) is the sum of the monthly electricity consumption from January to December, 2015 divided by 12.

$$= \Sigma(\text{January} - \text{December}, 2015) / 12$$

#### **Column C. BUILDING DESCRIPTION**

Provide a complete description of the building in the following manner:

- Describe the structure
- Indicate the number of stories/floor including basement and rooftop
- Indicate the purpose for which the building is utilized, e.g. Office, laboratory, hospital, workshop, etc.

**Column D. GROSS AREA, square meters (m<sup>2</sup>).**

Enter the total floor area of the building utilized by the government agency or LGU for its operation, expressed in square meters (m<sup>2</sup>).

**Column E. AIR-CONDITIONED AREA, square meters (m<sup>2</sup>).**

Enter the total air-conditioned area in the building utilized by the government agency or LGU for its operation, expressed in square meters (m<sup>2</sup>).

**Column F. No. OF OCCUPANTS**

Enter the number of occupants of the building utilized by the government agency or LGU for its operation, expressed in number of head count.

**Column G. MONTHLY ELECTRICITY CONSUMPTION (kWh)**

Enter the monthly electricity consumption of the reported month expressed in kilowatt hours (kWh) based from monthly electricity bills issued by the Distribution Utility (DU), Electric Cooperative (EC), or Retail Electricity Supplier (RES).

\* \* \* \* \*

**The report should be prepared by a competent personnel and noted by the Energy Efficiency and Conservation (EEC) Officer or Energy Efficiency and Conservation (EEC) Focal Person**

For more information please call:

Energy Efficiency and Conservation Public  
Sector Management Division  
Energy Utilization Management Bureau  
DEPARTMENT OF ENERGY  
Energy Center, Rizal Drive, Bonifacio Global  
City,  
Taguig City  
Tel. Nos.: 8840-2243, 8479-2900 local nos.  
214, 277

Or email at: [doc.gemp@gmail.com](mailto:doc.gemp@gmail.com)



"ANNEX B"

DEPARTMENT OF ENERGY  
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City  
Telefax: (632) 8840-2243, Email: doe.gemp@gmail.com

GOVERNMENT ENERGY MANAGEMENT PROGRAM  
Monthly Fuel Consumption Report, 2020

Agency : \_\_\_\_\_  
Address : \_\_\_\_\_  
Region: \_\_\_\_\_

Telephone Nos.: \_\_\_\_\_  
Fax Nos.: \_\_\_\_\_

| Month     | Monthly Consumption Baseline |                       |          |                  |                       |          | Monthly Consumption, 2020 |                       |          |                  |                       |          |
|-----------|------------------------------|-----------------------|----------|------------------|-----------------------|----------|---------------------------|-----------------------|----------|------------------|-----------------------|----------|
|           | GASOLINE                     |                       |          | DIESEL           |                       |          | GASOLINE                  |                       |          | DIESEL           |                       |          |
|           | Gasoline<br>liters           | Total Km<br>Travelled | Km/Liter | Diesel<br>liters | Total Km<br>Travelled | Km/Liter | Gasoline<br>liters        | Total Km<br>Travelled | Km/Liter | Diesel<br>liters | Total Km<br>Travelled | Km/Liter |
| January   |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| February  |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| March     |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| April     |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| May       |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| June      |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| July      |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| August    |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| September |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| October   |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| November  |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| December  |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| Total     |                              |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |

Note: The information contained in this report is for the above-named facility only.

Prepared by:

Noted by:

Designation

Designation

## **GENERAL INSTRUCTIONS**

### **FOR THE PREPARATION OF MONTHLY FUEL CONSUMPTION REPORT (MFCR) OF THE GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) ANNEX B**

---

The Department of Energy through the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) of the Energy Utilization Management Bureau (EUMB) collects data of the monthly fuel consumption of all government agencies, including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivision, government owned or controlled corporations (GOCCs), including its subsidiaries or other self-governing board or commission of the Government, Local Government Units (LGUs), state universities and colleges (SUCs).

#### ***Administration of the Fuel Consumption Report***

The EUMB-EPSMD collects data through electronic on-screen and digital systems, operates and maintains a computerized database system to facilitate retrieval and analysis of the fuel consumption data of government agencies and LGUs. Energy evaluation and analysis are conducted for the establishment of a national energy utilization policies and regulations for GEMP; for the establishment of benchmark, upgrading of database and calculation of fuel savings per year, source of recipients for the Certificate of Recognition to the deserving government agencies and LGUs during the Energy Consciousness Month celebration every December, and for other monitoring activities such as total government sector's fuel consumption profile, potential fuel savings, energy conservation projects, etc.

#### ***1. Who Must Submit the Reports***

Reports must be submitted by the Energy Efficiency and Conservation (EEC) Officer of all government agencies and LGUs or by the Energy Efficiency and Conservation (EEC) Focal Person of government agencies and LGUs of an office, building or facility, which have separate electricity and fuel accounts from that of their mother department in the central office.

#### ***2. Reporting Basis***

All government agencies, including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivision, government owned or controlled corporations (GOCCs), including its subsidiaries or other self-governing board or commission of the Government, Local Government Units (LGUs), state universities and colleges (SUCs) must submit to the EUMB-EPSMD monthly through electronic on-screen and digital systems using the Annex B Form.

#### ***3. Schedule of Submission***

The accomplished GEMP's MFCR must be submitted to the EUMB-EPSMD not later than 15 days after the reference month.

All reports shall be sent to:

doe.gemp@gmail.com

#### **4. Confidentiality of Report**

All reports shall be treated with strictest confidentiality. Specific reports of each government agency and LGU shall not be divulged without the consent of the agency and LGU concerned.

#### **5. Definition of terms**

**Energy Efficiency and Conservation (EEC) Officer** is a senior official or part of the government agency's top management, designated by the head of the government agency, including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivision, government owned or controlled corporations (GOCCs), including its subsidiaries or other self-governing board or commission of the Government, Local Government Units (LGUs), state universities and colleges (SUCs) and is responsible for the submission to the EUMB-EPSMD the monthly energy performance report within the period prescribed under the GEMP Guidelines.

#### **Energy Efficiency and Conservation (EEC) Focal Person**

Refers to a person designated by the head of a government agency or LGU in each of its bureaus/services/offices (BSOs), including its regional or field offices (ROs/FOs), to assist the EEC Officer in the implementation of the GEMP.

The EEC focal person shall lead in the effective implementation of the Energy Efficiency and Conservation Programs (EECP) in their respective office, building or facility, and provide reports to the EEC Officer on the matter, such as their monthly electricity and fuel consumption reports should they have separate electricity and fuel accounts from that of their mother department in the central office.

#### **National Energy Efficiency and Conservation Database (National EE&C Database)**

Refers to a centralized, comprehensive, and unified database on national energy consumption with the application and use of energy efficient and renewable energy technologies, and other critical and relevant information to be used for evaluation, analysis, and dissemination of data and information related to energy efficiency and conservation of all government agencies and LGUs.

#### **GEMP MONTHLY FUEL CONSUMPTION REPORT (MFCR) using the Annex B Form**

Please fill out the Name of Agency, Address, Region, Telephone Number and Fax Number on the spaces provided.

#### **MONTHLY CONSUMPTION BASELINE, JANUARY – DECEMBER**

##### **Column B. GASOLINE, LITERS**

Enter the monthly baseline gasoline consumption of vehicle/s powered by gasoline from January to December, sourced from the monthly withdrawal of the fuel allocation based from the official receipt issued by the petroleum company, expressed in Liters (L).

##### **Column C. TOTAL KM TRAVELLED OF GASOLINE-POWERED VEHICLE/S (Km)**

Fill out the monthly total distance traveled by the gasoline-powered vehicle/s from January to December based from the odometer reading of the vehicle/s, expressed in Kilometer (Km).

**Column D. KM/LITER, FUEL EFFICIENCY, Kilometers per Liter (Km/L).**

Compute the fuel efficiency of the gasoline-powered vehicle/s by dividing Column C (Km) by Column B (L).

**Column E. DIESEL, LITERS (L)**

Enter the monthly diesel consumption of vehicle/s powered by diesel from January to December sourced from the monthly withdrawal of the fuel allocation based from the official receipt issued by the petroleum company, expressed in Liters (L).

**Column F. TOTAL KM TRAVELLED OF DIESEL-POWERED VEHICLE/S (Km)**

Enter the monthly total distance traveled by the diesel-powered vehicle/s from January to December based from the odometer reading of the vehicle/s, expressed in Kilometer (Km).

**Column G. KM/LITER, FUEL EFFICIENCY in Kilometers per Liter (Km/L).**

Compute the fuel efficiency of the diesel-powered vehicle/s by dividing Total Km Travelled, Column F (Km) by Diesel, Liters Column E (L).

**MONTHLY CONSUMPTION, 2020**

**Column H. GASOLINE, LITERS**

Enter the monthly gasoline consumption of vehicle/s powered by gasoline from January to December, 2020 sourced from the monthly withdrawal of the fuel allocation based from the official receipt issued by the petroleum company, expressed in Liters (L).

**Column I. TOTAL KM TRAVELLED OF GASOLINE-POWERED VEHICLE/S (Km)**

Fill out the monthly total distance traveled by the gasoline-powered vehicle/s from January to December, 2020 based from the odometer reading of the vehicle/s, expressed in Kilometer (Km).

**Column J. KM/LITER, FUEL EFFICIENCY in Kilometers per Liter (Km/L).**

Compute the fuel efficiency of the gasoline-powered vehicle/s by dividing Total Km Travelled, Column I (Km) by Gasoline Liters, Column H (L).

**Column K. DIESEL, LITERS (L)**

Enter the monthly diesel consumption of vehicle/s powered by diesel from January to December, 2020 sourced from the monthly withdrawal of the fuel allocation based from the official receipt issued by the petroleum company, expressed in Liters (L).

**Column L. TOTAL KM TRAVELLED OF DIESEL-POWERED VEHICLE/S (Km)**

Enter the monthly total distance traveled by the diesel-powered vehicle/s from January to December, 2020 based from the odometer reading of the vehicle/s, expressed in Kilometer (Km).

**Column M. KM/LITER, FUEL EFFICIENCY in Kilometers per Liter (Km/L).**

Compute the fuel efficiency of the diesel-powered vehicle/s from January – December, 2020 by dividing Total Km Travelled, Column L (Km) by Diesel consumption, Liters Column K (L).

\* \* \* \* \*

**The report should be prepared by a competent personnel and noted by the Energy Efficiency and Conservation (EEC) Officer or Energy Efficiency and Conservation (EEC) Focal Person**

For more information please call:

Energy Efficiency and Conservation Public  
Sector Management Division  
Energy Utilization Management Bureau  
DEPARTMENT OF ENERGY  
Energy Center, Rizal Drive, Bonifacio Global  
City,  
Taguig City  
Tel. Nos.: 8840-2243, 8479-2900 local nos.  
214, 201

Or email at: [doe.gemp@gmail.com](mailto:doe.gemp@gmail.com)



**"ANNEX A"**

**DEPARTMENT OF ENERGY**  
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City  
Telefax: (632) 8840-2243, Email: doe.gemp@gmail.com

**GOVERNMENT ENERGY MANAGEMENT PROGRAM**  
**Monthly Electricity Consumption Report, 2019**

Agency : \_\_\_\_\_

Tel. Nos.: \_\_\_\_\_

Address : \_\_\_\_\_

Fax Nos.: \_\_\_\_\_

Region: \_\_\_\_\_

| A         | B                                  | C                    | D                          | E                                    | F                   | G                        |
|-----------|------------------------------------|----------------------|----------------------------|--------------------------------------|---------------------|--------------------------|
| Month     | Monthly Consumption Baseline, 2015 | Building Description | Gross Area (square meters) | Air-Conditioned Area (square meters) | Number of Occupants | Monthly Consumption, kWh |
| January   |                                    |                      |                            |                                      |                     |                          |
| February  |                                    |                      |                            |                                      |                     |                          |
| March     |                                    |                      |                            |                                      |                     |                          |
| April     |                                    |                      |                            |                                      |                     |                          |
| May       |                                    |                      |                            |                                      |                     |                          |
| June      |                                    |                      |                            |                                      |                     |                          |
| July      |                                    |                      |                            |                                      |                     |                          |
| August    |                                    |                      |                            |                                      |                     |                          |
| September |                                    |                      |                            |                                      |                     |                          |
| October   |                                    |                      |                            |                                      |                     |                          |
| November  |                                    |                      |                            |                                      |                     |                          |
| December  |                                    |                      |                            |                                      |                     |                          |
| Average   |                                    |                      |                            |                                      |                     |                          |

Prepared by:

Noted by:

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Designation



"ANNEX B"

DEPARTMENT OF ENERGY  
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City  
Telefax: (632) 8840-2243, Email: doe.gemp@gmail.com

GOVERNMENT ENERGY MANAGEMENT PROGRAM  
Monthly Fuel Consumption Report, 2019

Agency : \_\_\_\_\_

Telephone Nos.: \_\_\_\_\_

Address : \_\_\_\_\_

Fax Nos.: \_\_\_\_\_

Region: \_\_\_\_\_

| Month     | Monthly Consumption<br>Baseline |                       |          |                  |                       |          | Monthly Consumption, 2020 |                       |          |                  |                       |          |
|-----------|---------------------------------|-----------------------|----------|------------------|-----------------------|----------|---------------------------|-----------------------|----------|------------------|-----------------------|----------|
|           | GASOLINE                        |                       |          | DIESEL           |                       |          | GASOLINE                  |                       |          | DIESEL           |                       |          |
|           | Gasoline<br>liters              | Total Km<br>Travelled | Km/Liter | Diesel<br>liters | Total Km<br>Travelled | Km/Liter | Gasoline<br>liters        | Total Km<br>Travelled | Km/Liter | Diesel<br>liters | Total Km<br>Travelled | Km/Liter |
| January   |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| February  |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| March     |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| April     |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| May       |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| June      |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| July      |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| August    |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| September |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| October   |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| November  |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| December  |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |
| Total     |                                 |                       |          |                  |                       |          |                           |                       |          |                  |                       |          |

Note: The information contained in this report is for the above-named facility only.

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_



**INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION  
COMMITTEE (IAEECC)**

**ADVISORY**

**TO : \*ALL CONCERNED GOVERNMENT AGENCIES**

**FROM : THE SECRETARY OF ENERGY AND CHAIRPERSON OF INTER-AGENCY  
ENERGY EFFICIENCY AND CONSERVATION COMMITTEE (IAEECC)**

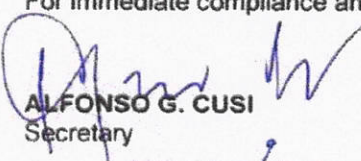
**DATE : 24 April 2020**

**SUBJECT : ENJOINING ALL CONCERNED IN THE GOVERNMENT TO REALIZE AT  
LEAST TEN PERCENT (10%) COST SAVINGS**

In support of the implementation of Section 4(u) of the Republic Act No. (RA) 11469 or the Bayanihan to Heal as One Act, which recommended to conserve and regulate the distribution and use of power, fuel, energy and water, and ensure its adequate supply and National Budget Circular No. (NBC) 580 dated 22 April 2020 regarding the Adoption of Economy Measures in the Government due to the Emergency Health Situation, the Department of Energy (DOE) as Chairperson of the IAEECC under RA 11285 or the Energy Efficiency and Conservation (EEC) Act hereby issues the following:

1. Section 9 of the RA 11285 tasked the IAEECC to evaluate and approve government energy efficiency projects, and to provide strategic direction in the implementation of the Government Energy Management Program (GEMP).
2. Section 43 of the EEC Act Implementing Rules and Regulations stated that the GEMP shall cover all government agencies, including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivisions, GOCCs, including its subsidiaries or other self-governing board or commission of the Government, LGUs, state universities, and colleges.
3. In compliance with RA 11469, the NBC 580 and the GEMP, all concerned government agencies are enjoined to implement energy conservation projects and measures to achieve at least ten percent (10%) cost savings in the petroleum products, air, steam and electricity consumption that would result to the addition to government's resources to contain the spread of COVID-19.
4. Such energy efficiency and conservation projects, programs and measures shall be reported by each government agency with target savings, motor vehicle inventory and other strategies consistent with the GEMP to the DOE copy furnished the DBM.

For immediate compliance and guidance of all concerned.

  
**ALFONSO G. CUSI**  
Secretary

**MAY 08 2020**



Republic of the Philippines  
DEPARTMENT OF ENERGY  
IN REPLYING PL. 1212

DOE-AGC-20002441





**INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION  
COMMITTEE (IAEECC)**

**FORM A: Electricity**

Name of Government Agency: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Email Address: \_\_\_\_\_

| No. | Energy Efficiency and<br>Conservation Projects and<br>Measures Implemented | Period of<br>Implementation | Target Savings |     |
|-----|----------------------------------------------------------------------------|-----------------------------|----------------|-----|
|     |                                                                            |                             | kwh            | Php |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |

**Prepared by:**  
\_\_\_\_\_  
**Name**  
\_\_\_\_\_  
**Designation**  
\_\_\_\_\_  
**Email Address:**  
\_\_\_\_\_

**Noted by:**  
\_\_\_\_\_  
**Name**  
\_\_\_\_\_  
**Designation**  
\_\_\_\_\_  
**Email Address:**  
\_\_\_\_\_

Please accomplish the form and submit to DOE-EUMB at  
[doe.eumb@gmail.com](mailto:doe.eumb@gmail.com) or [doe.epsmd@gmail.com](mailto:doe.epsmd@gmail.com)



**INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION  
COMMITTEE (IAEECC)**

**FORM B: Petroleum Products**

Name of Government Agency: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Email Address: \_\_\_\_\_

| No. | Energy Efficiency and<br>Conservation Projects and<br>Measures Implemented | Period of<br>Implementation | Target Savings |     |
|-----|----------------------------------------------------------------------------|-----------------------------|----------------|-----|
|     |                                                                            |                             | (Liters)       | Php |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |
|     |                                                                            |                             |                |     |

**Prepared by:**  
\_\_\_\_\_  
**Name**  
\_\_\_\_\_  
**Designation**  
\_\_\_\_\_  
**Email Address:**

**Noted by:**  
\_\_\_\_\_  
**Name**  
\_\_\_\_\_  
**Designation**  
\_\_\_\_\_  
**Email Address:**

Please accomplish the form and submit to DOE-EUMB at  
[doe.eumb@gmail.com](mailto:doe.eumb@gmail.com) or [doe.epsmd@gmail.com](mailto:doe.epsmd@gmail.com)