

ANNEX A
(Reference: IAEECC Resolution No. 1, s. 2020 and
Annex A of IAEECC Resolution No. 5, s. 2022)

Energy Audit Requirements

1. Copy of Special Order / Memorandum designating an EEC Officer and Focal Person/s;
2. EEC Plan/ Copy of Office Issuances, e.g., Department/ Office Orders/ Memorandum Circulars, regarding the implementation of EEC Program;
3. Copy of Latest Electricity Bill (One Month Only);
4. Monthly Electricity and Fuel Consumption Report (2015 – 2023);
5. Lighting equipment inventory list with specifications;
6. Office equipment inventory list with specifications;
7. Air Conditioning Unit and Generator set Inventory list with specifications;
8. Motor Vehicle Inventory and Re-fleeting Program;
9. Copy of Vehicle's preventive maintenance schedule (work order or official receipt as proof);
10. Copy of a sample vehicle trip ticket;
11. Copy of approved Motor pool Log Book - Monitoring of vehicle dispatch;
12. Timelines for upgrading of energy consuming equipment to more energy efficient equivalents; and
13. Other pertinent supporting documents that the may be required by the DOE



DEPARTMENT OF ENERGY

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) ONLINE SYSTEM

User Manual 1.0

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- Be careful with the spelling of information that will be inputted into the system
- Fields with (*) are mandatory. The system will not proceed to the next step if these fields will not be accomplished

PART I

Accessing the GEMP System Portal

Needed:
<ul style="list-style-type: none">❖ Laptop/Desktop Computer❖ Internet Connections❖ Log-Credentials (Username and Password)

1. ACCESSING THE GEMP SYSTEM PORTAL

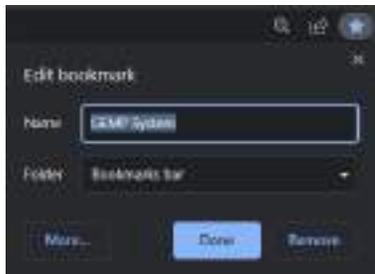
1.1 How to access the GEMP System URL

Step 1. Open an internet browser (e.g. Google Chrome, Firefox, Microsoft Edge, etc.)

Step 2. Type in the Uniform Resource Location (URL) of the GEMP System into the browser – **gemp.doe.gov.ph**



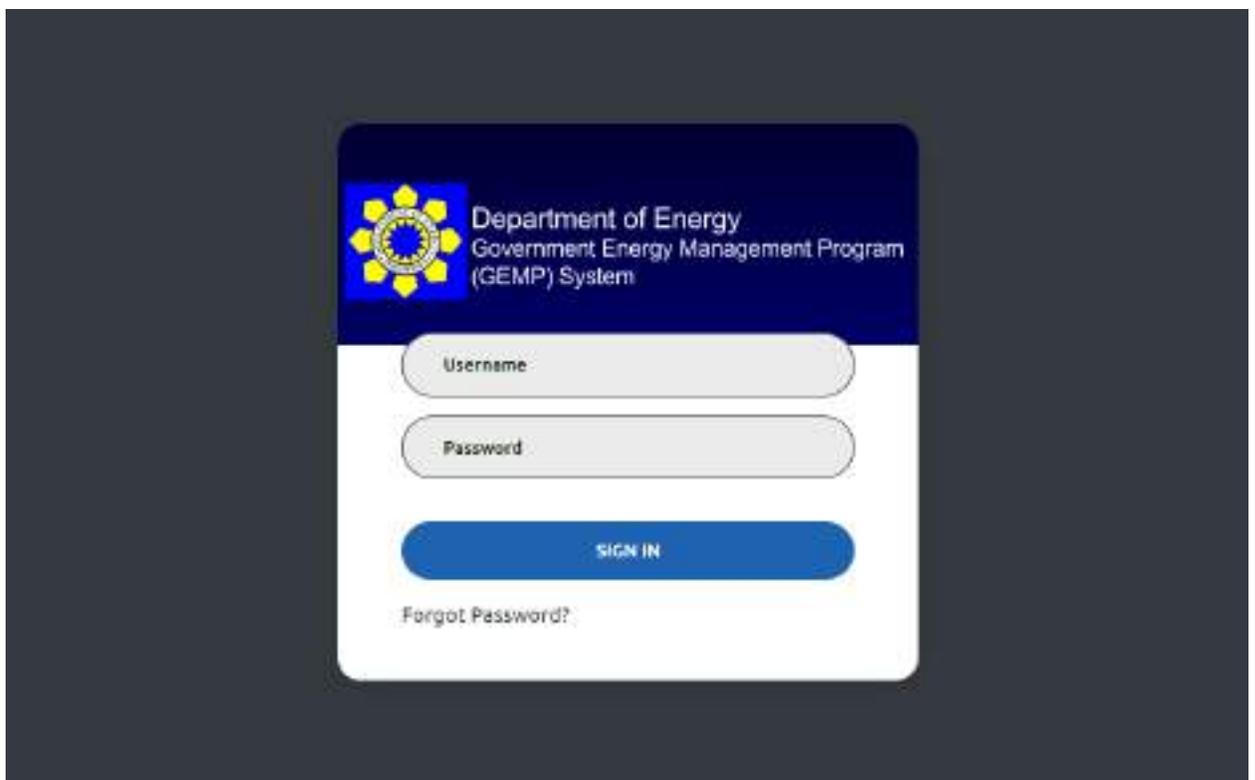
Note: You may bookmark the page by clicking the “★” icon on the right-most side of your browser to save the URL of the GEMP System for easier access in the future. You may rename the page to “GEMP System”, then click the “Done” button.



Bookmarking the GEMP System URL



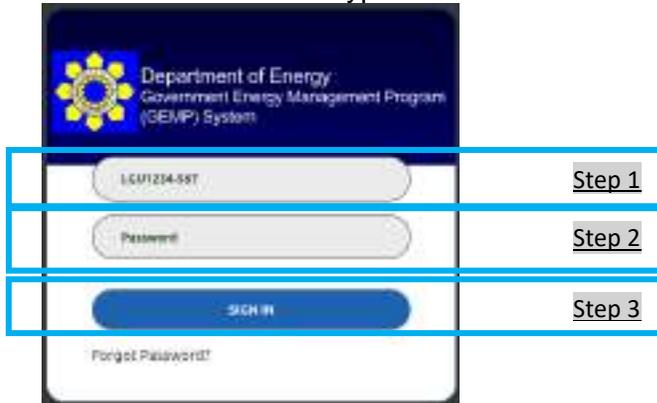
GEMP System successfully bookmarked



GEMP System Login Page

1.2 How to Login

- Step 1.** Type in your given login credential
Username: Type of GE + GE Code

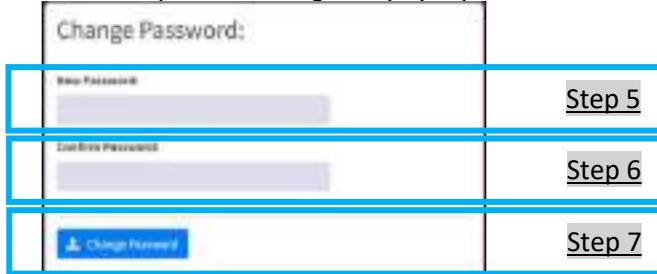


Login Page

- Step 2.** Type in the default/new password
Temporary password: password123

- Step 3.** Click the “Sign In” button.

- Step 4.** Upon initial login, a pop-up window will display requiring the user to change the password.



Change password window

- Step 5.** Type in the new password
- Step 6.** Retype the new password
- Step 7.** Click the “Change Password” button

Once the password has been successfully changed, you will be automatically logged out of the system. To log in, follow steps 1 to 3 of the **How to Login**.

1.3 How to Navigate the Home Page/Dashboard of the GEMP System

After successful login, you will be directed to GEMP System – Home Page



Home Page

The home page will display the following menu bars:

- EEC Issuance
- Directory of Officials (Head of Agency, EEC Officer and EEC Focal Person(s))

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

- Enroll Accounts and Vehicles (Electricity Meter/Account No.(s) and Motor Vehicles)
- Consumption (Electricity and Fuel)
- Buildings
- The home page also shows some miscellaneous features such as EEE Awardees, Top Performers GE, Frequently Asked Questions among others

PART 2

Updating of Agency Profile

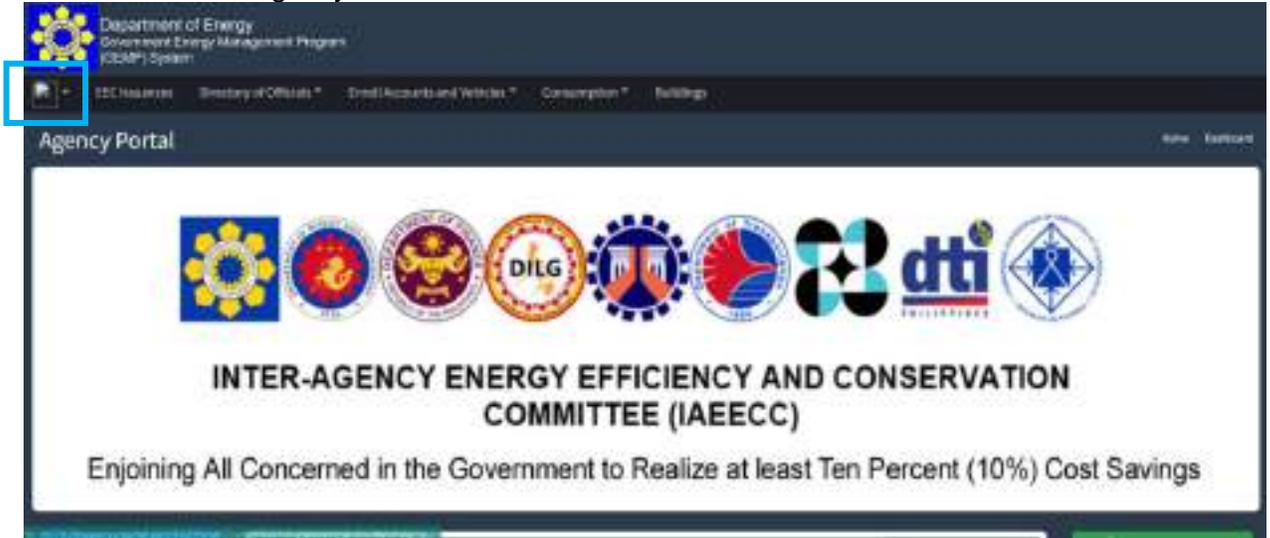
Needed:

- ❖ Official Logo of the Agency
- ❖ Updated Profile of the Government Agency
 - Agency Classification
 - Agency Group
 - Island Group
 - Official Name of the Agency
 - Address
 - Region
 - Province
 - City/Municipality
 - Barangay
 - Agency Email
 - Agency Phone No.
 - Agency Fax No.
 - Income Class (For LGUs)

2. UPDATING/EDITING PROFILE OF THE AGENCY

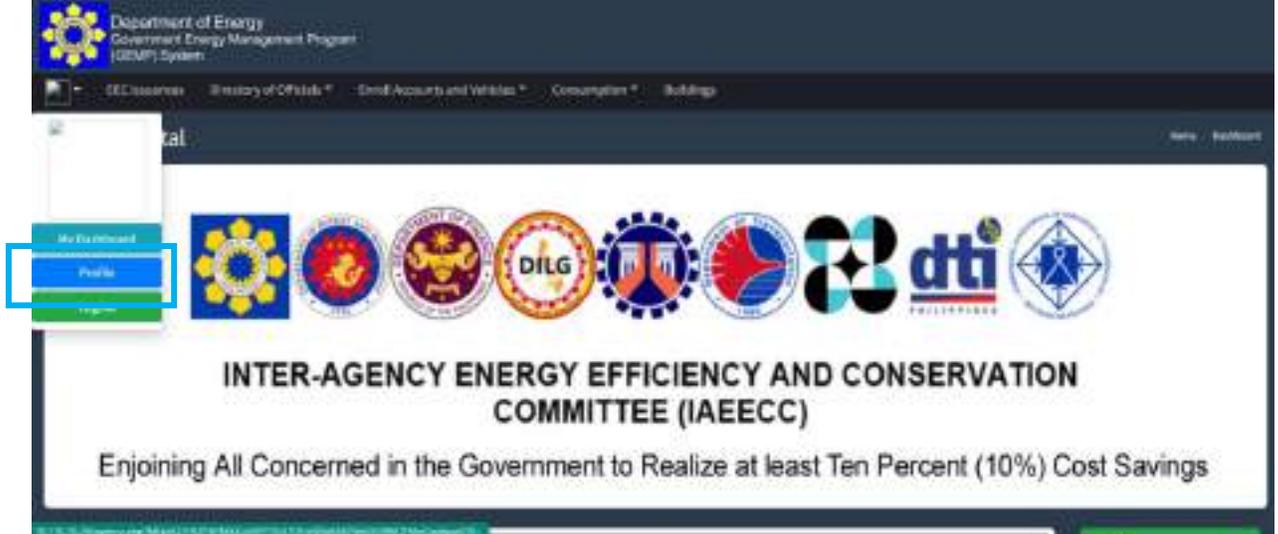
2.1 How to update/edit the profile of the Agency

Step 1. Click the “Agency Icon” on the menu bar



Home Page

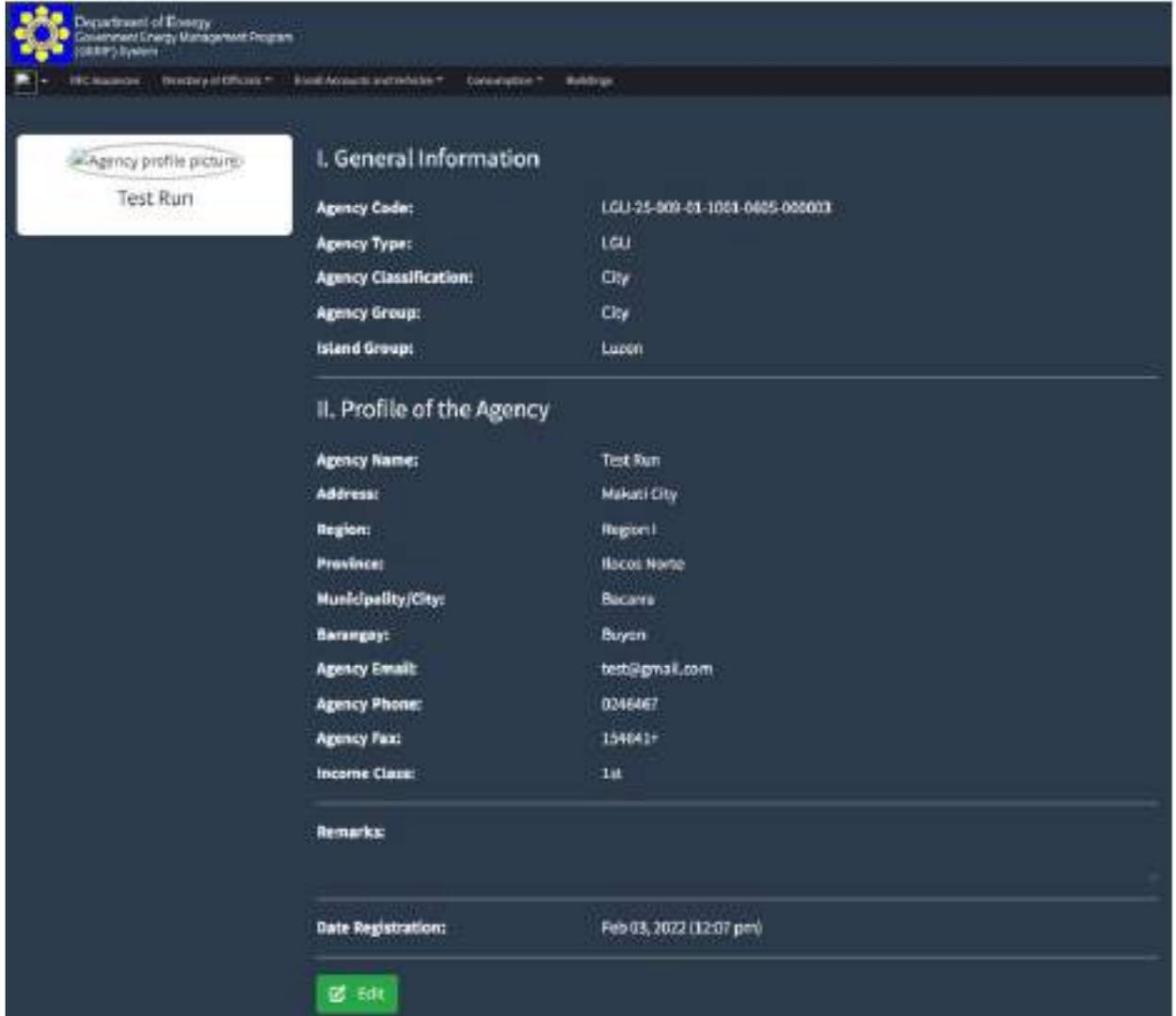
Step 2. Click the “Profile” Button



Home Page

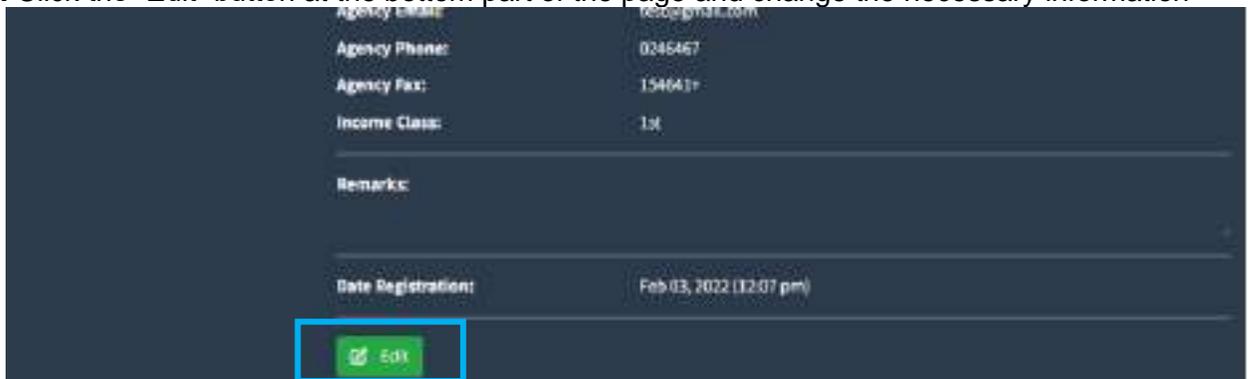
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

You will be directed to the Profile Page of the agency where you can see the general information and profile of the agency.



Profile Page

Step 3. Click the “Edit” button at the bottom part of the page and change the necessary information

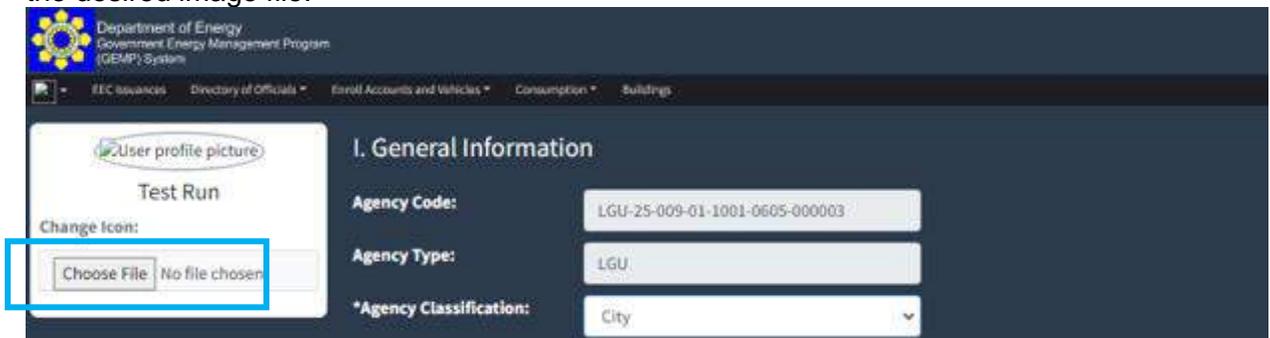


Agency Profile Page

You will be directed to the Edit Profile Page where you can edit the following:

- Icon of the Agency
- Information/Profile of the agency
- Password of the main/primary account

Step 4. You may change the icon of the agency by clicking the “Choose File” button and uploading the desired image file.



**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Edit Page – Agency Profile: Change Icon

Step 5. Update and/or edit the necessary information of the agency (as needed).

The screenshot displays the 'Edit Page – Agency Profile: Update/Edit details' form. It is divided into three main sections:

- I. General Information:** Includes fields for Agency Code (LGU-25-009-01-1001-0605-000003), Agency Type (LGU), Agency Classification (City), Agency Group (City), and Island Group (Luzon). The 'City' dropdown menu is highlighted with a blue box.
- II. Profile of the Agency:** Includes fields for Agency Name, Address, Region (NCR), Province (Ilocos Norte), Municipality/City (Bacarra), Barangay (Buyon), Agency Email (test@gmail.com), Agency Phone (0246467), Agency Fax (154641+), and Income Class (1st). The text input fields for Agency Name, Address, Agency Phone, Agency Fax, and Income Class are highlighted with a blue box.
- III. Login Credentials:** Includes fields for Username (testrun) and Password. Below the password field is a link that says 'Edit only if need to change password'. There is also a 'Remarks' text area and a 'Date Registration' field showing 'Feb 03, 2022 (12:07 pm)'. At the bottom, there are 'Submit' and 'Go Back' buttons. The 'Submit' button is highlighted with a blue box.

Edit Page – Agency Profile: Update/Edit details

Step 6. Change the password by entering the new password in the text box (as needed)

The screenshot displays the 'Edit Page – Agency Profile: Change of password of the main account' form. It is divided into three main sections:

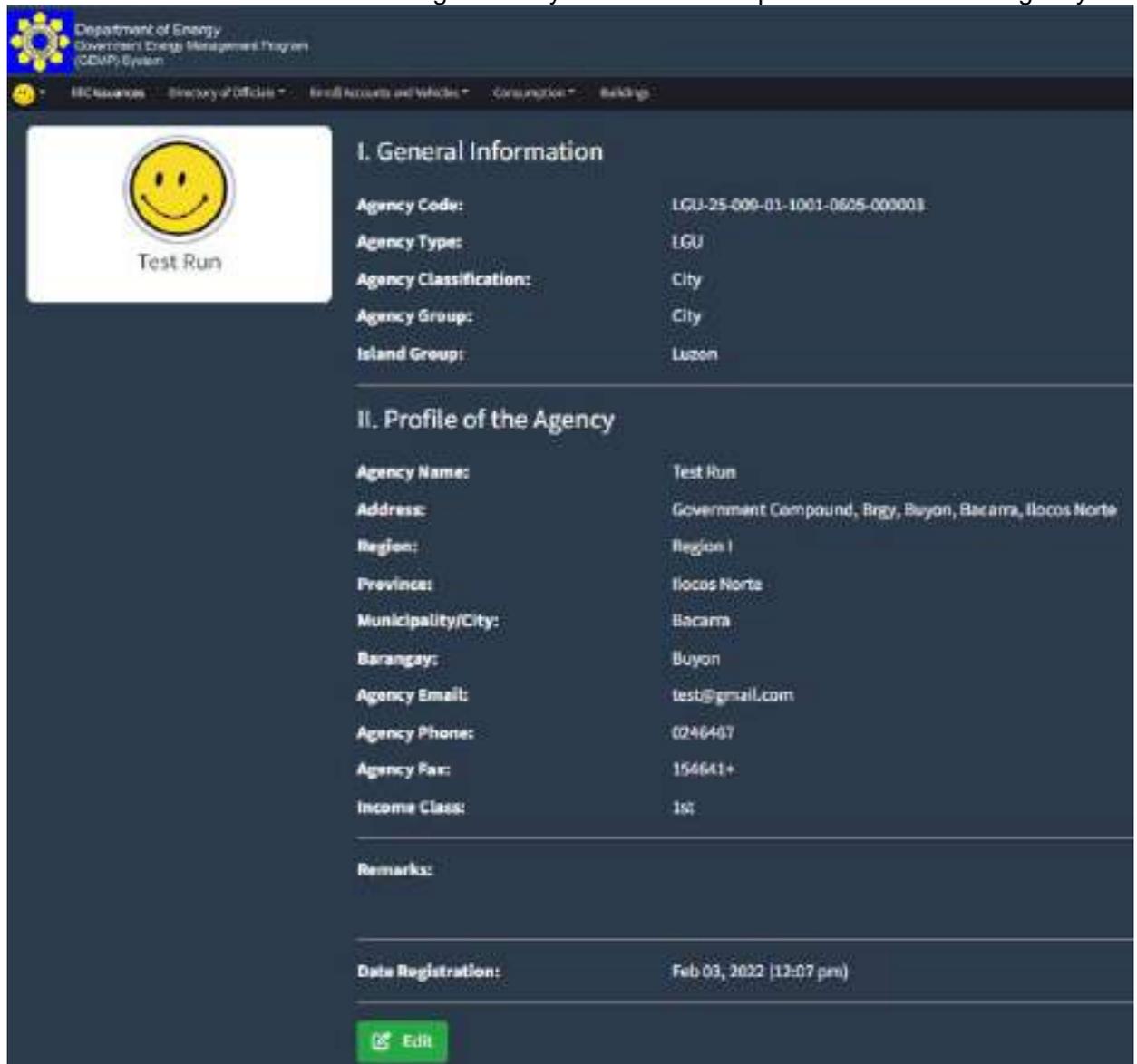
- I. General Information:** (Same as Step 5)
- II. Profile of the Agency:** (Same as Step 5)
- III. Login Credentials:** Includes fields for Username (testrun) and Password. Below the password field is a link that says 'Edit only if need to change password'. There is also a 'Remarks' text area and a 'Date Registration' field showing 'Feb 03, 2022 (12:07 pm)'. At the bottom, there are 'Submit' and 'Go Back' buttons. The 'Password' field and the 'Submit' button are highlighted with a blue box.

Edit Page – Agency Profile: Change of password of the main account

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
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Step 7. Once the necessary changes have been made, click the “Submit” button to save the data.

You will be directed to the Profile Page where you can see the updated details of the agency.



The screenshot displays the 'Profile Page' of the GEMP Online System. The page header includes the Department of Energy logo and navigation tabs for 'Bills/Accounts', 'Inventory of Offices', 'Fixed Accounts and Meters', 'Consumption', and 'Billing'. The main content is divided into two sections: 'I. General Information' and 'II. Profile of the Agency'. A profile picture placeholder shows a yellow smiley face with the text 'Test Run' below it. The 'General Information' section lists fields such as Agency Code, Agency Type, Agency Classification, Agency Group, and Island Group. The 'Profile of the Agency' section lists fields such as Agency Name, Address, Region, Province, Municipality/City, Barangay, Agency Email, Agency Phone, Agency Fax, Income Class, and Remarks. At the bottom, there is a 'Data Registration' field showing the date and time, and an 'Edit' button.

I. General Information	
Agency Code:	LGU-25-009-01-1001-0605-000003
Agency Type:	LGU
Agency Classification:	City
Agency Group:	City
Island Group:	Luzon

II. Profile of the Agency	
Agency Name:	Test Run
Address:	Government Compound, Brgy, Buyon, Bacarra, Ilocos Norte
Region:	Region I
Province:	Ilocos Norte
Municipality/City:	Bacarra
Barangay:	Buyon
Agency Email:	test@gmail.com
Agency Phone:	0246467
Agency Fax:	154641+
Income Class:	1st
Remarks:	
Date Registration:	Feb 03, 2022 (12:07 pm)

[Edit](#)

Profile Page - Updated

PART 3 Submission EEC Issuances

Needed:

- | |
|---|
| ❖ Scanned Copy of Issuances related to Energy Efficiency and Conservation |
|---|

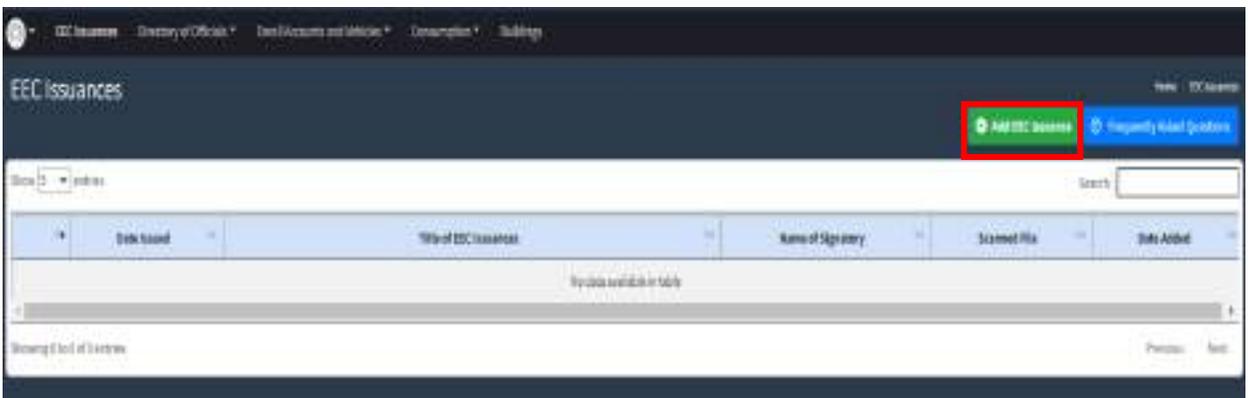
3. Submission of Issuances on Energy Efficiency and Conservation

3.1 How to submit issuances on energy efficiency and conservation

Step 1: Click the “EEC Issuances” in the Menu



Step 2: Click “Add EEC Issuance”

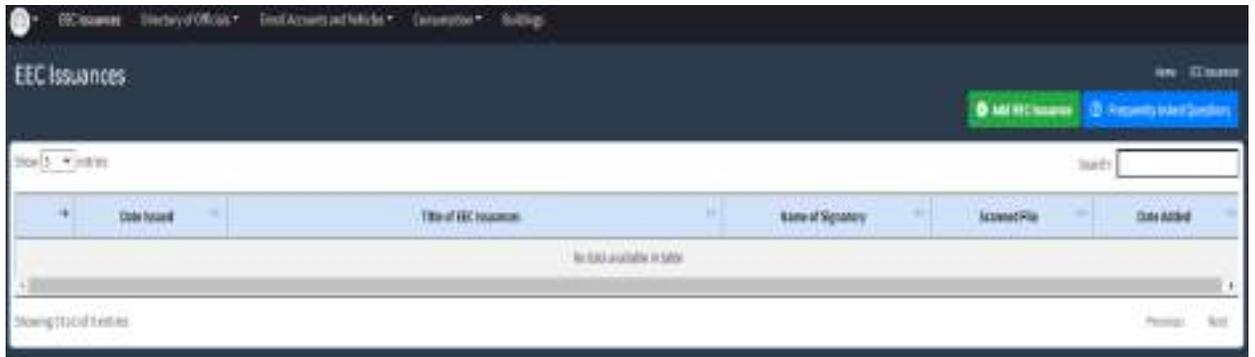


Step 3: After which, a pop-up dialog box will appear. Enter the necessary information as shown below, and upload the scanned file of the EEC Issuance.

The screenshot shows a pop-up dialog box for adding an EEC Issuance. It contains the following fields and buttons:

- Date Issued :** A text input field.
- Title of EEC Issuances :** A text input field with a note: "(up to 250 characters long and no special character)".
- Name of Signatory :** A text input field.
- Scanned File :** A file selection button labeled "Choose File" with the text "No file chosen" and a note: "(Document file size maximum of 5MB)".
- Buttons:** "Upload EEC Issuance" (yellow) and "Close" (blue).

Step 4: Click “Upload EEC Issuance”



After clicking the “Upload EEC Issuance” button. You will be directed to the EEC Issuance Page wherein you can view/update/edit the said EEC Issuance.

PART 4

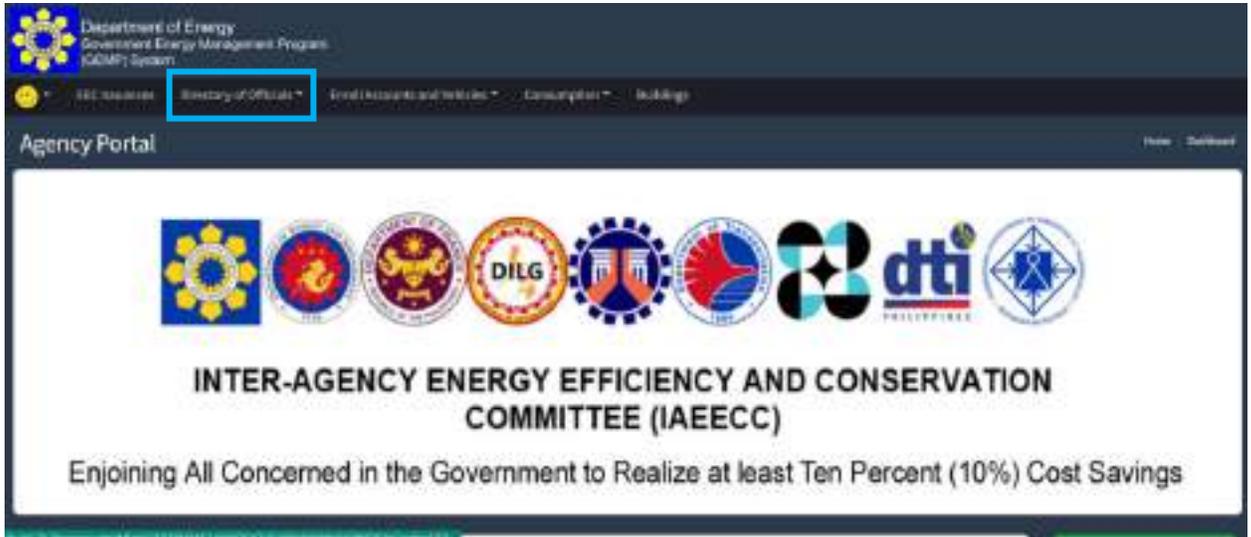
Submission of Directory of Officials

Needed:
<ul style="list-style-type: none">❖ Head of Agency<ul style="list-style-type: none">▪ Updated Profile of the Head of Agency❖ EEC Officer/Focal Person<ul style="list-style-type: none">▪ Scanned Copy of the designation of an EEC Officer/Focal Person▪ Updated Profile of the EEC Officer/Focal Person▪ Preferred Username and Password for each EEC Officer and Focal Person

4. SUBMISSION OF DOCUMENTS AND INFORMATION OF THE AGENCY

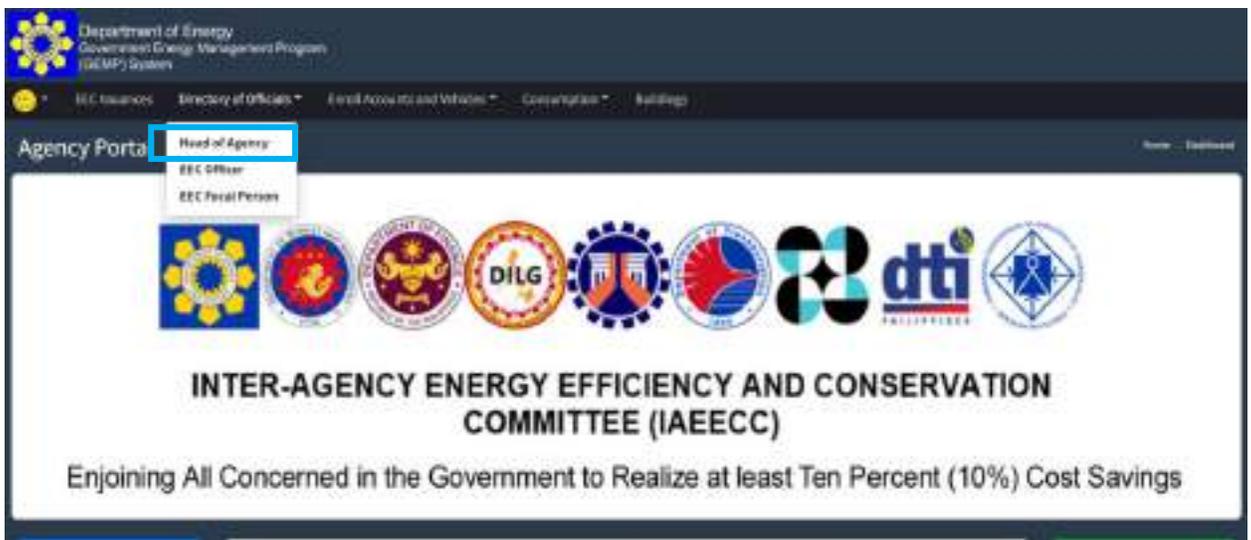
4.1 How to submit the name of the Head of Agency

Step 1. In the Menu bar, click the “Directory of Officials”



Home Page

Step 2: From the dropdown list, click the “Head of Agency”.



Home Page

You will be directed to the Head of Agency Page.

Step 3. Click the “Add Head of Agency” button.



Head of Agency Page

You will be directed to the Data Entry Page for the Head of Agency.

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Step 4. Enter the necessary information.

The screenshot shows the 'Test Run - Directory Of Officials - Add' page. The form fields are as follows:

Field	Value
Name	Head of Agency
Position	Just Data Clerk
Department	Secretary
Office of the Secretary	Office of the Secretary
Landline No.	9479 2100
Fax No.	9463 2100
Email	a123456789@doe.gov.ph

Data Entry Page – Head of Agency

Step 5. Once you have entered the necessary information, click the “Submit” button to save the data. You will then be directed back to the Head of Agency Page where you can see the recently registered information.

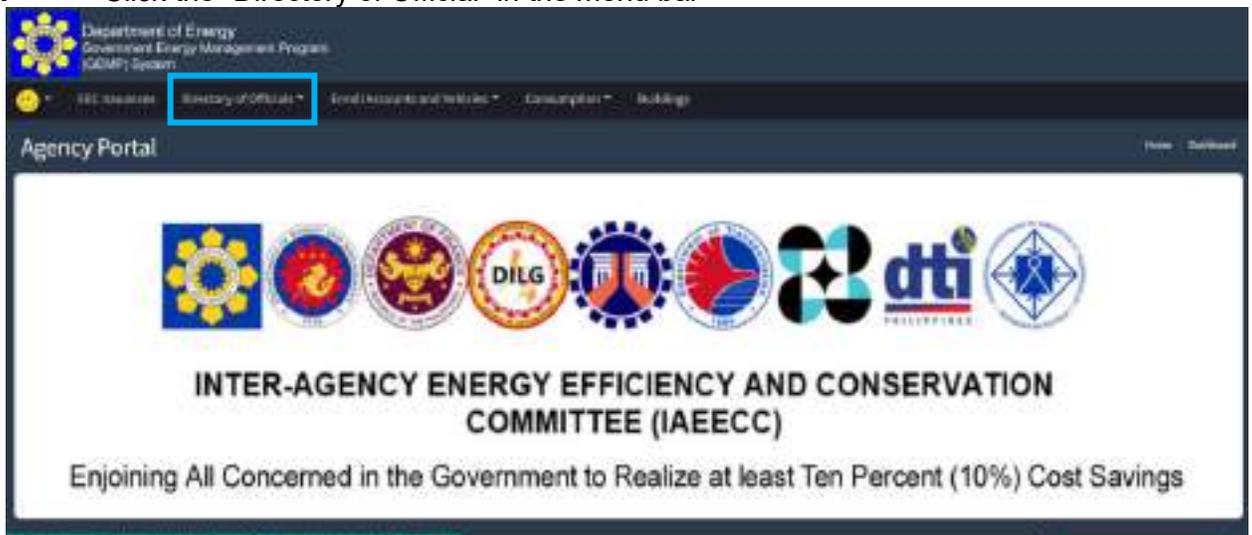
The screenshot shows the 'Test Run - Directory Of Officials - Head of Agency' page. The table below contains the following data:

Name	Designation	Position	Department	Landline No.	Fax No.	Email	Date of Designation	Remarks/Officer Order	Status	Officer End of Term
Just Data Clerk	Head of Agency	Secretary	Department of Energy	9479 2100	9463 2100	a123456789@doe.gov.ph			Present	Officer

Head of Agency Page

4.2 How to edit the information of the Head of the Agency

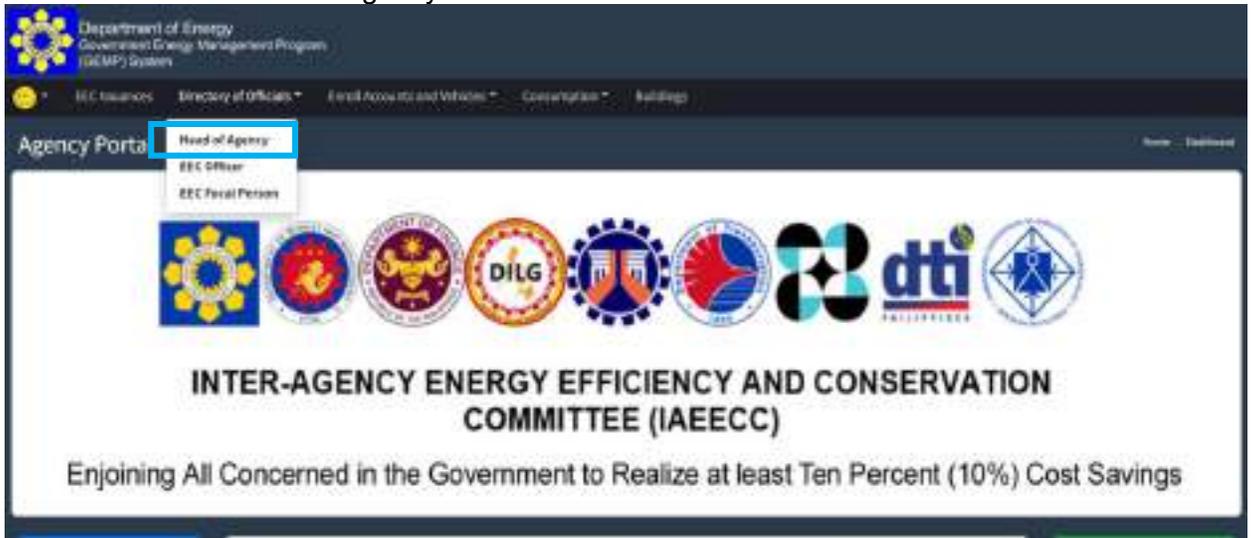
Step 1. Click the “Directory of Official” in the menu bar



Home Page

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

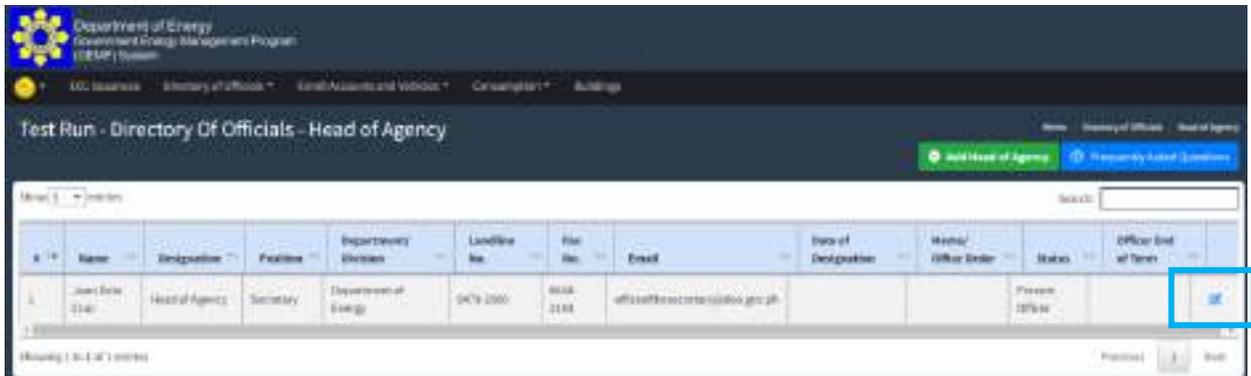
Step 2: Click the “Head of Agency”.



Home Page

Once you have selected the Head of Agency. You will be directed to its page.

Step 3. Click the  icon on the right side portion of the row of the Head of Agency you want to edit



Head of Agency Page (edit)

You will then be directed to a page where you can update and/or edit the information, attachment, and status of the Head of Agency.

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Step 4. Update/edit the necessary information of the Head of Agency (as needed).

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances | Directory of Officials | Enroll Accounts and Vehicles | Consumption | Buildings

Directory Of Officials - Test Run - Edit

Designation: Head of Agency

*Name: Juan Dela Cruz

Position: Secretary

*Department/ Division: Department of Energy

*Landline No.: 8479-2900

Fax No.: 8840-2193

*Email: officeofthesecretary@doe.gov.ph

Date of Designation:

Memo/ Office Order:

Change Document?
Choose File No file chosen

*Status: Present Officer

Officer End of Term: Present Officer

* Required Fields
Note: Attachment Size Maximum of 15MB

Submit Go Back

Edit Page – Head of Agency

Step 5. Amend the attachment (as needed)

Memo/ Office Order:

Change Document?
Choose File No file chosen

Edit Page – Head of Agency: amend attachment

Step 6. Change the status of the Head of Agency. If the official that was initially inputted is no longer the Head of the Agency, you can choose “Former Officer”. For the registration of the new Head of Agency, repeat steps 1 to 5 of **Data Input: Head of Agency**. (as needed)

*Status: Present Officer

Officer End of Term: Present Officer

* Required Fields
Note: Attachment Size Maximum of 15MB

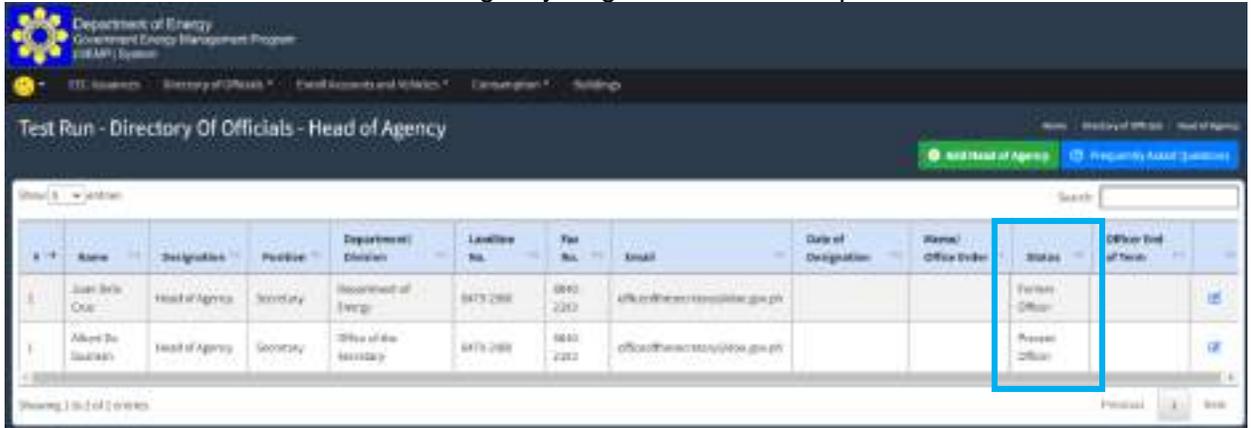
Submit Go Back

Edit Page – Head of Agency: Status

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 7. Once the necessary changes have been made, click the “Submit” button to save the data.

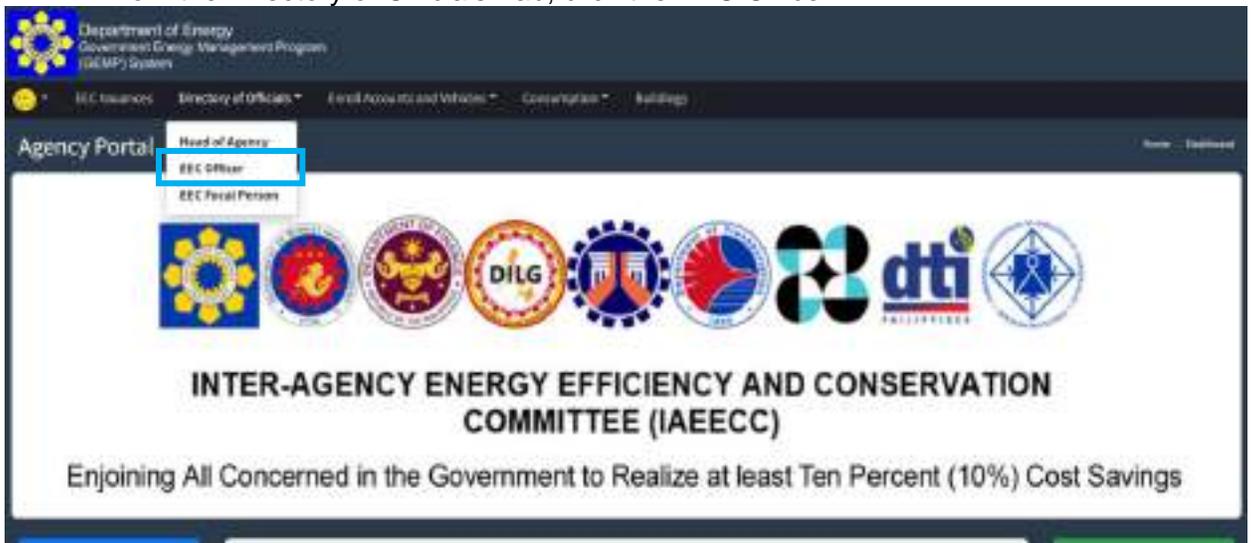
You will be directed to the Head of Agency Page and show the updated details.



Head of Agency Page

4.3 How to submit the designation of an Energy Efficiency and Conservation Officer

Step 1. From the Directory of Officials Tab, click the EEC Officer



Home Page

You will be directed the EEC Officer Page.

Step 2. Click the “Add EEC Officer” button.



EEC Officer Page

You will be directed to the Data Entry Page for the EEC Officer.

Step 3. Enter the necessary information of the EEC Officer.

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances Directory of Officials * Enroll Accounts and Vehicles * Consumption * Buildings

Test Run - Directory Of Officials - Add

*Designation: EEC Officer

*Name: Andres B. Garcia
- This field is required

*Position: Chief

*Department/ Division: General Services Division

*Landline No.: 8479-2900

Fax No.: 8840-2193

*Email: gsd@doe.gov.ph

*Date of Designation: 08/08/2022

*Memo/ Office Order: Choose File EECO.EECFP.pdf
- This field is required - This field is required - This field is required

*Username: abgeeco

*Password: *****

* Required Fields
Note: Attachment Size Maximum of 15MB

Submit Go Back

Data Entry Page – EEC Officer

Step 4. You will be required to upload an attachment relative to the issuance of the designation of the EEC Officer; and

*Memo/ Office Order: Choose File EECO.EECFP.pdf
- This field is required - This field is required - This field is required

Data Entry Page – EEC Officer: attachment of official issuance

Step 5. Create a new account for the EEC Officer to access the GEMP System.

Note: The account to be created by the EEC Officer is different from the main account that was initially given to the Agency.

*Username: abgeeco

*Password: *****

* Required Fields
Note: Attachment Size Maximum of 15MB

Submit Go Back

Data Input Page – EEC Officer: Account creation

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
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Step 6. Once all the necessary information has been registered, the attachment has been uploaded and a new account was created, click the “Submit” button to save the data.

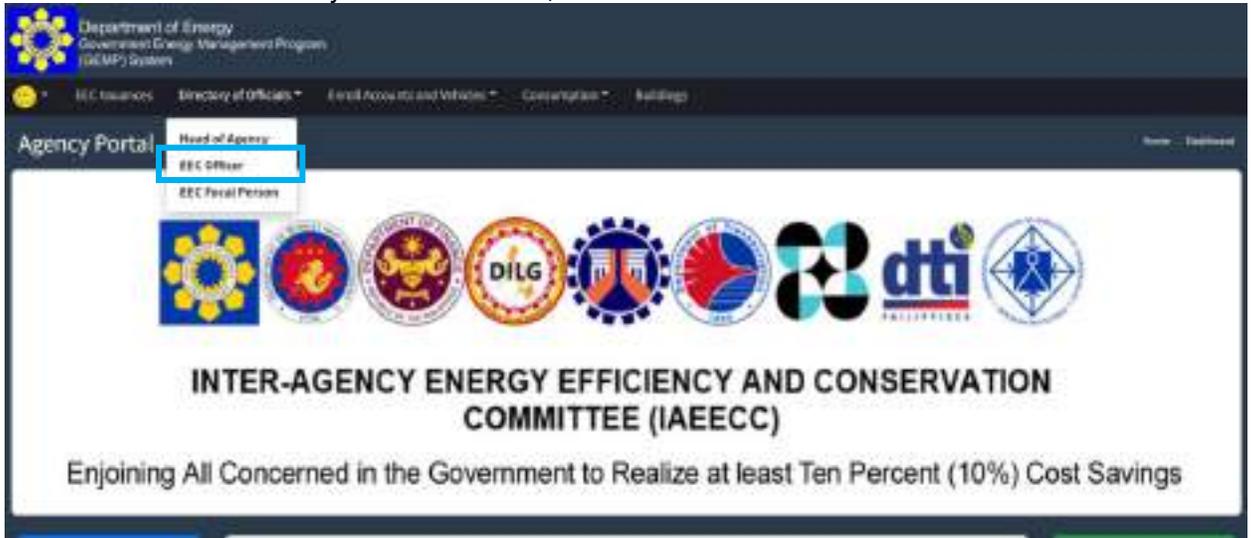
You will then be directed back to the EEC Officer Page where you can see the information that was recently registered.



EEC Officer Page

4.4 How to edit the information of an Energy Efficiency and Conservation Officer

Step 1. From the Directory of Officials Tab, click the EEC Officer



Home Page

You will be directed the EEC Officer Page.

Step 2. Click the  icon on the right side of the row of the EEC Officer you want to edit.



EEC Officer Page (edit)

You will then be directed to a page where you can update and/or edit the information, attachment, and status of the EEC Officer.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 3. Update/edit the necessary information of the EEC Officer (as needed)

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances Directory of Officials * Enroll Accounts and Vehicles * Consumption * Buildings

Test Run - Directory Of Officials - Add

Designation: EEC Officer

***Name:** Andres B. Garcia

Position: Chief

***Department/ Division:** General Services Division

***Landline No.:** 8479-2900

Fax No.: 8840-2193

***Email:** gsd@doe.gov.ph

Date of Designation: 08/08/2022

Memo/ Office Order:

Change Document?
Choose File EECO.EECP.pdf

***Status:** Present Officer

Officer End of Term:

***Username:** abgeeco

Password:** **
Edit only if need to change password

*** Required Fields**
Note: Attachment Size Maximum of 15MB

Submit Go Back

Edit Page – EEC Officer

Step 4. Amend the attachment (as needed)

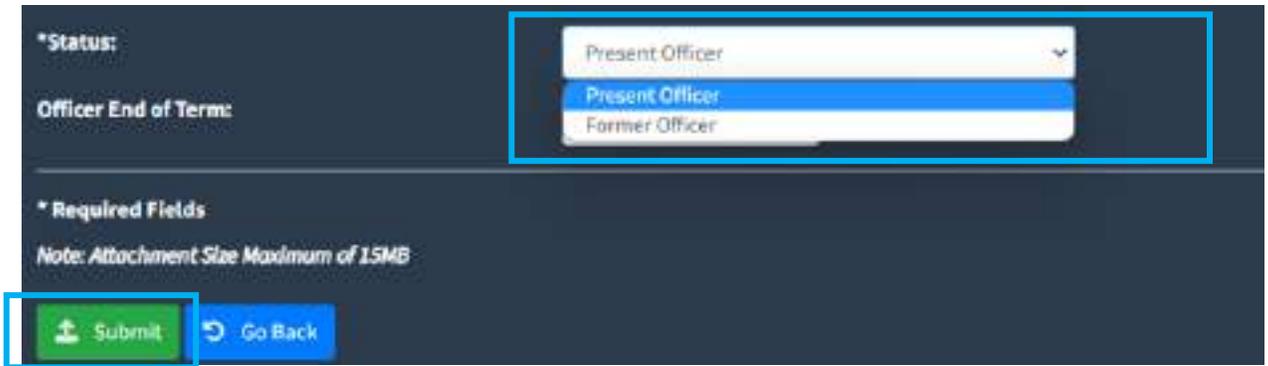
Memo/ Office Order:

Change Document?
Choose File No file chosen

Edit Page – EEC Officer: amend attachment

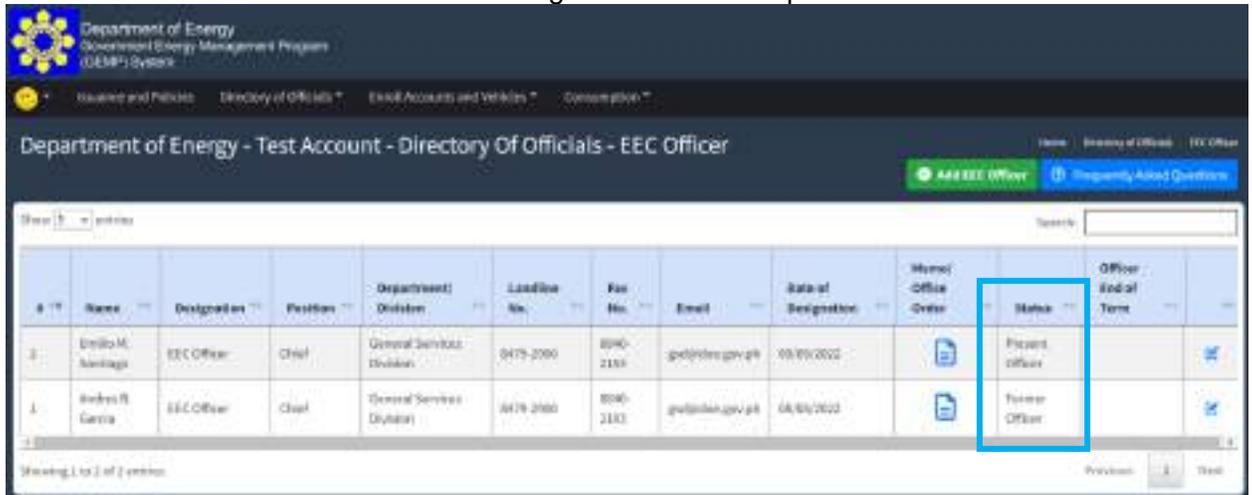
Step 5. Change the status of the EEC Officer. If the official that was initially inputted is no longer the EEC Officer, you can choose “Former Officer”. For the registration of the new EEC Officer, repeat steps 1 to 6 of **Data Input: EEC Officer**. (as needed)

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**



Edit Page – EEC Officer: Change of status

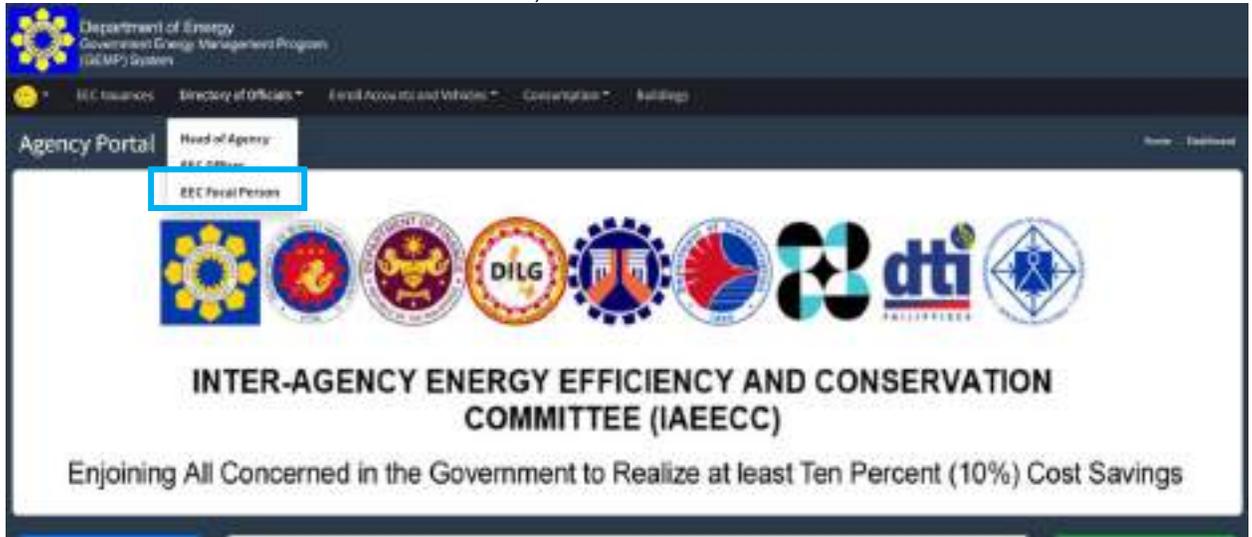
Step 6. Once the necessary changes have been made, click the “Submit” button to save the data. You will be directed to the EEC Officer Page and show the updated details.



EEC Officer Page

4.5 How to submit the designation of an EEC Focal Person

Step 1. From the Director of Officials Tab, click the EEC Focal Person.



Home Page

You will be directed to the EEC Focal Person Page.

Step 2. Click the “Add EEC Focal Person” button.



EEC Focal Person Page

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

You will be directed to the Data Entry Page for the EEC Focal Person.

Step 3. Enter the necessary information of the EEC Focal Person.

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances Directory of Officials * Enroll Accounts and Vehicles * Consumption * Buildings

Test Run - Directory Of Officials - Add

Designation: EEC Focal Person

***Name:** Diana A. Reyes

Position: Head

***Department/ Division:** Planning and Development Office

***Landline No.:** 8479-2900

Fax No.: 8840-2193

***Email:** pdo@doe.gov.ph

Date of Designation: 08/09/2022

Memo/ Office Order:

Change Document?
Choose File No file chosen

***Status:** Present Officer

Officer End of Term:

***Username:** dareeco

Password:** **
Edit only if need to change password

*** Required Fields**
Note: Attachment Size Maximum of 15MB

Submit Go Back

Data Input Page – EEC Focal Person

Step 4. You will be required to upload an attachment relative to the issuance of the designation of the EEC Focal Person; and

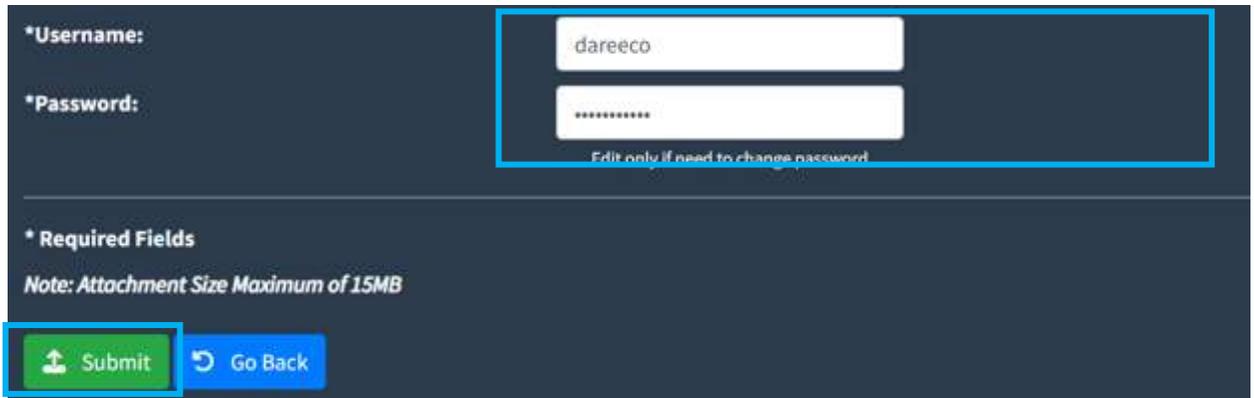
***Memo/ Office Order:** Choose File EECO.EECFP.pdf
- This field is required

Data Input Page – EEC Focal Person: attachment of official issuance

Step 5. Create a new account for the EEC Focal Person to access the GEMP System.

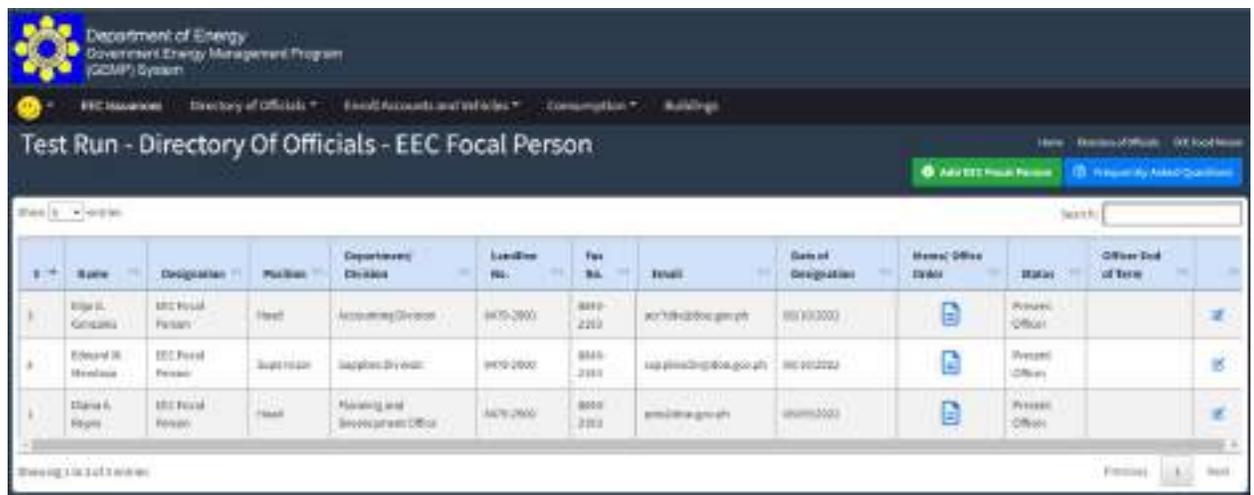
Note: The account to be created by the EEC Focal Person is different from the main account that was initially given to the Agency and the account created by the EEC Officer.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**



Step 6. Once all the necessary information has been entered, the attachment has been uploaded and a new account was created, click the “Submit” button to save the data.

You will then be directed back to the EEC Focal Page where you can see the information that was recently registered.



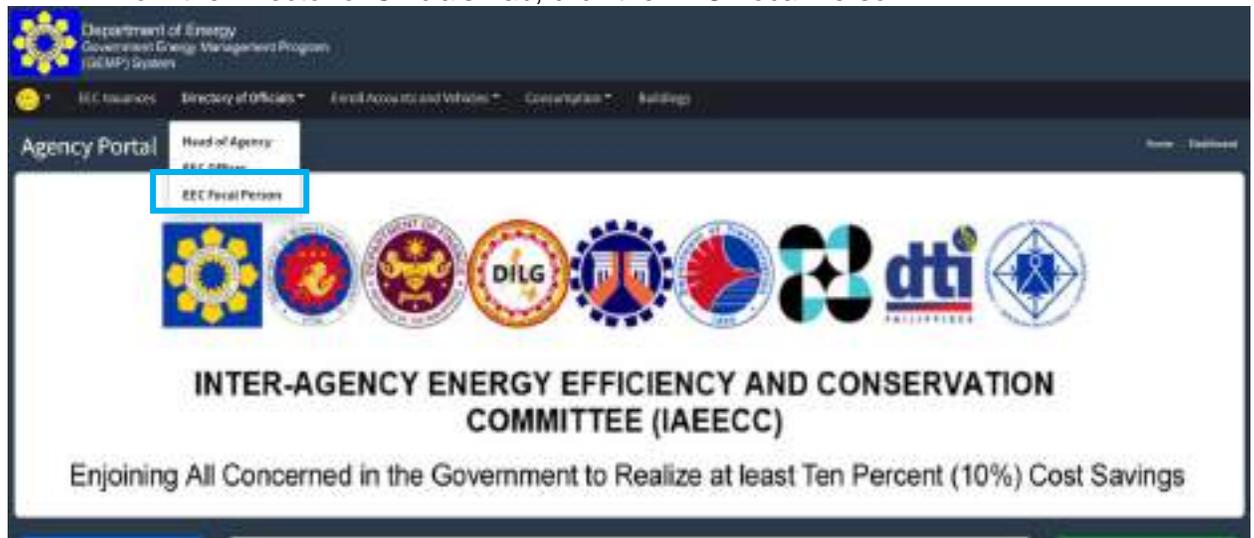
Name	Designation	Position	Department/Division	Landline No.	Fax No.	Email	Date of Designation	Home/Office Email	Status	Officer End of Term
Edgar B. Gonzales	EEC Focal Person	Head	Accounting Division	8475-2900	8475-2213	ecg@eecc.gov.ph	09/10/2003		Present Officer	
Edward B. Muelana	EEC Focal Person	Supervisor	Supplies Division	8475-2900	8475-2383	emuelana@eecc.gov.ph	09/10/2003		Present Officer	
Diana A. Reyes	EEC Focal Person	Head	Planning and Development Office	8475-2900	8010-2393	emre@eecc.gov.ph	09/10/2003		Present Officer	

EEC Focal Person Page

Note: Multiple EEC Focal Persons can be designated and each of them can create an individual account in the GEMP System.

4.6 How to edit the information of an EEC Focal Person

Step 1. From the Director of Officials Tab, click the EEC Focal Person.



Home Page

You will be directed to the EEC Focal Person Page.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 2. Select the  icon on the right side of the row of the EEC Focal Person you want to edit.

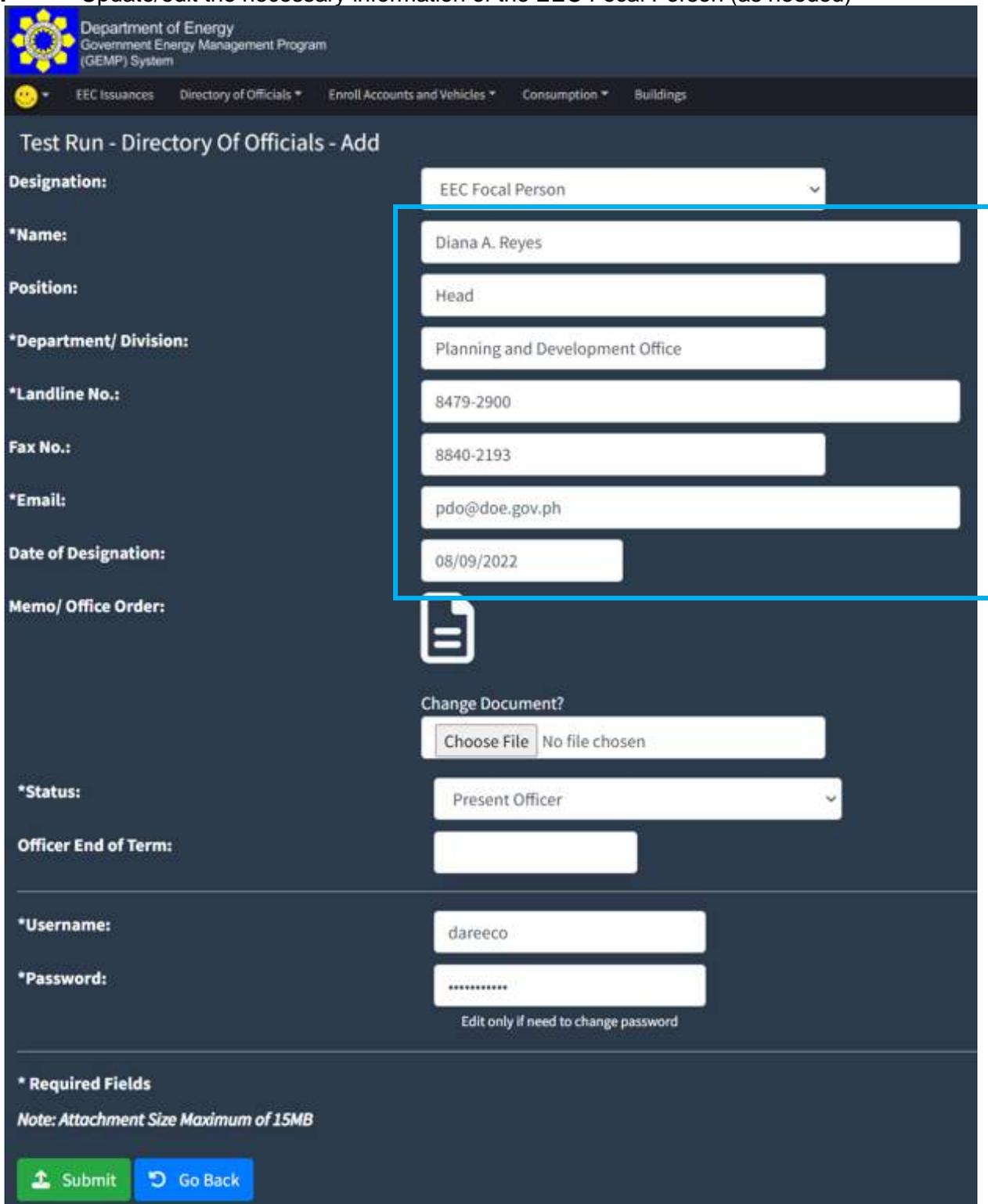


#	Name	Designation	Position	Department/ Division	Landline No.	Fax No.	Email	Date of Designation	Memo/ Office Order	Status	Officer End of Term	
1	Diana A. Reyes	EEC Focal Person	Head	Planning and Development Office	0479-2900	8840-2193	pdo@doe.gov.ph	08/09/2022		Present Officer		

EEC Focal Person Page (edit)

You will then be directed to a page where you can update and/or edit the information, attachment, and status of the EEC Focal Person.

Step 3. Update/edit the necessary information of the EEC Focal Person (as needed)



Designation: EEC Focal Person

***Name:** Diana A. Reyes

Position: Head

***Department/ Division:** Planning and Development Office

***Landline No.:** 8479-2900

Fax No.: 8840-2193

***Email:** pdo@doe.gov.ph

Date of Designation: 08/09/2022

Memo/ Office Order: 

Change Document? Choose File No file chosen

***Status:** Present Officer

Officer End of Term:

***Username:** dareco

***Password:**

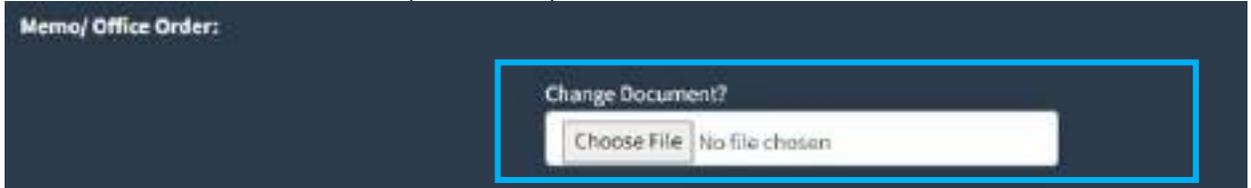
Edit only if need to change password

*** Required Fields**
Note: Attachment Size Maximum of 15MB

Edit Page – EEC Focal Person

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 4. Amend the attachment (as needed)



Edit Page – EEC Focal Person: amend attachment

Step 5. Change the status of the EEC Focal Person. If the official that was initially inputted is no longer an EEC Focal Person, you can choose “Former Officer”. For the registration of the new and other EEC Focal Person, repeat steps 1 to 5 of **Data Input: EEC Focal Person**. (as needed)



Edit Page – EEC Focal Person: Change of status

Step 6. Click the “Submit” button to save the changes made.

You will be directed to the EEC Focal Person Page and show the updated details.



EEC Focal Person Page

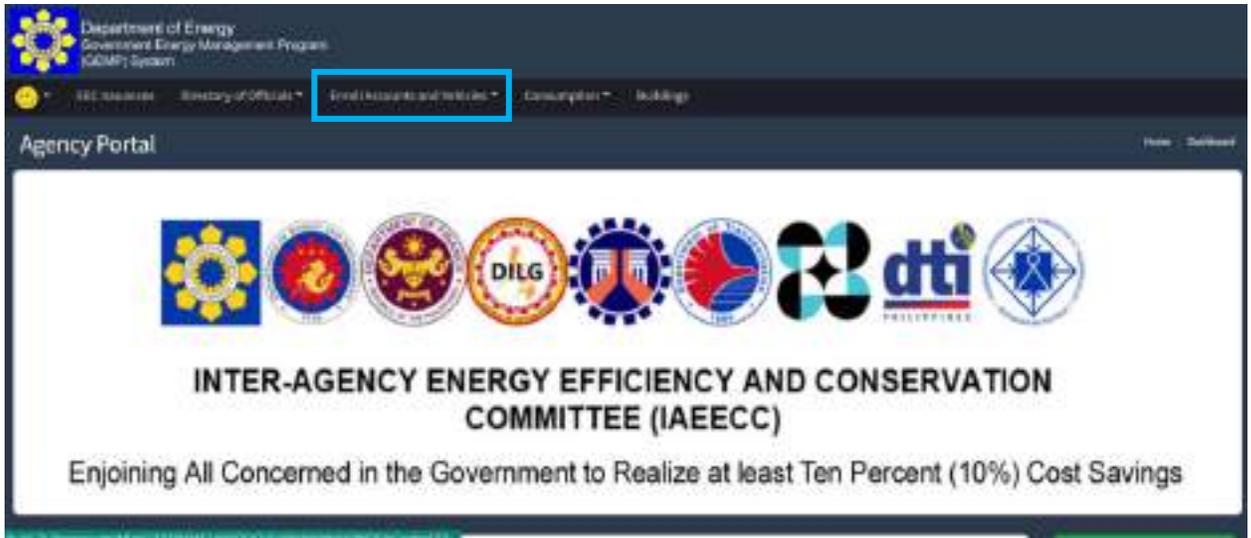
PART 5 Enroll Accounts and Vehicles

Needed:
<ul style="list-style-type: none">❖ Electricity Meter Accounts<ul style="list-style-type: none">▪ Electricity Meter Accounts Information❖ Motor Vehicles<ul style="list-style-type: none">▪ Motor Vehicles Information

5. **ENROLL ACCOUNTS AND VEHICLES**

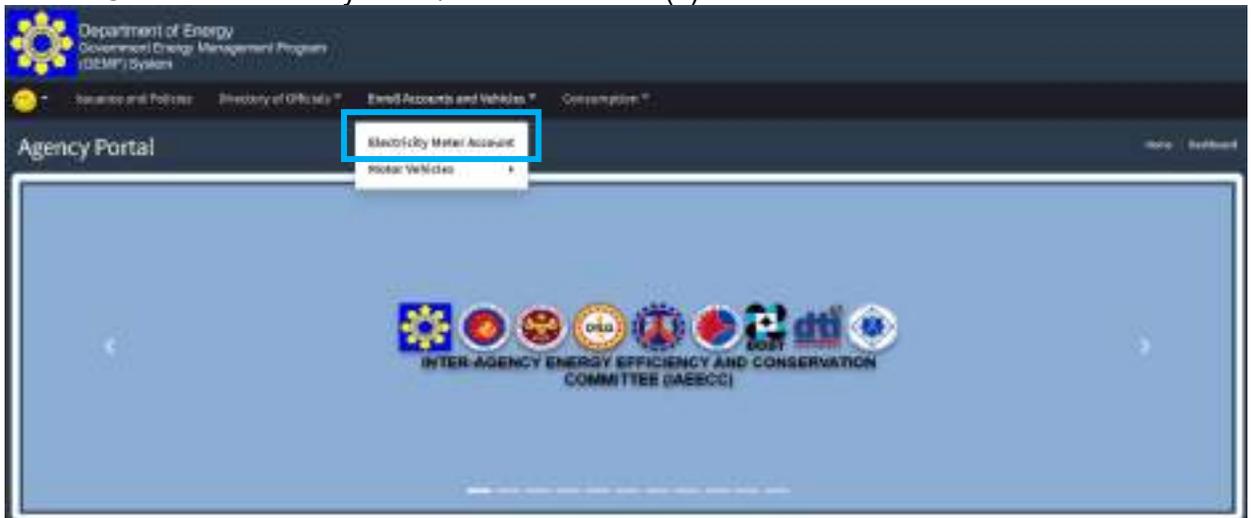
5.1 **How to Enroll Electricity Meter/Account Number(s)**

Step 1. Select the “Enroll Accounts and Vehicles” in the menu bar



Home Page

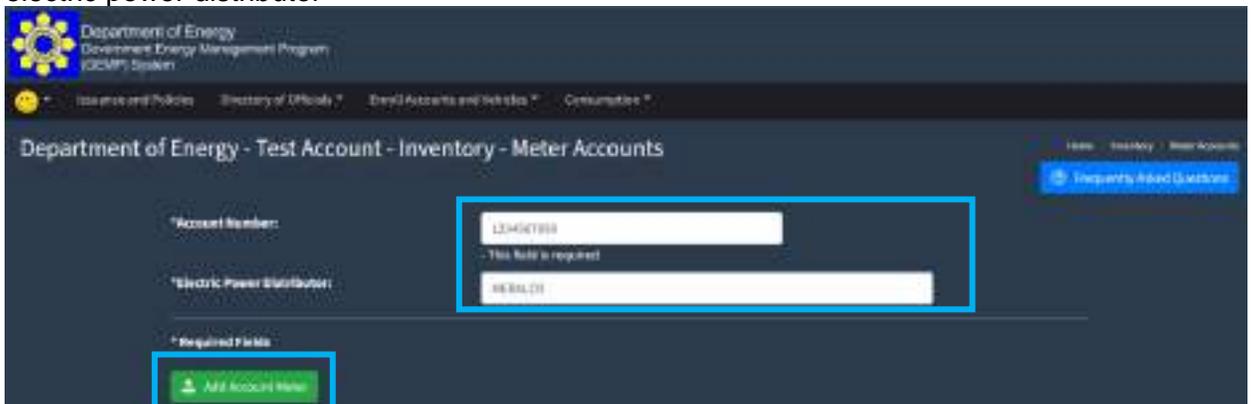
Step 2. Click the “Electricity Meter/Account Number(s)”



Home Page

You will be directed to the Data Entry Page for the Electricity Meters/Accounts.

Step 3. Enter the necessary information such as the electricity meter/account no. and the name of the electric power distributor



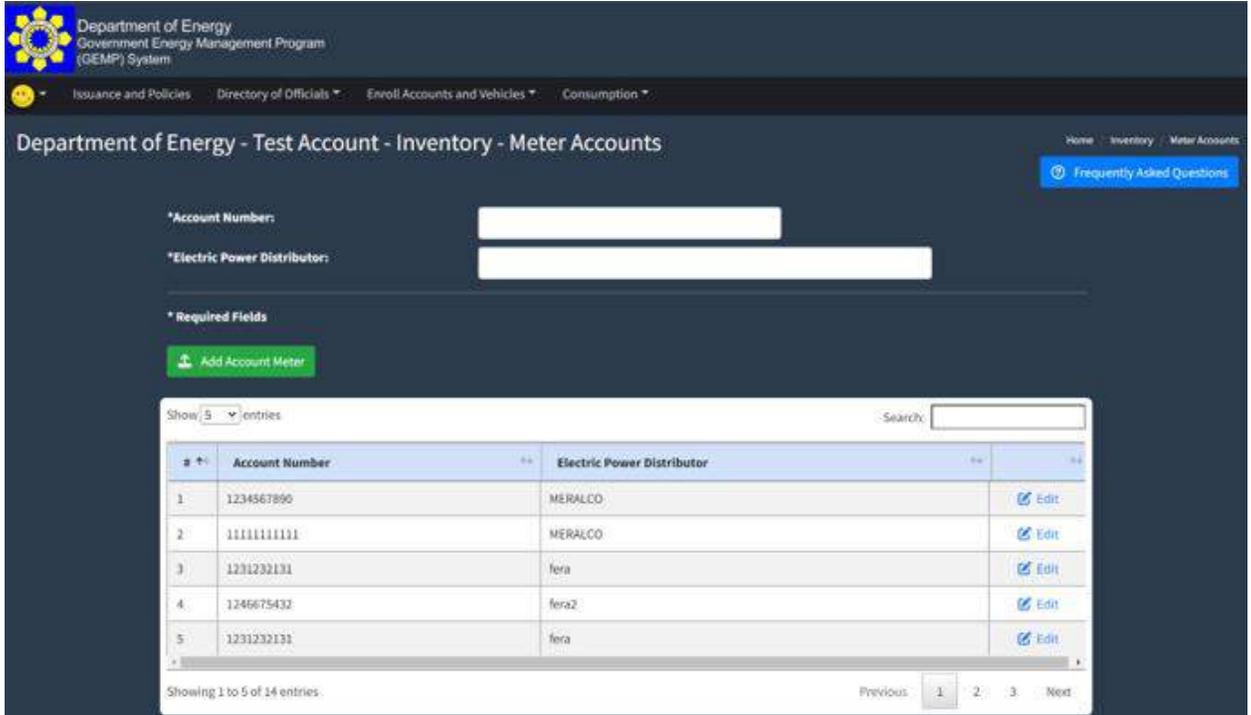
Data Entry Page: Electricity Account/Meter

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 4. Once you have entered the necessary information, click the “Add Account Meter” button to save the data.

You will then be directed back to the Electricity Meter/Account Page where you can see the information that was recently registered.

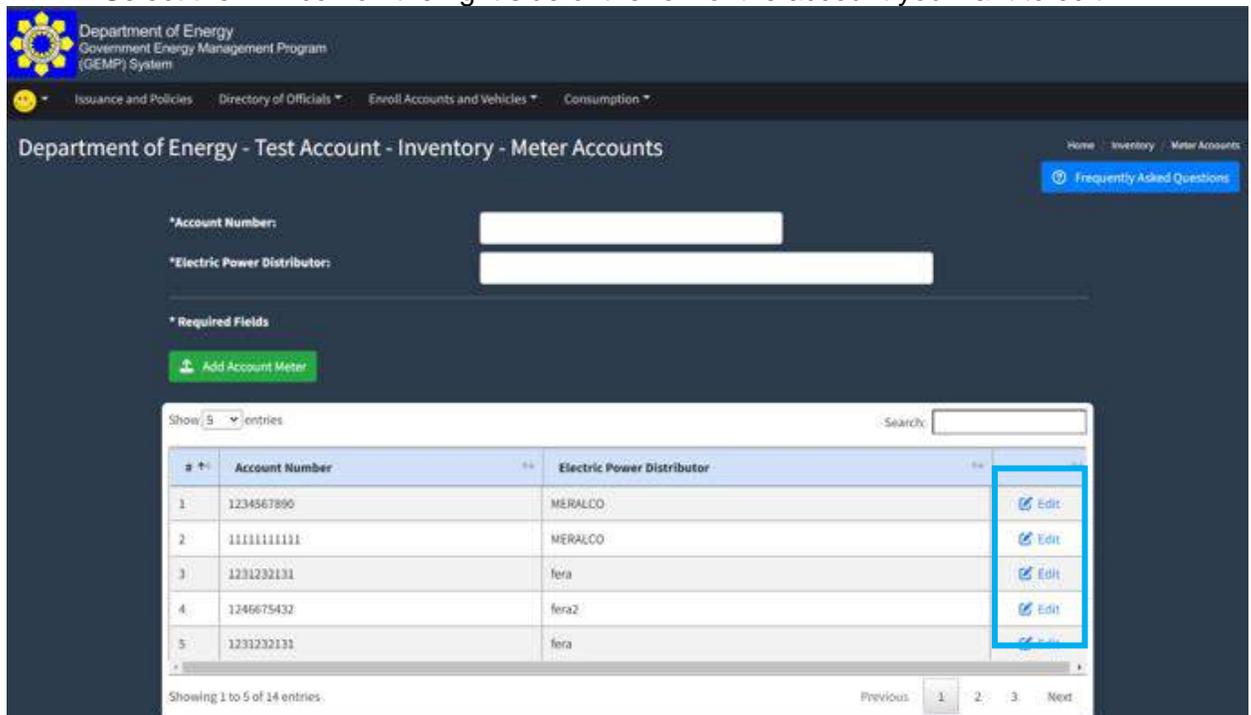
Note: All electricity meters/accounts of the agency must be registered in the GEMP System.



Electricity Meter/Account No. Page

5.2 How to edit electricity meter/account number

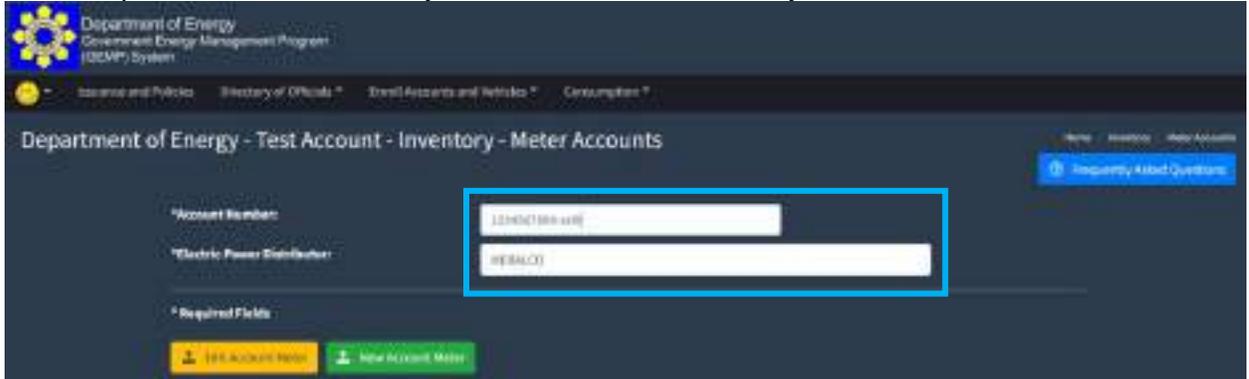
Step 1. Select the  icon on the right side of the row of the account you want to edit



Electricity Meter/Account No. Page

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

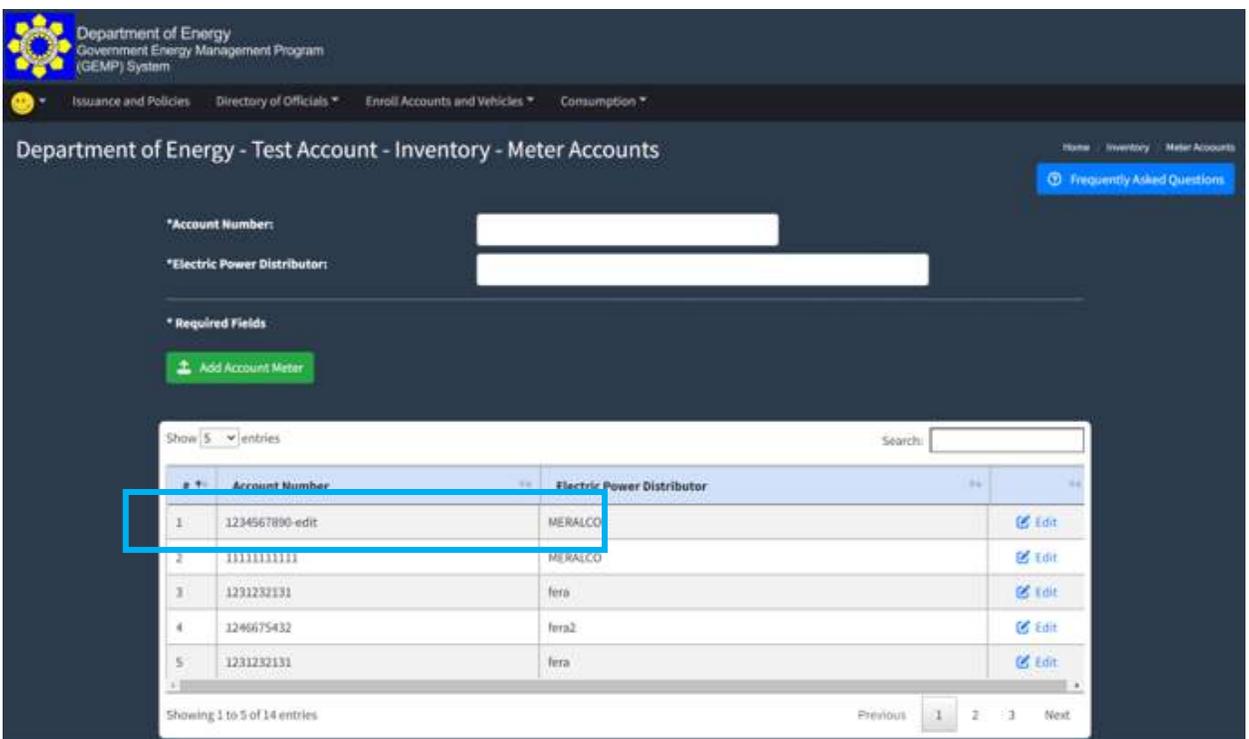
Step 2. Update/edit the necessary information of the electricity meter/account.



Electricity Meter/Account No. Page

Step 3. Click the “Edit Account Meter” button to save the changes made.

You will then be directed back to the Electricity Meter/Account Page where you can see the information that was recently revised.



Electricity Meter/Account No. Page

5.3 How to enroll motor vehicle

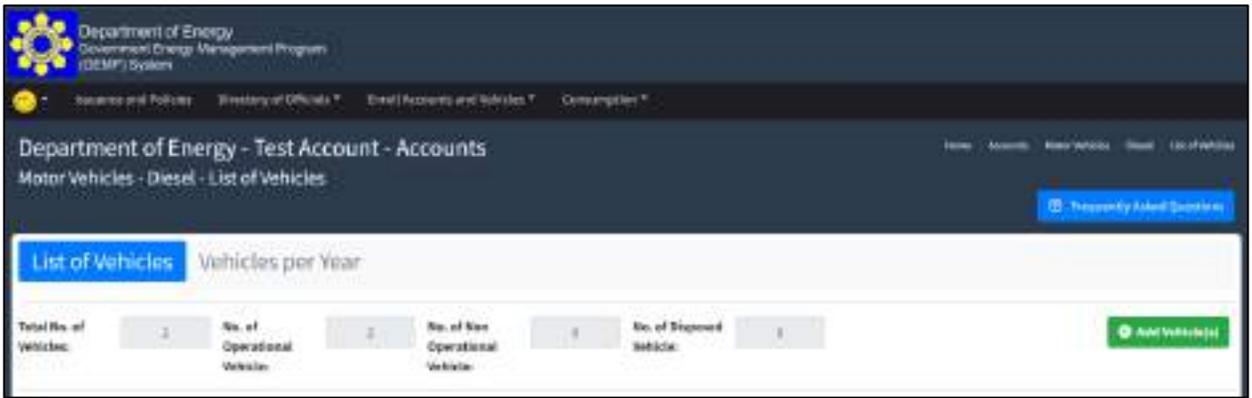
Step 1. From the Enroll Account and Vehicles Tab, click the motor vehicles. Another dropdown list will show the type of engine/fuel (Diesel and Gasoline). Choose the type of engine of the vehicle that you want to register.



Home Page

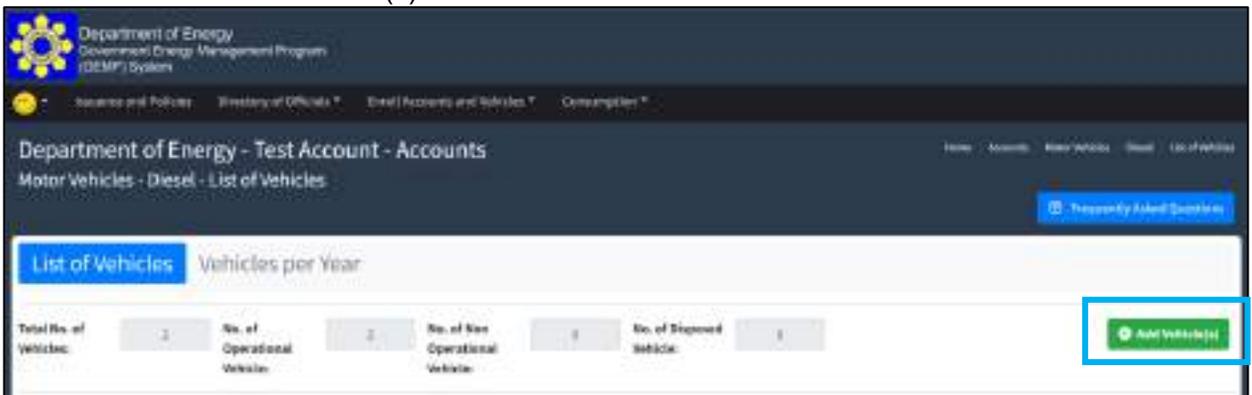
Once you have selected the type of engine, you will be directed to the Vehicle Page (per type of engine/fuel)

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**



Vehicle Page

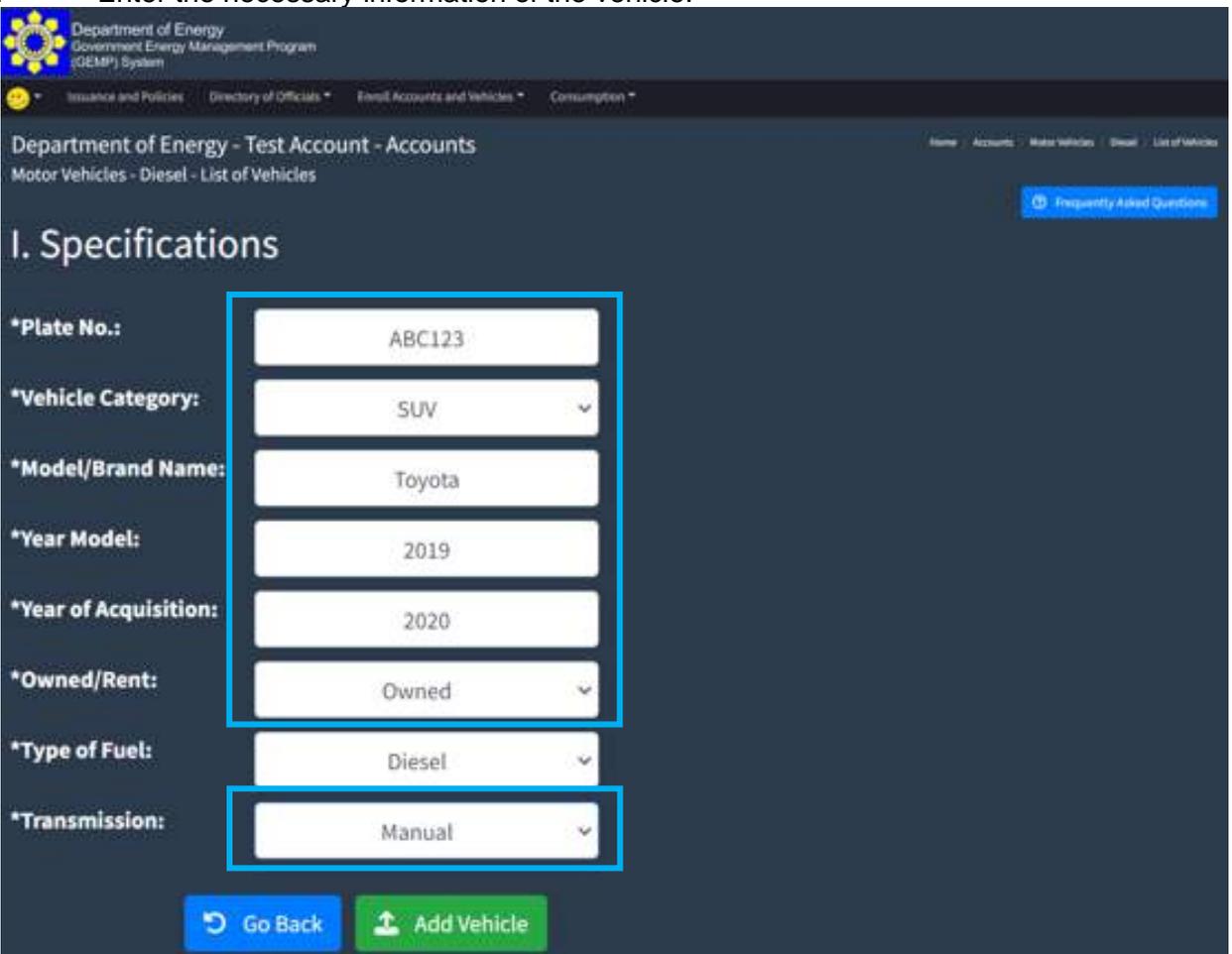
Step 2. Click the “Add Vehicle(s)” button



Vehicle Page

You will be directed to the Data Input Page for Vehicle.

Step 3. Enter the necessary information of the vehicle.



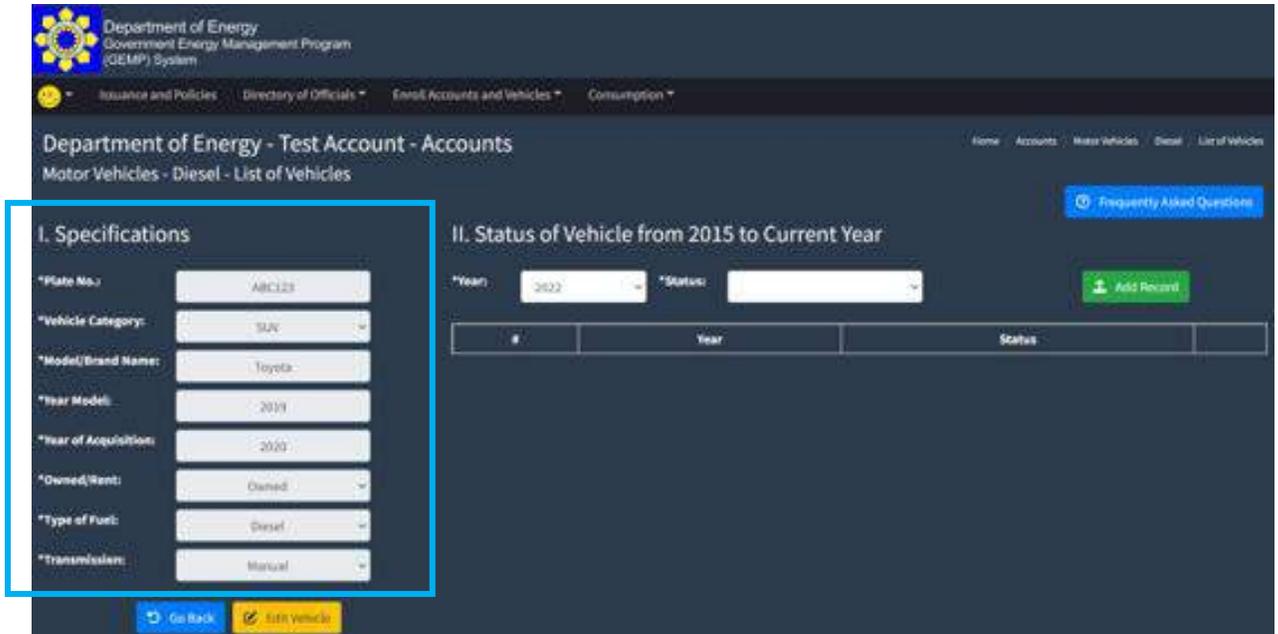
Data Input Page - Vehicle

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 4. Once you have entered the necessary information, click the “Submit” button to save the data.

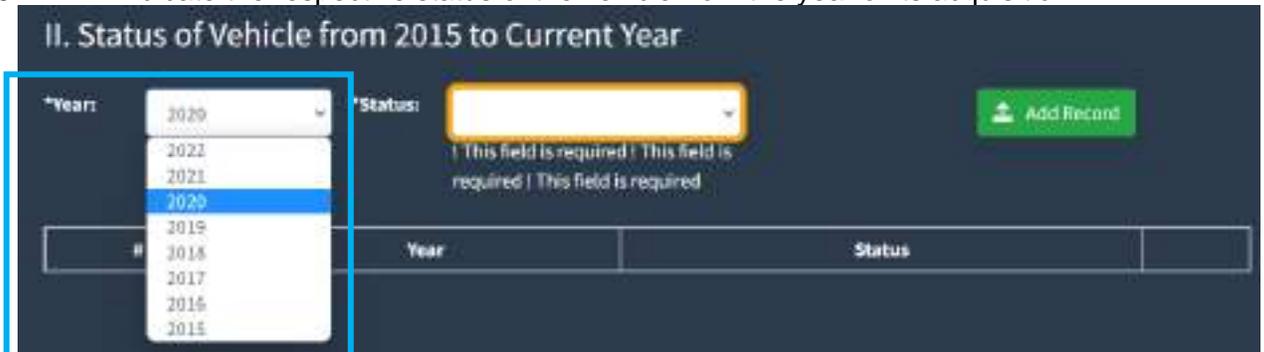


You will be directed to another page where you can indicate the status (Operational / Non-operational) of the vehicle from the year of acquisition to the present period. On the left side portion, it will display the specifications of the vehicles that you have initially entered.

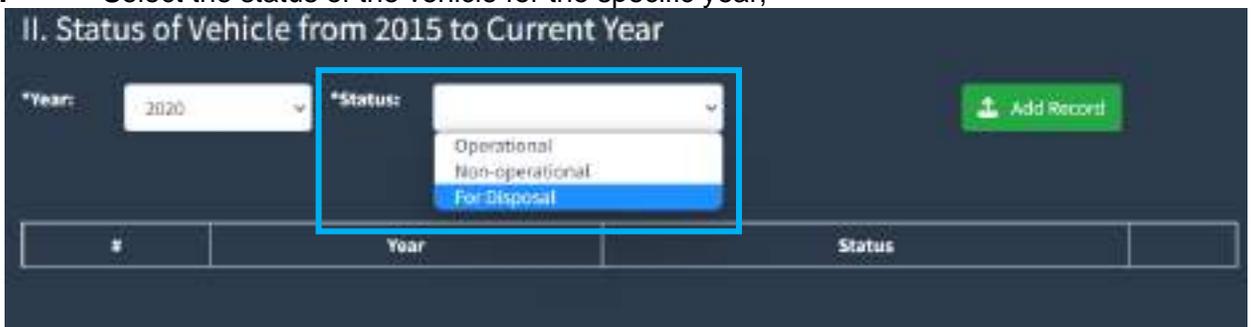


While on the right side of the page, is the portion where you can enter the status of your vehicle for a specific year.

Step 5. Indicate the respective status of the vehicle from the year of its acquisition.

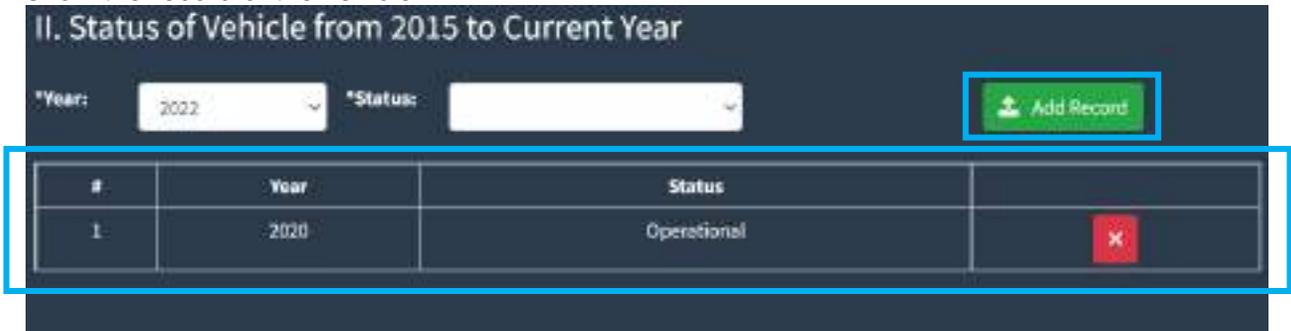


Step 6. Select the status of the vehicle for the specific year,



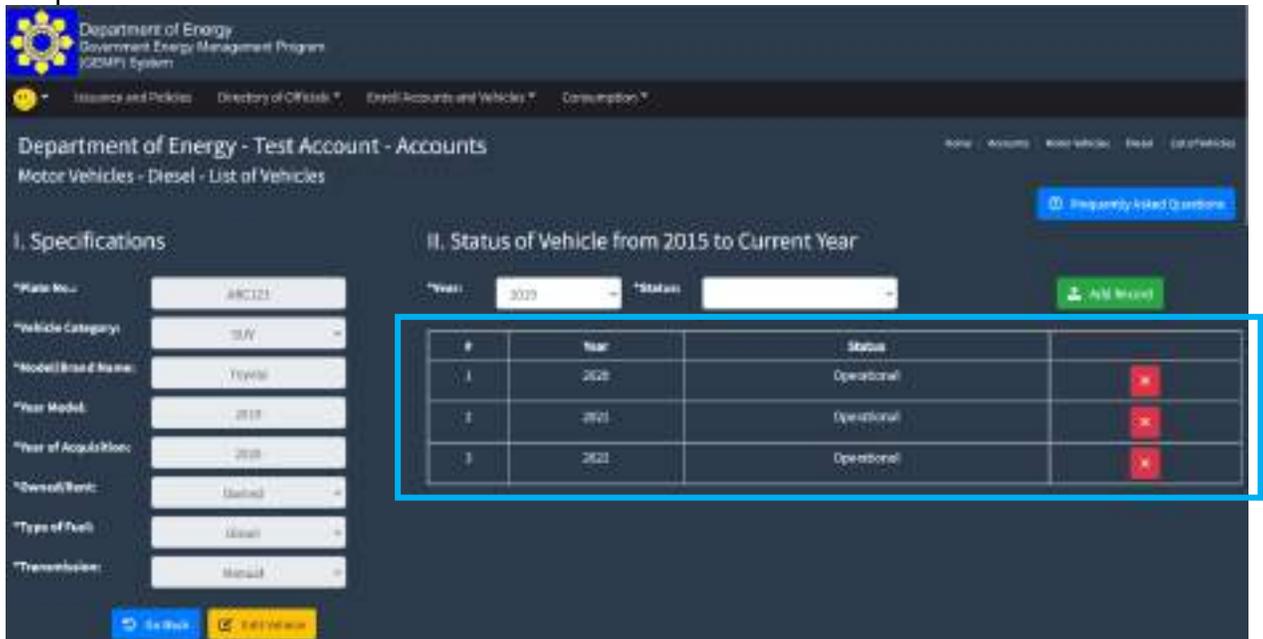
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 7. Once done, click the “Add Record” button to save the data entered. The table below will show the record of the vehicle.



Vehicle Status Page

Step 8. Repeat steps 5 to 7 to complete the record of the vehicle from the year of acquisition to the present.



Vehicle Records Page

5.4 How to view/edit the information of motor vehicle

Step 1. From the Enroll Account and Vehicles Tab, click the motor vehicles. Another dropdown list will show the type of engine/fuel (Diesel and Gasoline). Choose the type of engine of the vehicle that you want to view/edit.

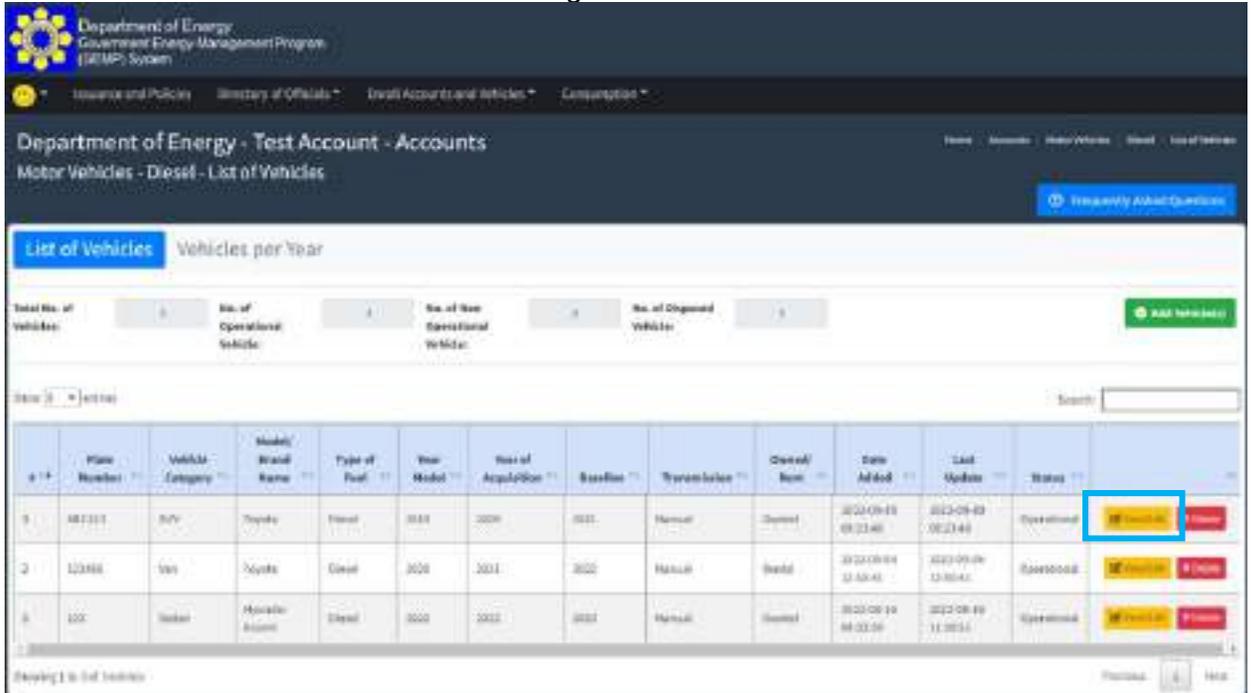


Home Page

You will be directed to the Vehicle Page per type of fuel.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 2. Click the “View/Edit” button on the right side of the row of the vehicle.



Vehicle Page (per fuel type)

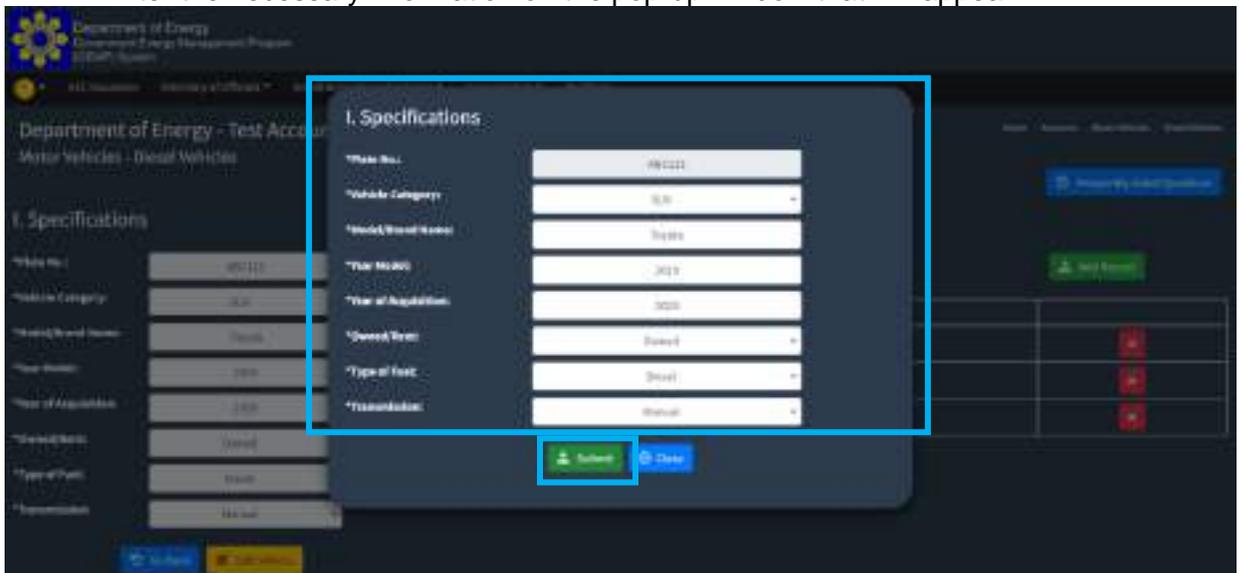
You will be directed to the Edit Page – Vehicle. On this page, you can edit the specification of the vehicle and its status during various periods

Step 3. To edit the specification, click the “Edit Vehicle”.



Edit Page - Vehicle (per fuel type)

Step 4. Enter the necessary information on the pop-up window that will appear.



Edit Page - Vehicle (per fuel type)

Once you have entered the necessary changes, click the “submit” button to save the data.

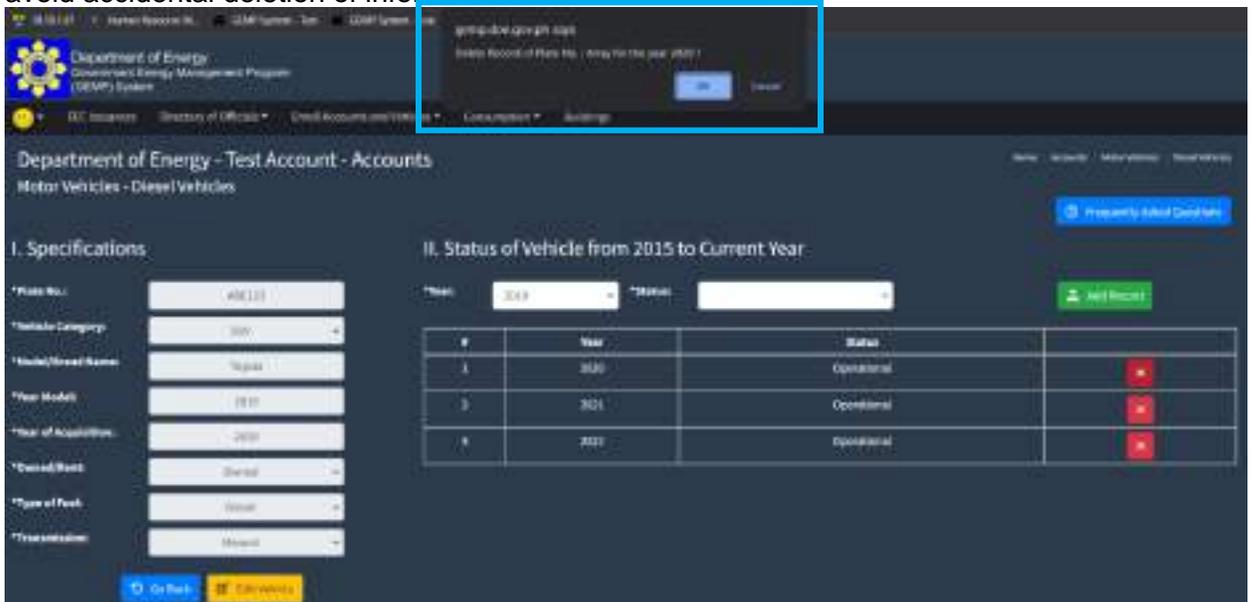
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 5. To edit the status of the vehicle. You need to delete first the status for the intended period.



Edit Page - Vehicle (per fuel type)

Please note that every time you delete some information, a confirmation window will show to avoid accidental deletion of information.



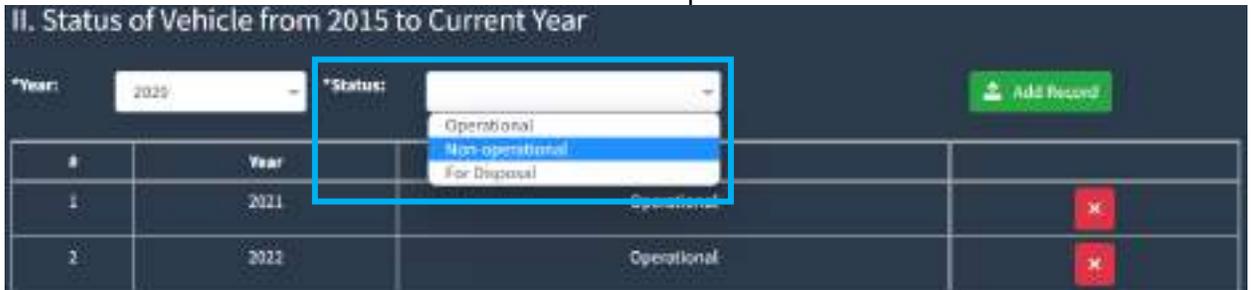
Edit Page - Vehicle (per fuel type)

Step 6. Then choose the period you want to change the status of the vehicle.



Edit Page - Vehicle (per fuel type)

Step 7. Enter the status of the vehicle for the chosen period



Edit Page - Vehicle (per fuel type)

Step 8. Click the “Add Record” to save the changes made. You will then be directed to the Page of the vehicle

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM

The screenshot displays the 'Department of Energy - Test Account - Accounts' interface for 'Motor Vehicles - Diesel Vehicles'. It is divided into two main sections: 'I. Specifications' and 'II. Status of Vehicle from 2015 to Current Year'.

I. Specifications

*Plate No.:	AP0321
*Vehicle Category:	Bus
*Model/Model Name:	WVA6
*Year Model:	2010
*Year of Registration:	2010
*Color/Body:	Green
*Type of Fuel:	Diesel
*Transmission:	Manual

II. Status of Vehicle from 2015 to Current Year

Year: 2010 Status: [Dropdown]

[Request Asset Details](#) [Add Record](#)

#	Year	Status	
1	2010	Non-operational	X
2	2011	Operational	X
3	2012	Operational	X

Vehicle Page - Status

PART 6

Consumption – Electricity and Fuel

Needed:
<ul style="list-style-type: none">❖ Electricity Consumption Reports<ul style="list-style-type: none">▪ Scanned Copy of the Electricity Consumption Bill❖ Fuel Consumption Reports<ul style="list-style-type: none">▪ Scanned Copy of the Summary of Fuel Consumption

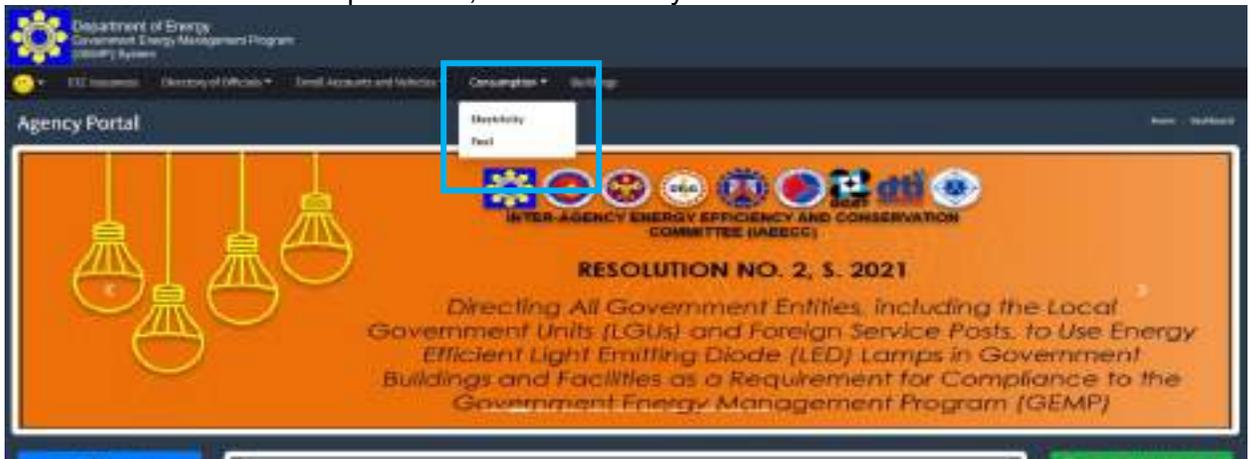
6. SUBMISSION OF ELECTRICITY AND FUEL CONSUMPTION REPORTS

Notes:

- All Electricity meter/account numbers should be registered prior to the submission of consumption data.
- Electricity consumption report to be accomplished per meter/account no.
- Information to be entered:
 - Consumption in KWh/month
 - Consumption in Peso/month
 - Copy of electricity bill/month

6.1 How to submit electricity consumption report

Step 1. Under the Consumption Tab, click “Electricity”



Home Page

You will be directed to the Electricity Consumption Entry Page where you can enter your monthly consumption per year, per electricity meter/account.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Month	kWh Consumption	Php Consumption	Cost/kWh	Scanned Files
January	0.00	0.00	0.00	Submit/Edit
February				Submit/Edit
March				Submit/Edit
April				Submit/Edit
May				Submit/Edit
June				Submit/Edit
July				Submit/Edit
August				Submit/Edit
September				Submit/Edit
October				Submit/Edit
November				Submit/Edit
December				Submit/Edit
Total Consumption	0.00	0.00	0.00	
Ave. Consumption	nan	nan	nan	

Data Entry Page – Electricity Consumption

Step 2. To input information, select the year you intended to submit the information

Step 3. Select the Electricity Meter/Account No.

Step 4. Click the “Submit/Edit” button for the respective month

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Month	kWh Consumption	Php Consumption	Cost/kWh	Scanned Files
January	0.00	0.00	0.00	Submit/Edit
February				Submit/Edit
March				Submit/Edit
April				Submit/Edit

Step 5. Enter the electricity consumption data and the copy of the electricity bill in the pop-up window that will show.

Consumption for the Month of January, 2022

*Account Number:

*Consumption (kWh):

*Consumption (Php):

*Upload Scanned File:

*Required Fields

Step 6. Once you have entered the necessary information and attachment, click the “Submit” button to save the data.

6.2 How to edit the electricity consumption report

To edit information on electricity, kindly follow steps 1 to 6 of **Data Input: Electricity Consumption**

6.3 How to submit fuel consumption report

Notes:

- All light/service vehicles should be registered prior to the submission of consumption data.
- Fuel consumption report to be accomplished per vehicle.
- Heavy equipment such as trucks, bulldozers, etc. are non-mandatory
- Fuel consumption of equipment/vehicles other than light/service vehicles should not be included in the submission of the fuel consumption report. A separate module will be developed for this portion.
- Information to be entered:
 - Consumption in Liters/month
 - Consumption in Peso/month
 - Odometer reading - Start and End of the Month
 - Copy of summary of receipts/month

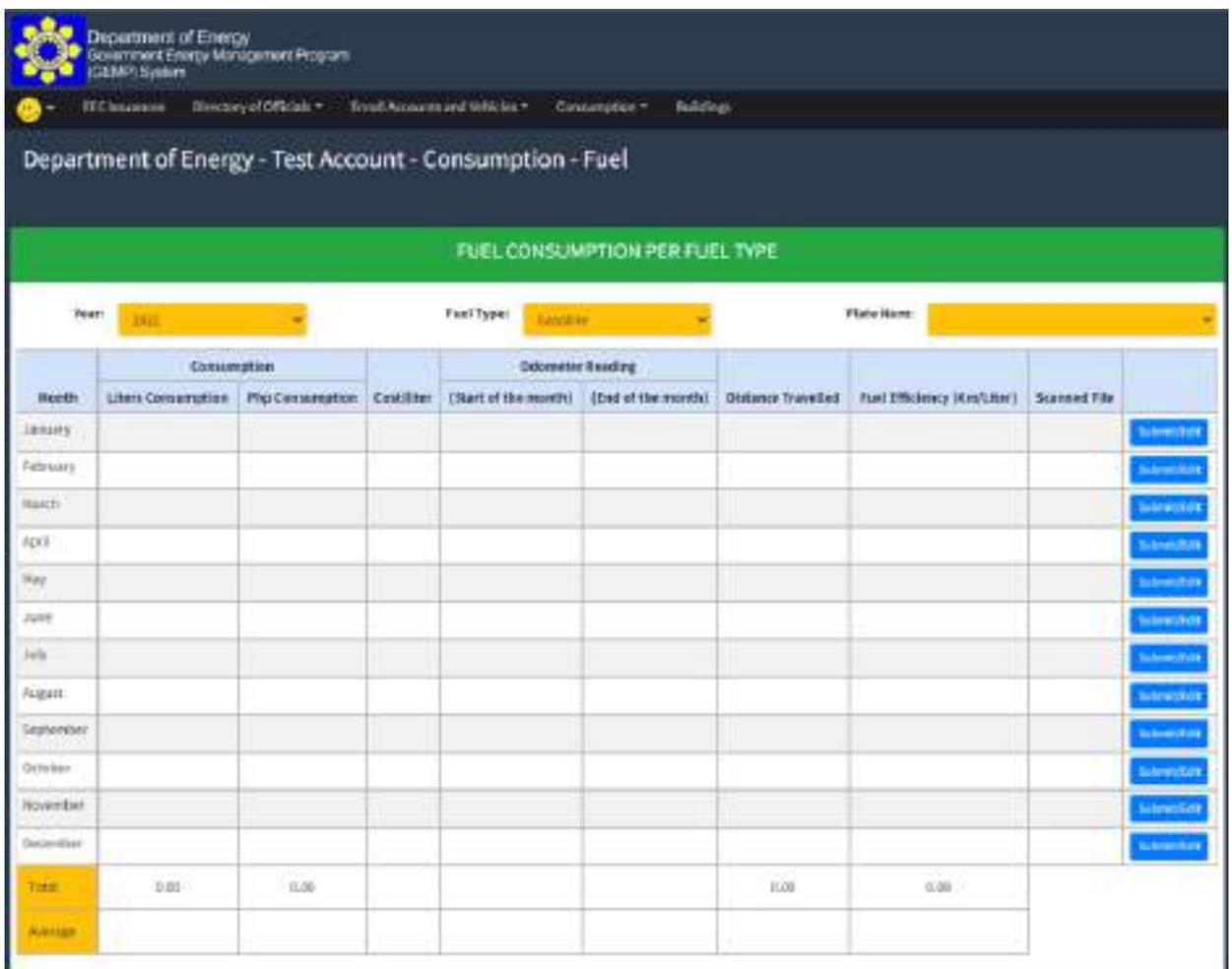
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 1. Under the Consumption Tab, click “Fuel”



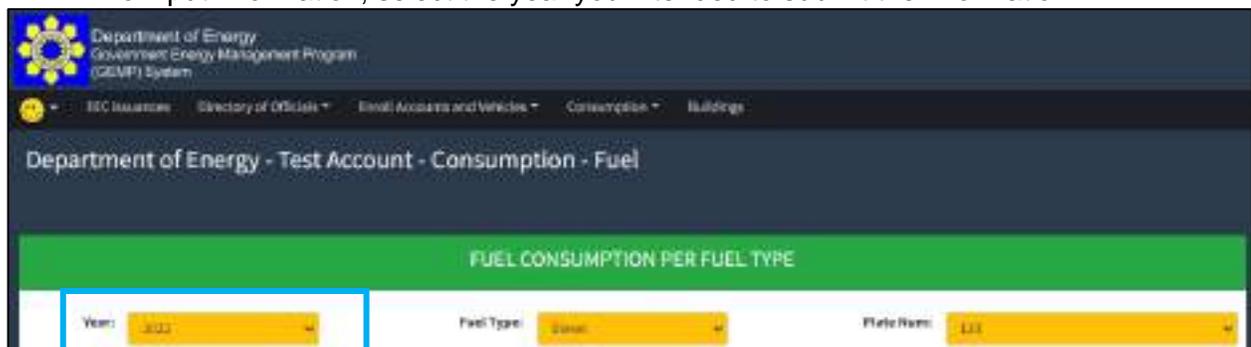
Home Page

You will be directed to the Fuel Consumption Entry Page where you can enter your monthly consumption per year, per vehicle.



Data Entry Page - Vehicle

Step 2. To input information, select the year you intended to submit the information



**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

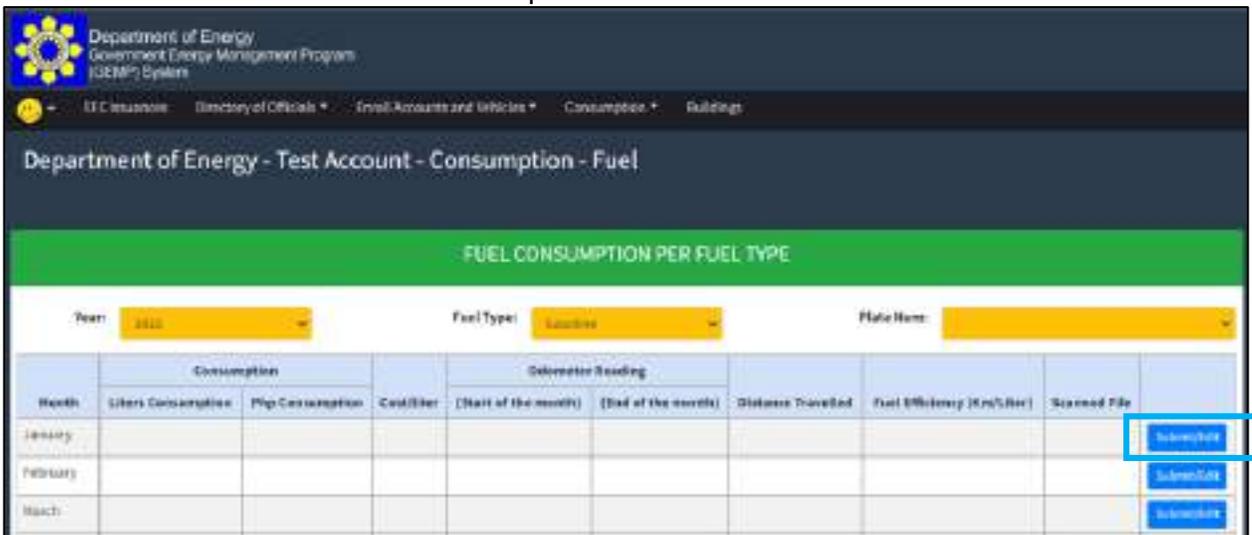
Step 3. Select the Fuel Type



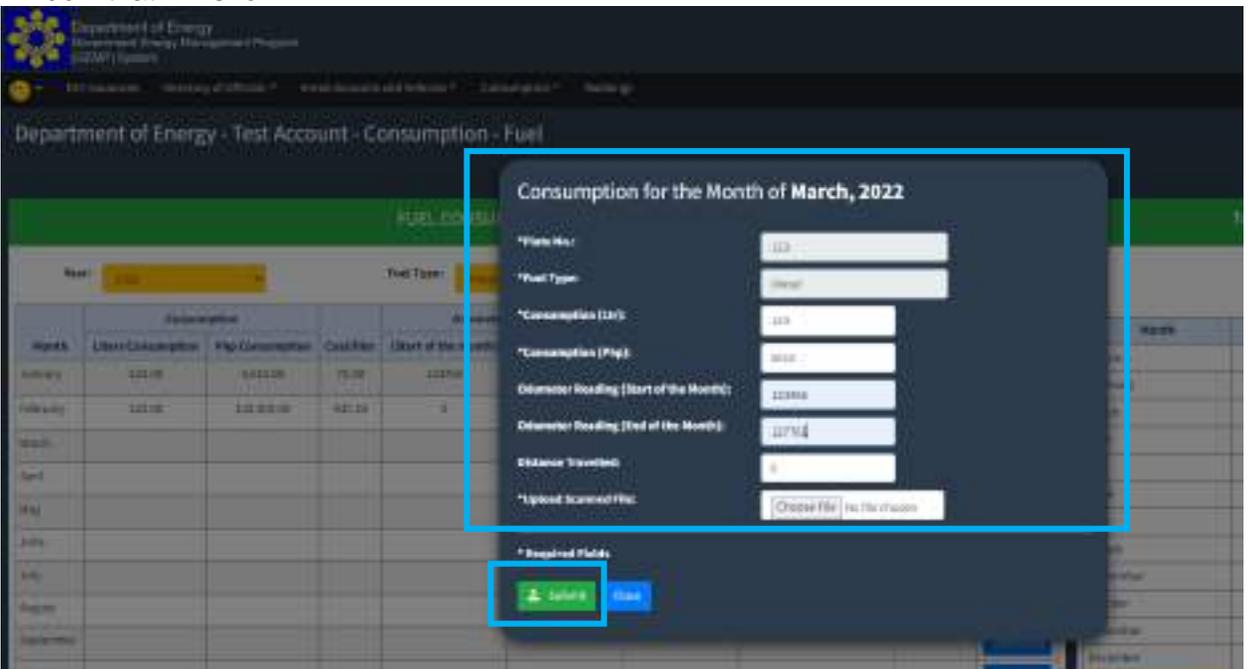
Step 4. Select the Vehicle/Plate No.



Step 5. Click the “Submit/Edit” button for the respective month



Step 6. Enter the fuel consumption data and the summary of bills for the refueling in the pop-up window that will show.



Step 7. Once you have entered the necessary information and attachment, click the “Submit” button to save the data

You will then be directed to the Vehicle Page where you see the information that has been recently added.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

FUEL CONSUMPTION PER FUEL TYPE

Year: 2022 Fuel Type: Diesel Plate Num: 322

Month	Consumption			Generator Reading			Fuel Efficiency (Kms/Liter)	Scanned File	
	Liters Consumption	Php Consumption	Cost/Liter	(Start of the month)	(End of the month)	Distance Travelled			
January	123.00	9,200.00	70.00	113456	127161	4395	61.58		Submit Data
February	123.00	112,810.00	917.21	0	0	3822	9.26		Submit Data
March									Submit Data
April									Submit Data
May									Submit Data

6.4 How to edit fuel consumption report

To edit information on electricity, kindly follow steps 1 to 7 of **Data Input: Fuel Consumption**

PART 7 Building, Office, and Inventory

Needed:
<ul style="list-style-type: none">❖ Buildings/Offices<ul style="list-style-type: none">▪ General Information of Buildings▪ General Information Offices ❖ Inventory Reports of the following per building/office<ul style="list-style-type: none">▪ Air-conditioning Units▪ Lighting Fixtures▪ Other Energy Consuming Equipment

7. HOW TO SUBMIT BUILDING, OFFICE, AND INVENTORY REPORTS

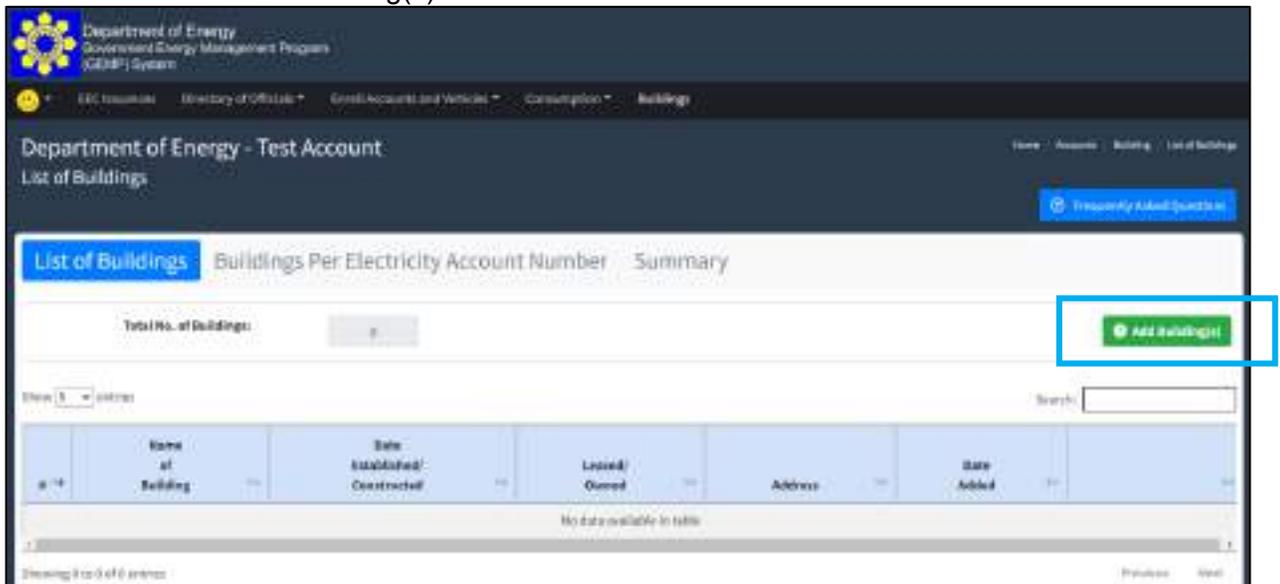
7.1 How to enroll building of the agency

Step 1. In the Menu Bar, select “Buildings”



You will be directed to the Buildings Page.

Step 2. Click the “Add Building(s)” button.



Step 3. You will be directed to the Data Entry Page where you will be asked to provide the following information under – I. General Information:

- Date of Establishment/Construction of the Building/Facility
- Electricity Meter/Account No. (Dropdown)
- Name of the Building/Facility
- Address where the building/facility is situated
- Ownership (Leased or Owned)
- No. of floors of the facility
- Gross Floor Area (m²)
- Gross Airconditioned Area (m²)
- Remarks

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances Directory of Officials Enroll Accounts and Vehicles Consumption Buildings

Department of Energy - Test Account

Add Building

[Go Back](#)

I. General Information

*Date Established/Constructed: 2016

*Electricity Account Number: 123456789

*Name of Building: Main Building

*Address: BGC, Taguig City

*Leased/Owned: Owned

*Total No. of Floors: 4 *Gross Floor Area (m²): 400

*Gross Airconditioned Area (m²): 350 *Total No. of Occupants: 150

Remarks:

[Add Building](#)

Step 4. Once you have entered the necessary information, click the “Add Building” button to save the data.

[Add Building](#)

You will be directed to the Buildings Page and show the recently registered information.

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances Directory of Officials Enroll Accounts and Vehicles Consumption Buildings

Department of Energy - Test Account

List of Buildings

[Frequently Asked Questions](#)

[List of Buildings](#) Buildings Per Electricity Account Number Summary

Total No. of Buildings: 1 [Add Buildings](#)

Show 1 of 1 entries Search:

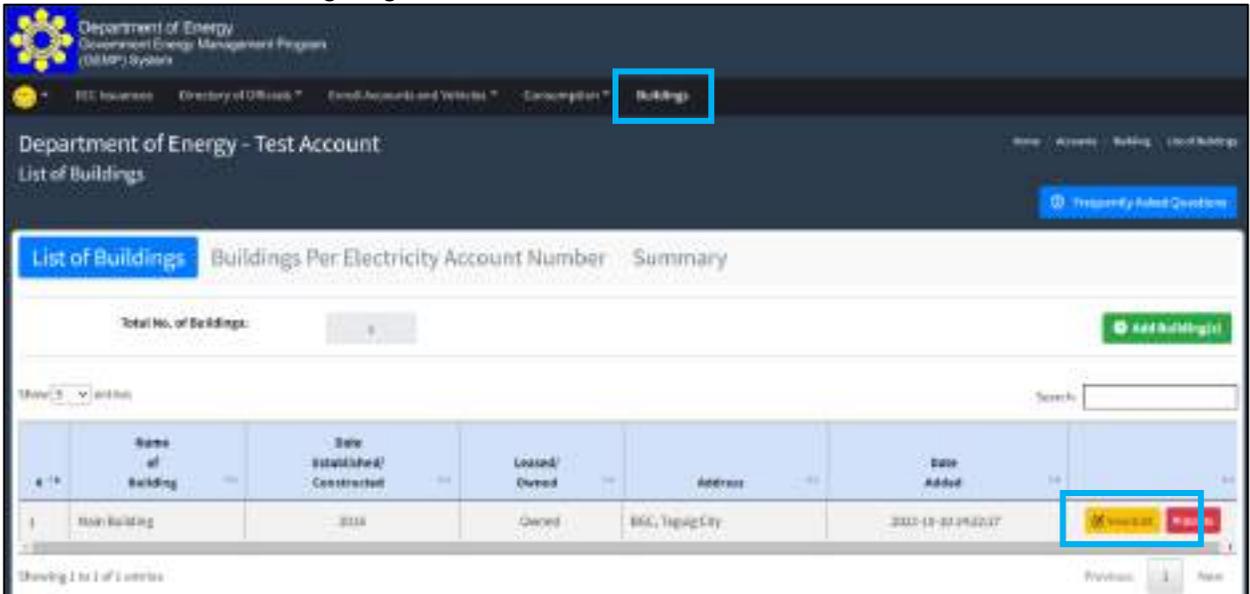
S. No.	Name of Building	Date Established/Constructed	Leased/Owned	Address	Date Added	Actions
1	Main Building	2016	Owned	BGC, Taguig City	2022-10-27 14:22:17	View Edit

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

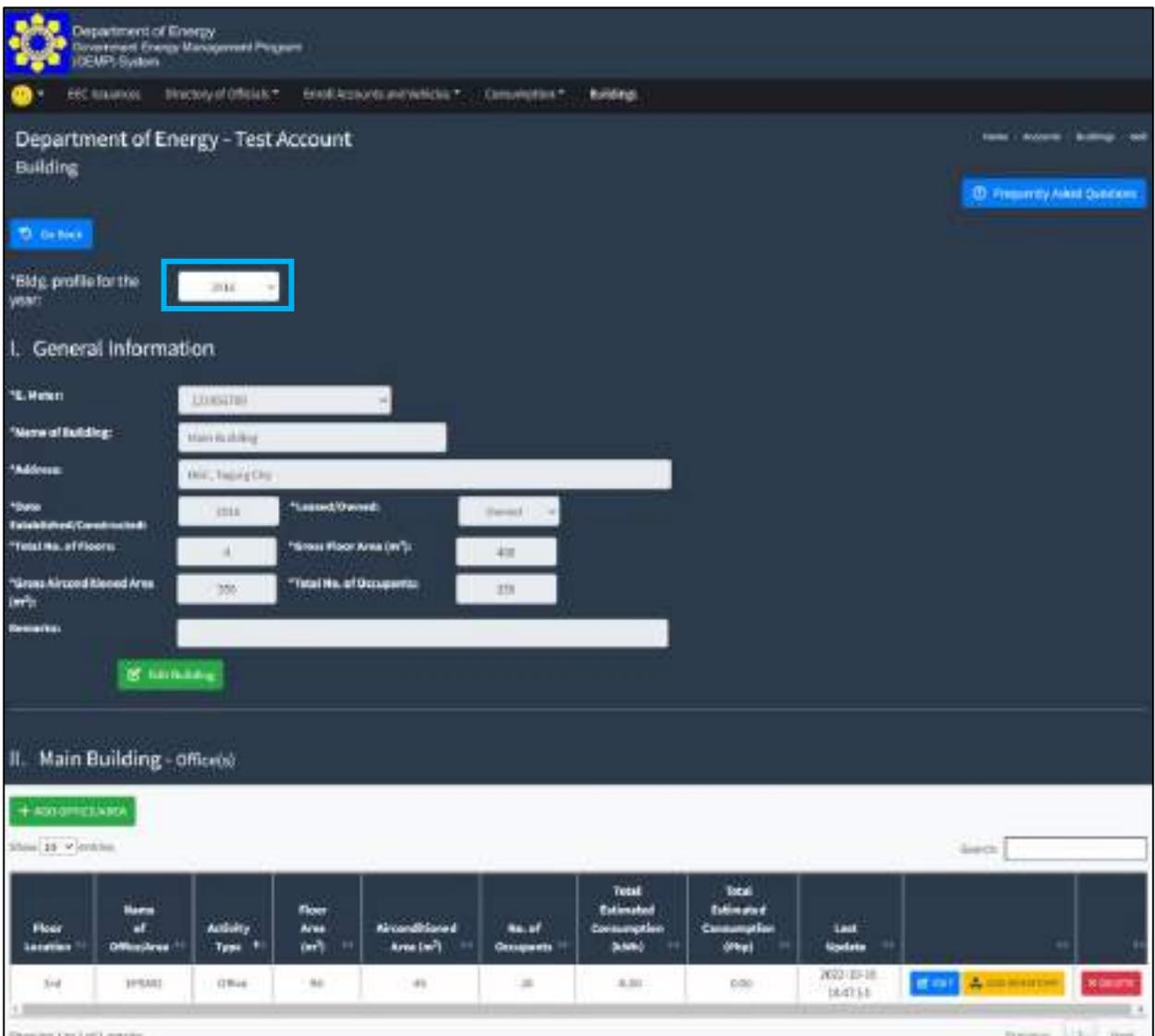
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

7.2 How to enroll Office of the building

Step 1. Under the Building Page, click the “View/Edit” button



You will then be directed to the Data Entry Page. By default, the “Building Profile for the year” will display the Date of Establishment/Construction of the Building or the year 2015, whichever is the most recent.



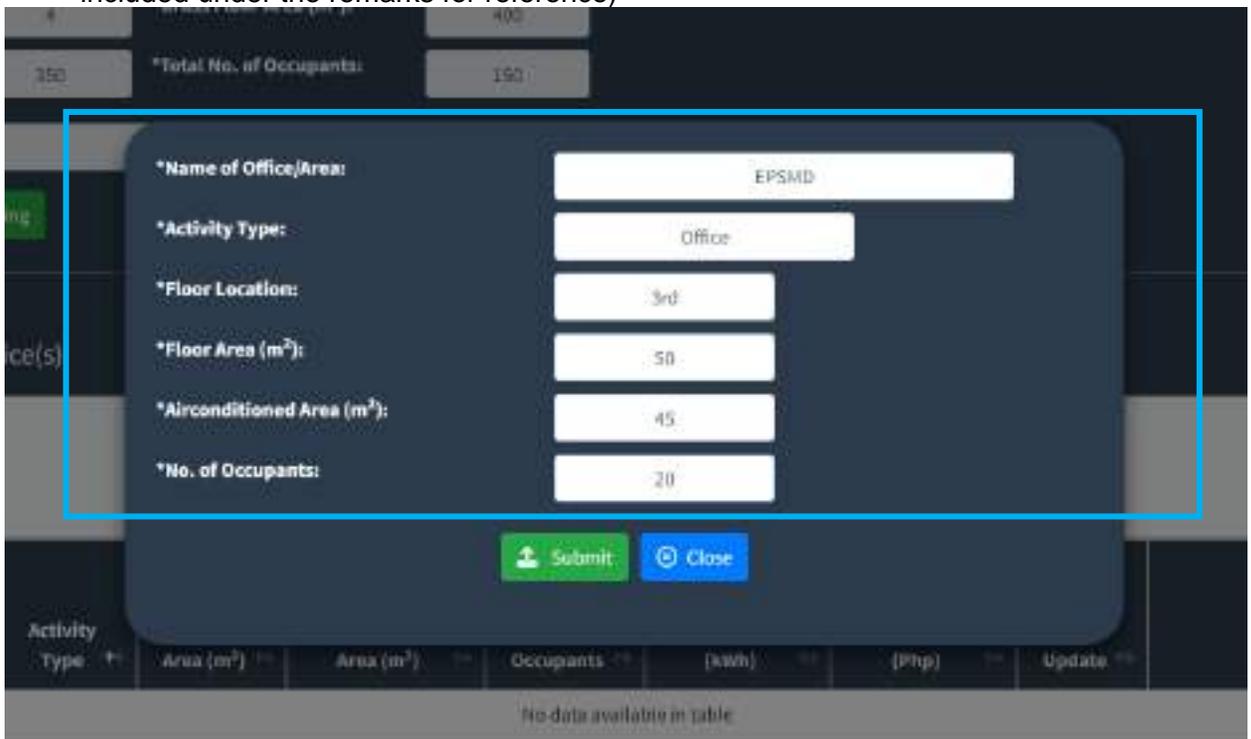
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 2. Scroll down and under the “II. Main Building – Office(s)”, click the “add office/area”



Step 3. In the pop-up window that will show, enter the following information:

- Name of Office/Area
- Activity type of office
- Floor location of the office/area
- Gross floor area of the office/area
- Air-conditioned area of the office/area
- No. of occupants (refers to the regular employee of the office. Clients or Customers can be included under the remarks for reference)



Step 4. Once all the necessary information has been entered, click the “Submit” button to save the data.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

You will be directed to the Building Page where you can see the information of the building under – I. General Information and information of office/area under – II. Main Building.

The screenshot displays the 'Department of Energy - Test Account Building' page. It features a navigation menu at the top with options like 'Home', 'Inventory of Offices', 'Email Accounts and Vehicles', 'Consumption', and 'Buildings'. The main content area is divided into two sections: 'I. General Information' and 'II. Main Building - Office(s)'. Section I includes a dropdown for 'Bldg. profile for the year' (set to 2018), a 'Name of building' field (Main Building), an 'Address' field (BIC, Taguig City), and several input fields for 'Total No. of Floors', 'Gross Floor Area (m²)', 'Gross Airconditioned Area (m²)', and 'Total No. of Occupants'. Section II contains a '+ ADD OFFICE AREA' button and a table with columns for 'Floor Location', 'Name of Office/Area', 'Activity Type', 'Floor Area (m²)', 'Airconditioned Area (m²)', 'No. of Occupants', 'Total Estimated Consumption (kWh)', 'Total Estimated Consumption (MWh)', and 'Last Update'. A single row of data is visible in the table.

Floor Location	Name of Office/Area	Activity Type	Floor Area (m ²)	Airconditioned Area (m ²)	No. of Occupants	Total Estimated Consumption (kWh)	Total Estimated Consumption (MWh)	Last Update
3rd	SPDAS	Office	90	40	20	0.00	0.00	2022-12-10 14:47:24

Note:

Initial information that will be submitted in a specific year will automatically be carried over to the succeeding years, up to the present.

However, the omission of data will only reflect on the specific year that you intend to revise. The system will not automatically apply the changes (deletion) to the succeeding years

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

The screenshot displays the 'Department of Energy - Test Account Building' page. At the top, there is a navigation bar with links for 'EAC Awareness', 'Directory of Offices', 'Email Accounts and Websites', 'Consumption', and 'Buildings'. The page title is 'Department of Energy - Test Account Building'. A 'Go Back' button is visible on the left. A dropdown menu for the year is open, showing options from 2018 to 2022, with 2019 selected. Below this is a form for general information, including fields for 'Name of building' (Main Building), 'Address' (455, Tuguey City), 'Year' (2018), 'Established/Constructed' (2018), 'Total No. of Floors' (4), 'Gross Floor Area (m²)' (400), 'Gross Airconditioned Area (m²)' (300), and 'Total No. of Occupants' (100). A 'Remarks' field is also present. A green '+ Add Building' button is located below the form. The second section, 'II. Main Building - office(s)', features a '+ Add OFFICE/AREA' button and a search bar. Below the search bar is a table with the following data:

Floor Location	Name of Office/Area	Activity Type	Floor Area (m²)	Airconditioned Area (m²)	No. of Occupants	Total Estimated Consumption (kWh)	Total Estimated Consumption (kWh)	Last Update		
3rd	OFFICE	Office	50	50	20	0.00	0.00	2022-12-10 14:41:24	EDIT	DELETE

At the bottom of the table, it says 'Showing 1 of 1 entries'. There are also 'Previous' and 'Next' navigation buttons.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

7.3 How to submit inventory reports of air-conditioning units

Before proceeding to the submission of inventory reports, you must enroll first ALL buildings including its office in the GEMP System. The inventory will be registered per office/area

Step 1. Under the Building Page, click the “View/Edit” button

You will then be directed to the Data Entry Page. By default, the “Building Profile for the year” will display the Date of Establishment/Construction of the Building or the year 2015.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Department of Energy
Government Energy Management Program
GEMP System

Department of Energy - Test Account Building

*Bldg. profile for the year: 2014

I. General Information

*E. Meter: 123456789

*Name of Building: Main Building

*Address: 000, Taguig City

*Date Established/Constructed: 2014 *Leased/Owned: Owned

*Total No. of Floors: 4 *Gross Floor Area (m²): 400

*Gross Air-Conditioned Area (m²): 300 *Total No. of Occupants: 250

Remarks:

II. Main Building - office(s)

+ ADD OFFICE AREA

Floor Location	Name of Office/Area	Activity Type	Floor Area (m ²)	Air-Conditioned Area (m ²)	No. of Occupants	Total Estimated Consumption (kWh)	Total Estimated Consumption (kWh)	Last Update
3rd	OFFICE	Office	50	40	20	8,000	600	2022-10-18 16:41:53

Step 2. Scroll down and under the “II. Main Building – Office(s)”, click the “add inventory”

Department of Energy
Government Energy Management Program
GEMP System

Department of Energy - Test Account Building

*Bldg. profile for the year: 2014

I. General Information

*E. Meter: 123456789

*Name of Building: Main Building

*Address: 000, Taguig City

*Date Established/Constructed: 2014 *Leased/Owned: Owned

*Total No. of Floors: 4 *Gross Floor Area (m²): 400

*Gross Air-Conditioned Area (m²): 300 *Total No. of Occupants: 250

Remarks:

II. Main Building - office(s)

+ ADD OFFICE AREA

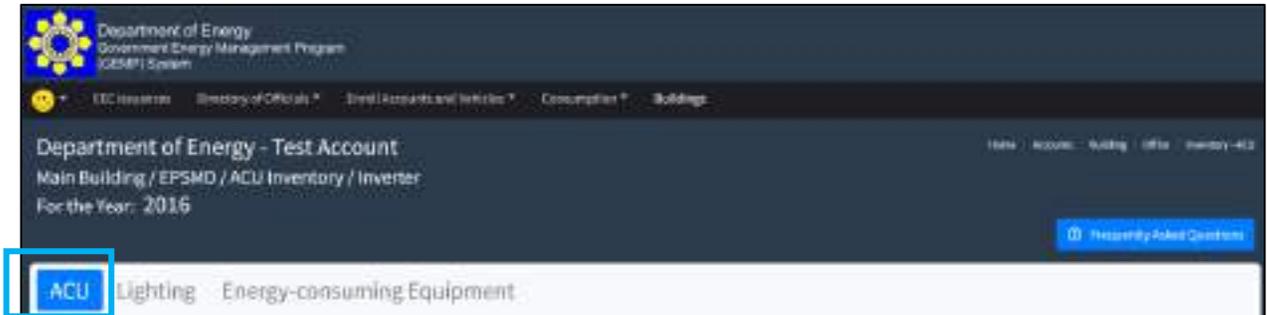
Floor Location	Name of Office/Area	Activity Type	Floor Area (m ²)	Air-Conditioned Area (m ²)	No. of Occupants	Total Estimated Consumption (kWh)	Total Estimated Consumption (kWh)	Last Update
3rd	OFFICE	Office	50	40	20	8,000	600	2022-10-18 16:41:53

You will be directed to the Inventory Page where you can see the different type of energy consuming equipment that you can register in the system, to wit:

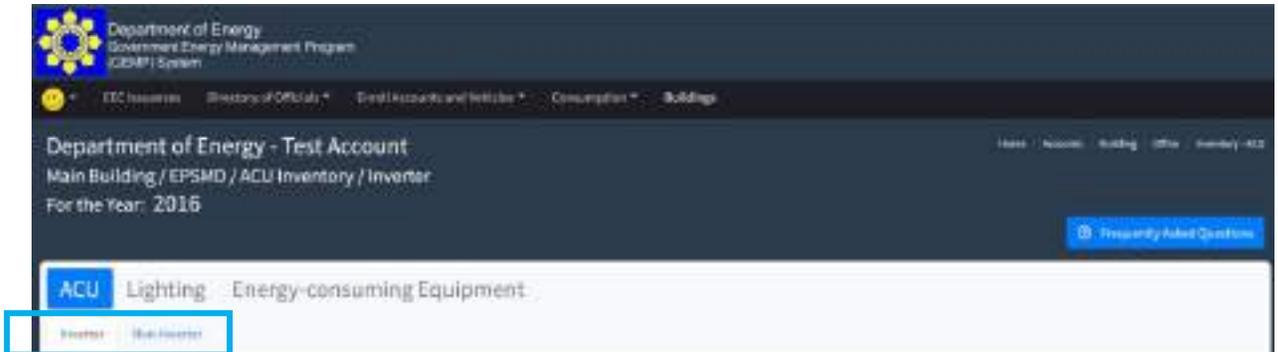
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

- Air-conditioning Unit (ACU) – Inverter and Non-Inverter/Conventional
- Lighting – Light Emitting Diode (LED) or Non-LED
- Energy Consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, Refrigerator, Server, etc.)

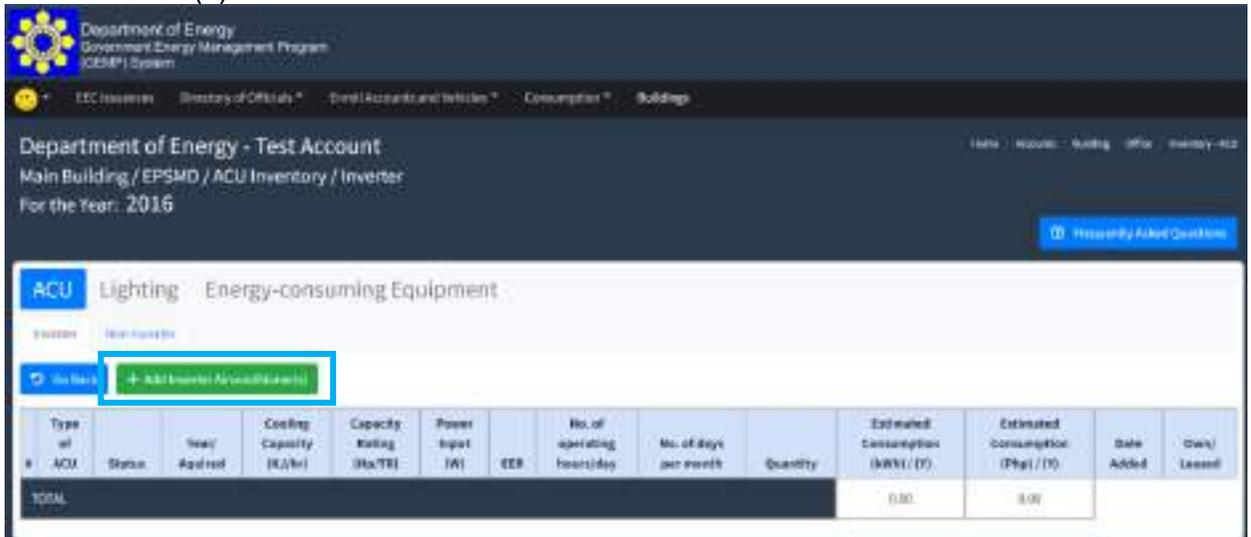
Step 3. Select the ACU



Step 4. Select either Inverter or Non-inverter



Step 5. Once you have chosen the category of the ACU, click the “Add Inverter/Non-Inverter Air-conditioner(s)” button



Step 6. In the pop-up window, enter the following information:

- Type of Lamp (Bulb, Linear, etc.) – Dropdown or you can directly type in box the type of Lights if not included in the pre-identified list of Lights.
- Wattage of the light (Watts)
- No. of operating hours per day
- No. of days per month
- Quantity
- Status (Operational or Non-operation)

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

*Type of Lamp: Linear

Wattage (W): 16

*No. of operating hours/day: 8

*No. of days per month: 21

*Quantity: 26

*Status: Operational

Submit Close

Step 7. Click the “Submit” button

You will then be directed back to the Inventory Page where you can see the recently registered information.

Department of Energy - Test Account
Main Building / EPSMD / Lighting Inventory / LED
For the Year: 2016

ACU Lighting Energy-consuming Equipment

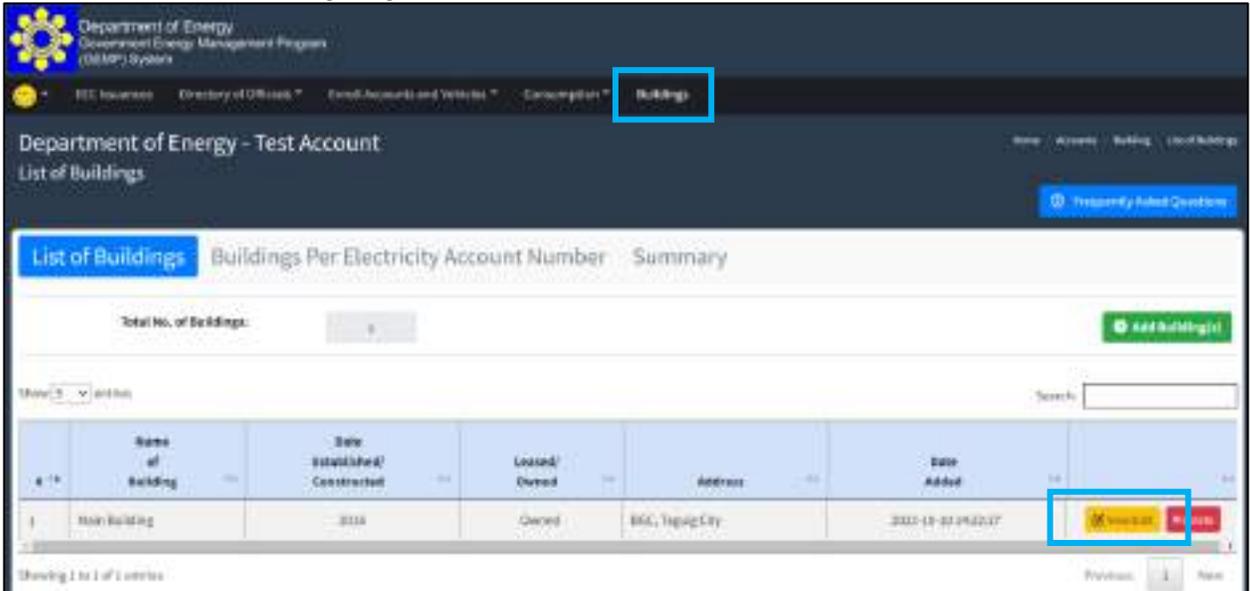
#	Type of Lamp	Status	Wattage (W)	No. of operating hours/day	No. of days per month	Quantity	Estimated Consumption (kWh) / (Ph)	Estimated Consumption (Ph) / (Ph)	Date added
1	Linear	Operational	16	8	21	26	816.00	8,208.00	2012-10-11 09:35:05
TOTAL							816.00	8,208.00	

To register other ACUs (Inverter/Non-inverter), repeat steps 1 to 7 of Data Input: Inventory – ACU

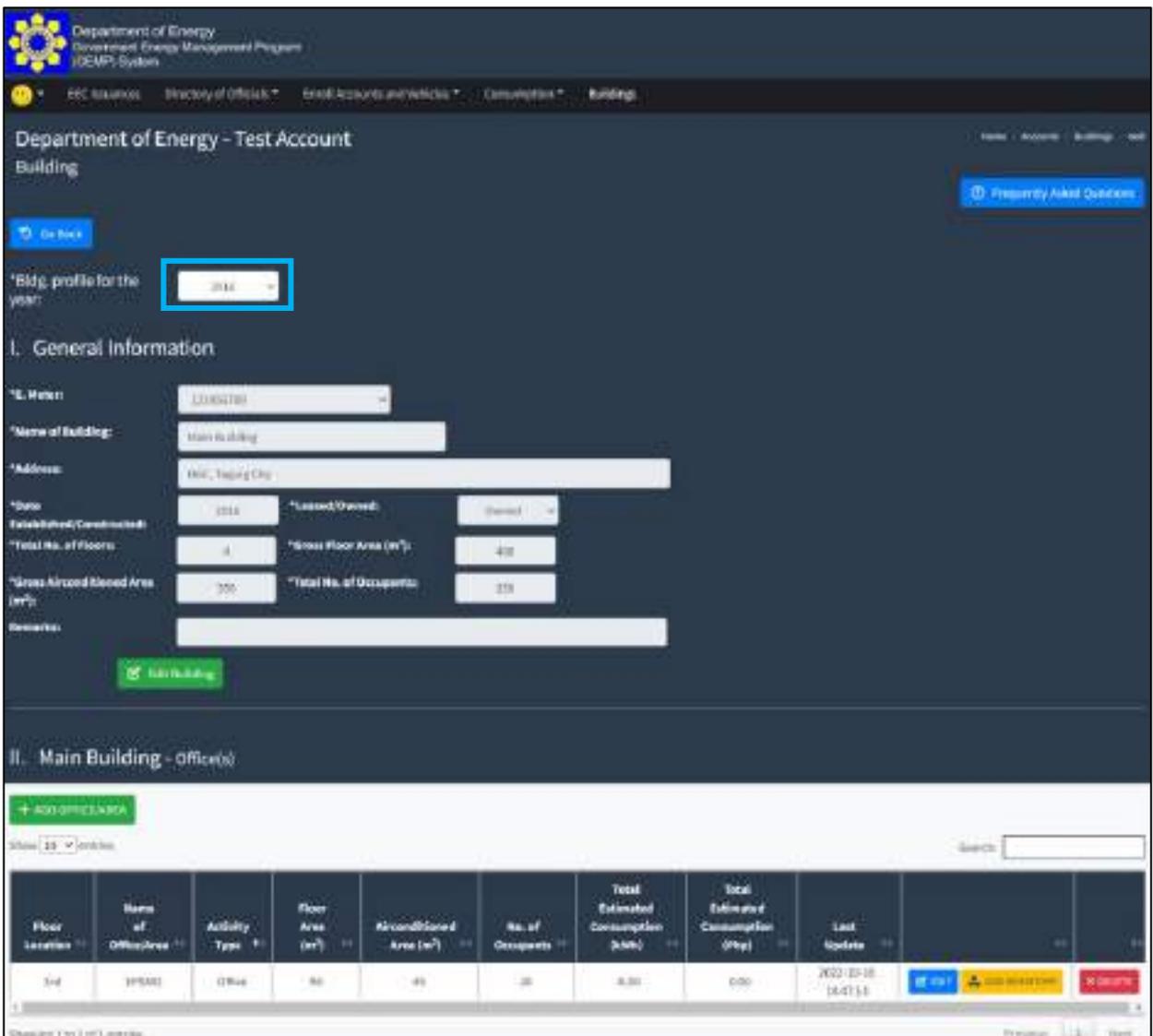
Note: The Estimated Consumption in KWh will be computed based on the information provided by the GE. While the corresponding consumption in PhP will be computed by multiplying the estimated KWh consumption multiplied by the average electricity rate for the respective year. The Average rate will be extracted from the data input in the electricity consumption report.

7.4 How to submit inventory report of lighting system

Step 1. Under the Building Page, click the “View/Edit” button

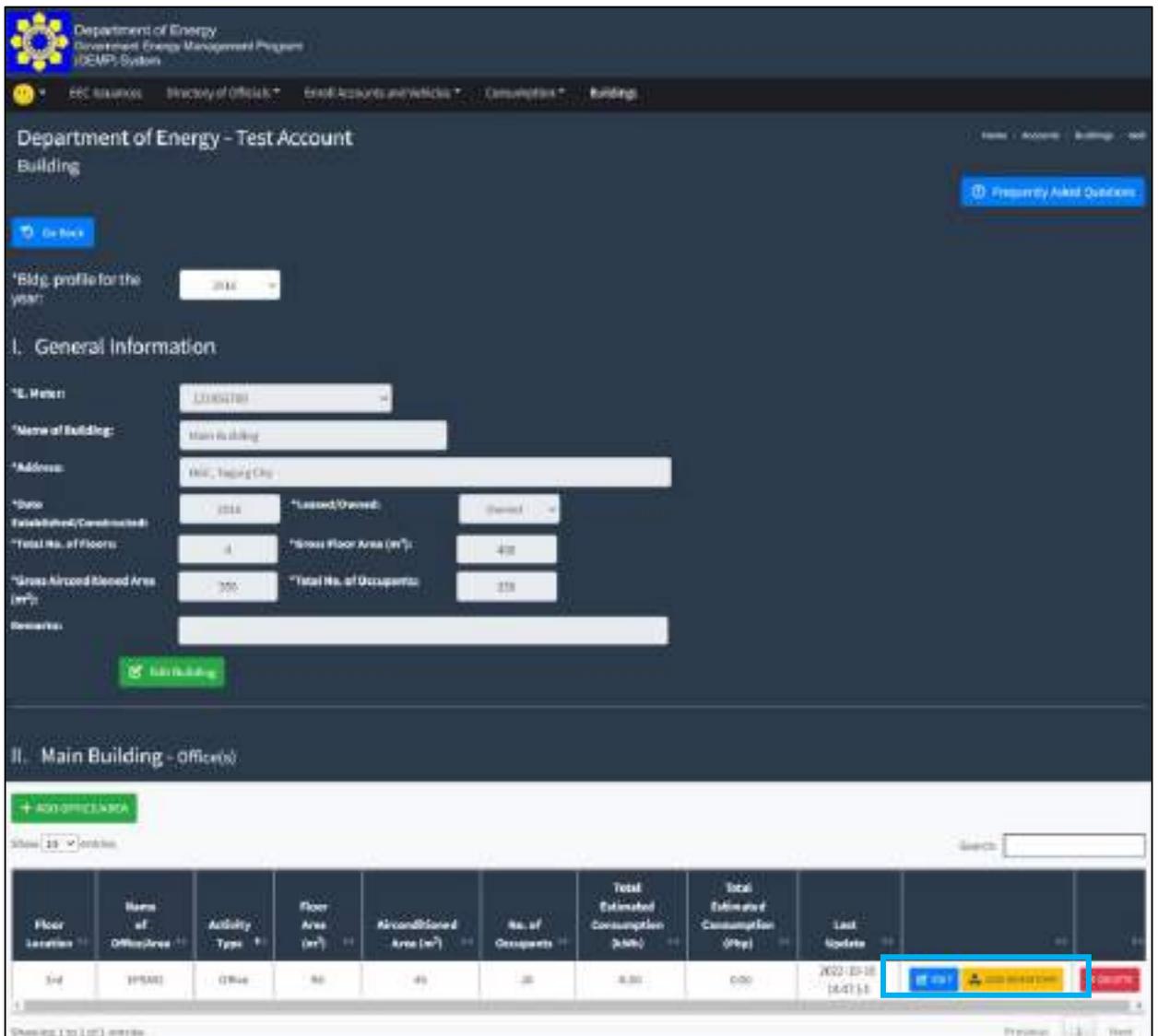


You will then be directed to the Data Entry Page. By default, the “Building Profile for the year” will display the Date of Establishment/Construction of the Building or the year 2015.



**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

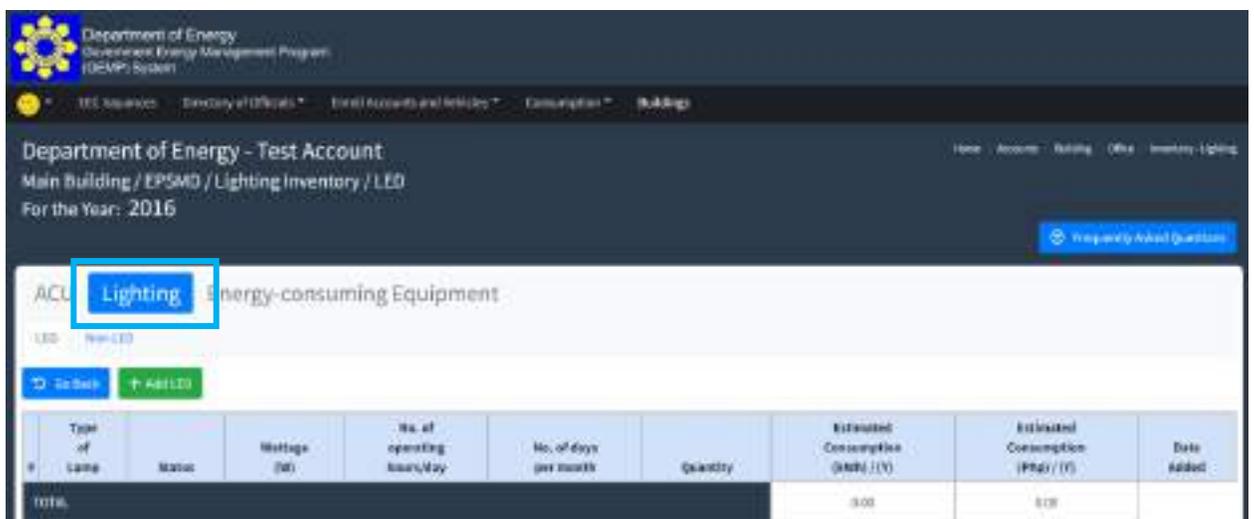
Step 2. Scroll down and under the “II. Main Building – Office(s)”, click the “add inventory”



You will be directed to the Inventory Page where you can see the different type energy consuming equipment that you can register in the system, to wit:

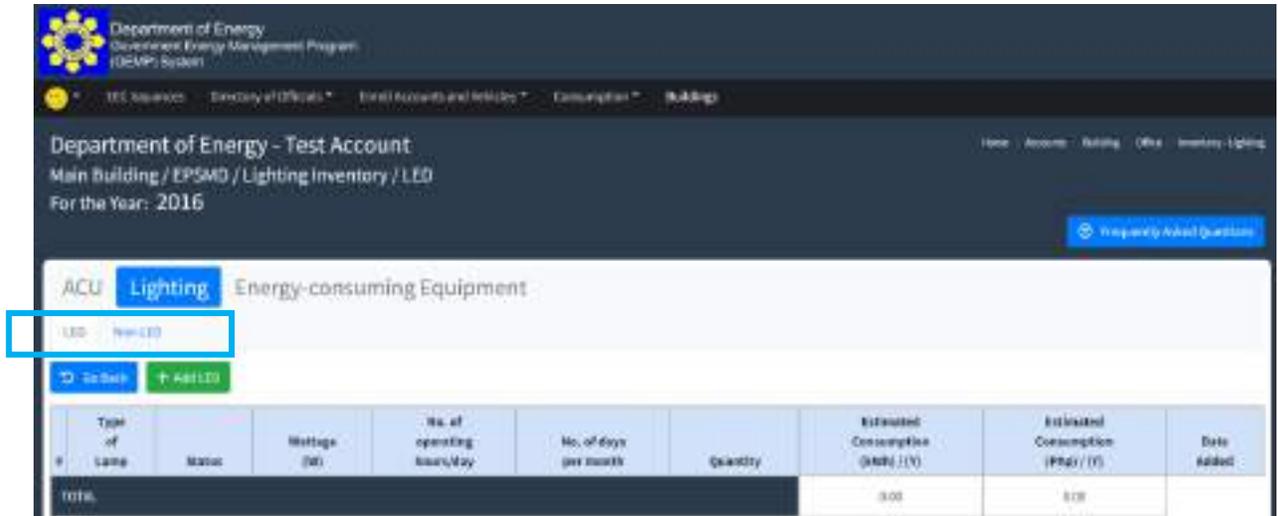
- Air-conditioning Unit (ACU) – Inverter and Non-Inverter/Conventional
- Lighting – Light Emitting Diode (LED) or Non-LED
- Energy Consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, Refrigerator, Server, etc.)

Step 3. Select the Lighting

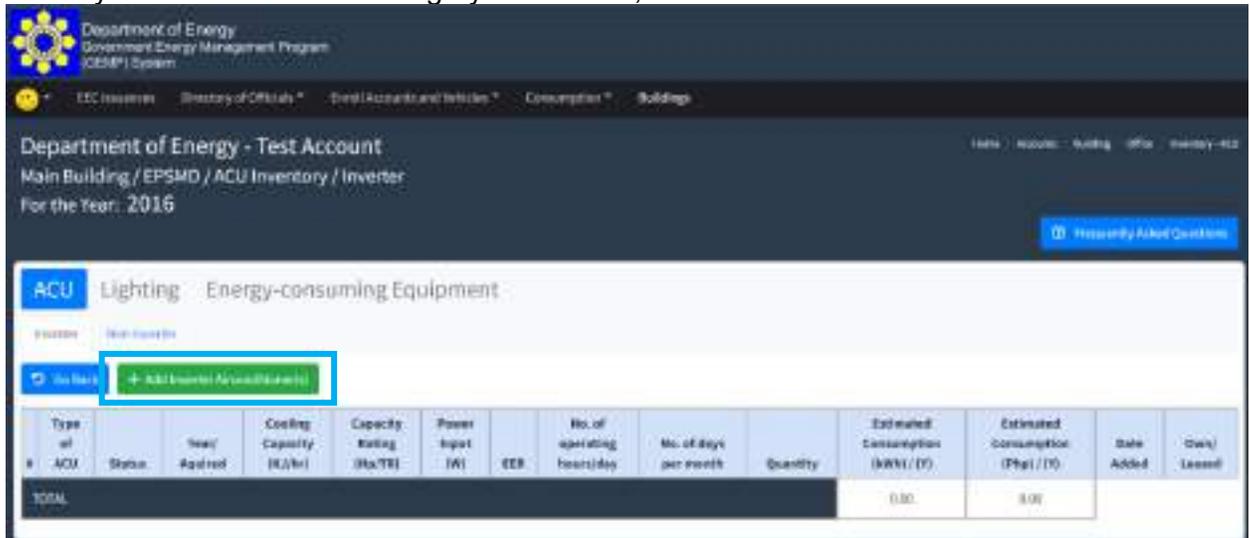


**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 4. Select either LED or Non-LED



Step 5. Once you have chosen the category of the ACU, click the “Add LED/Non-LED” button



Step 6. In the pop-up window, enter the following information:

- Type of ACU (Window-type, Wall-mounted, Ceiling-mounted, etc.) – Dropdown or you can directly input the type of ACU if not included in the pre-identified list of ACU.
- Year acquired
- Cooling Capacity in Kilojoules per hour (kJ/hr)
- Capacity of the ACU in Horsepower (HP) or Tons of Refrigeration (TR)
- Power Input in Watts
- Energy Efficiency Ratio (EER)
- Quantity
- No. of operating hours per day
- No. of days per month
- Ownership (Owned or Leased)
- Status (Operational or Non-operational)

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 7. Once you have entered the necessary information, click the “Submit” button to save data

You will then be directed back to the Inventory Page where you can see the recently registered information.

Type of ACU	Status	Year Acquired	Cooling Capacity (KJ/hr)	Capacity Rating (Hp/TR)	Power Input (W)	EER	No. of operating hours/day	No. of days per month	Quantity	Estimated Consumption (KWh/yr)	Estimated Consumption (PhP/yr)	Date Added	Own/Leased
Widow-type	Operational	2017	9000	1 HP	900	10	0	21	3	5,445.28	54,452.00	2022-01-12 17:28:38	Owned
TOTAL										5,445.28	54,452.00		

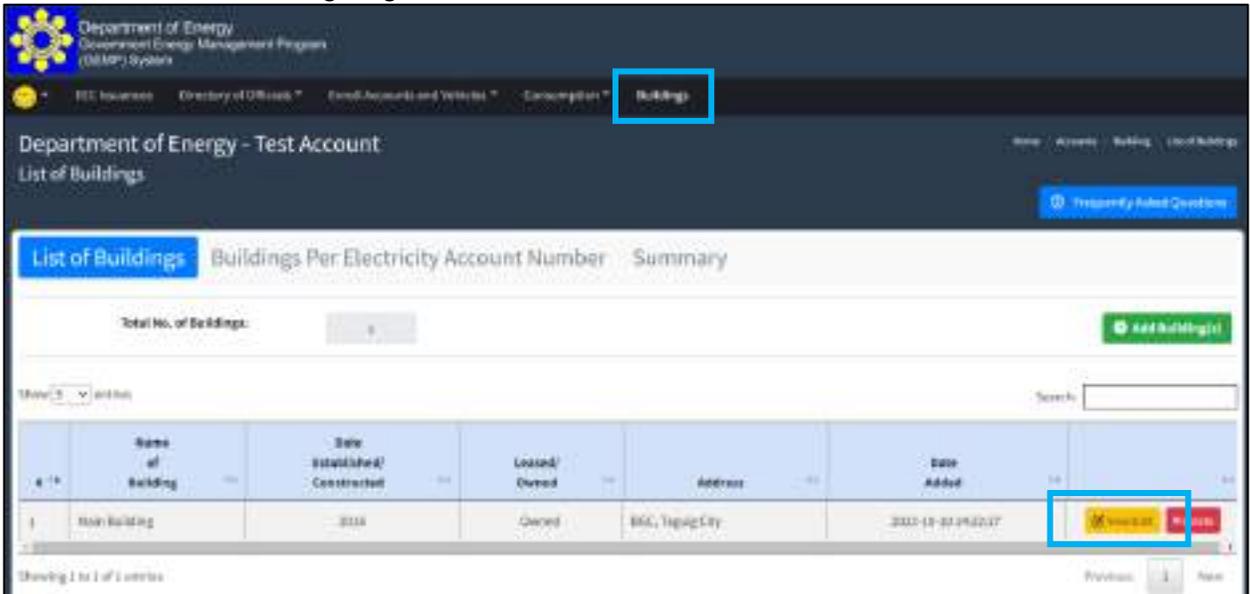
To register other lighting systems (LED/Non-LED), repeat steps 1 to 7 of Data Input: Inventory - Lights

Note: The Estimated Consumption in KWh will be computed based on the information provided by the GE. While the corresponding consumption in PhP will be computed by multiplying the estimated KWh consumption multiplied by the average electricity rate for the respective year. The Average rate will be extracted from the data input in the electricity consumption report.

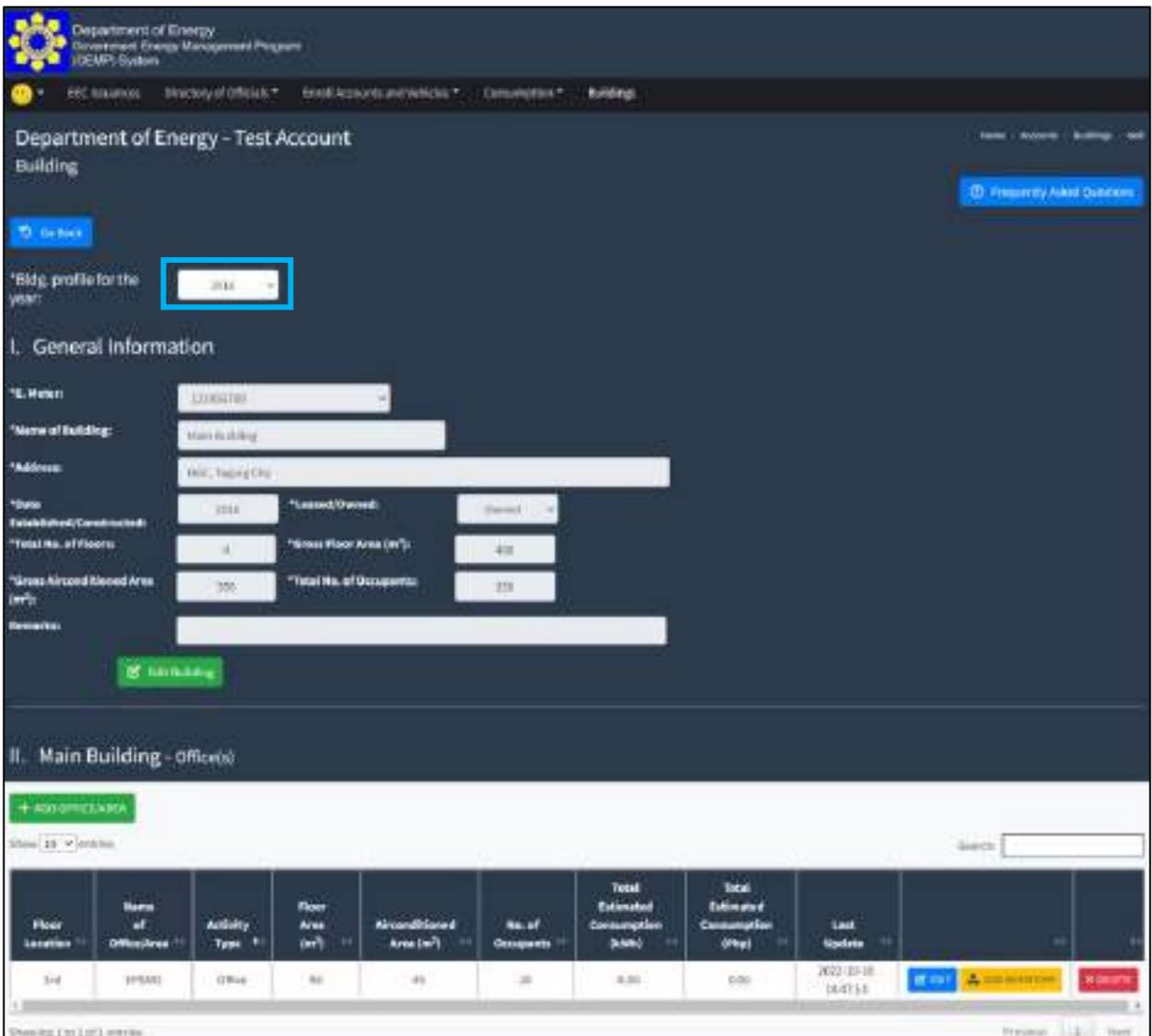
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

7.5 How to submit inventory report of office equipment

Step 1. Under the Building Page, click the “View/Edit” button

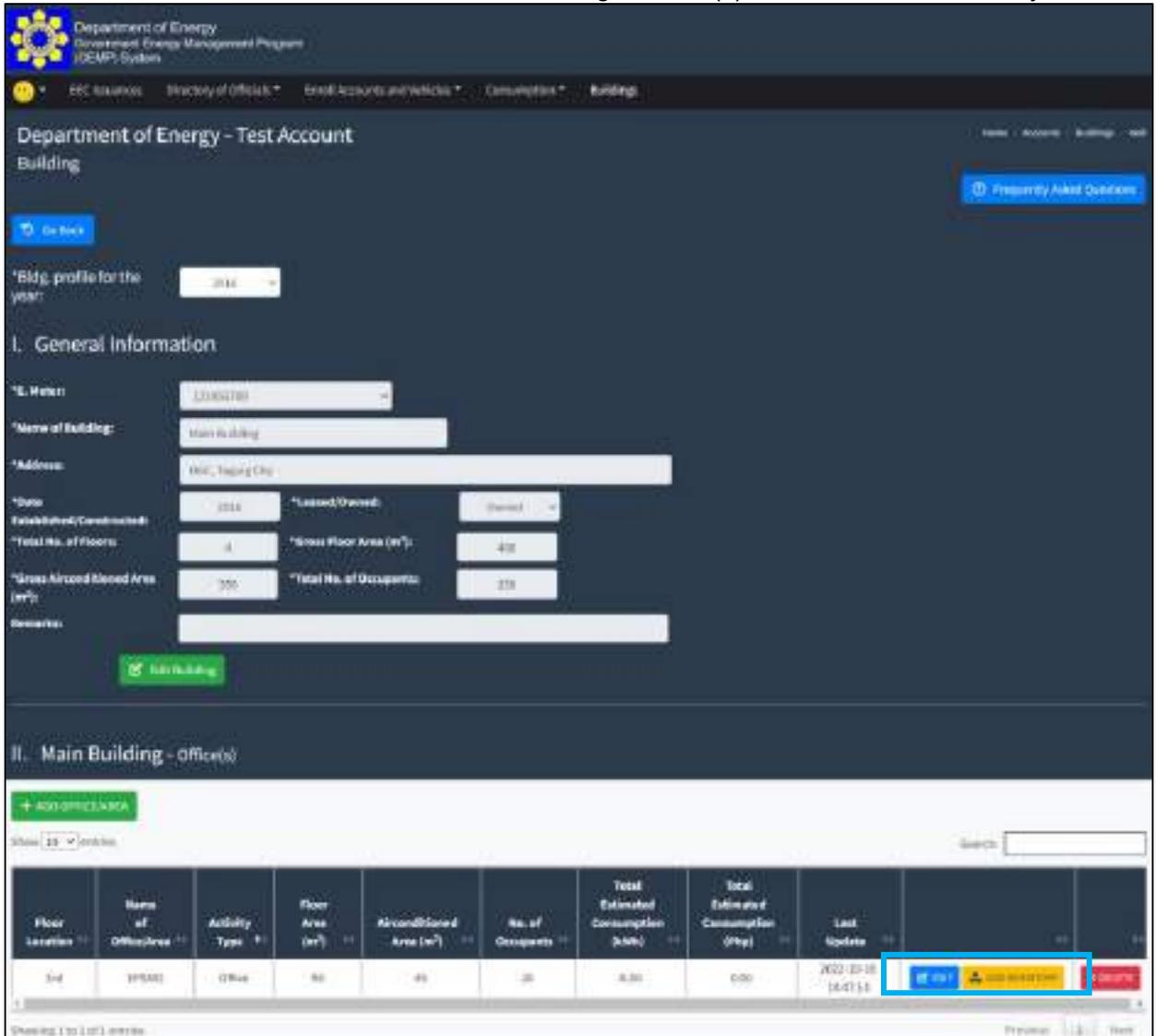


You will then be directed to the Data Entry Page. By default, the “Building Profile for the year” will display the Date of Establishment/Construction of the Building or the year 2015.



**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

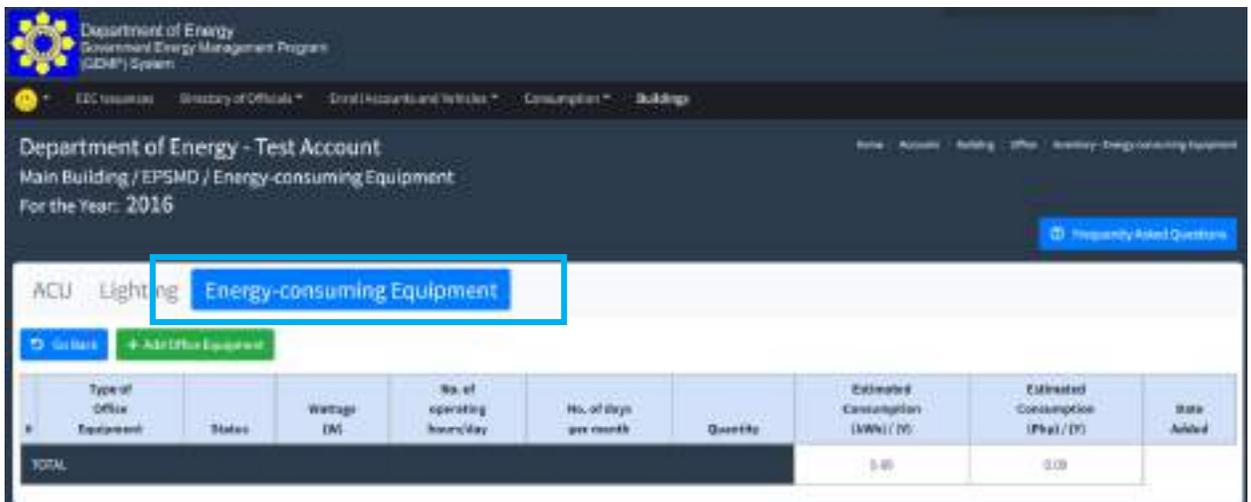
Step 2. Scroll down and under the “II. Main Building – Office(s)”, click the “add inventory”



You will be directed to the Inventory Page where you can see the different type energy consuming equipment that you can register in the system, to wit:

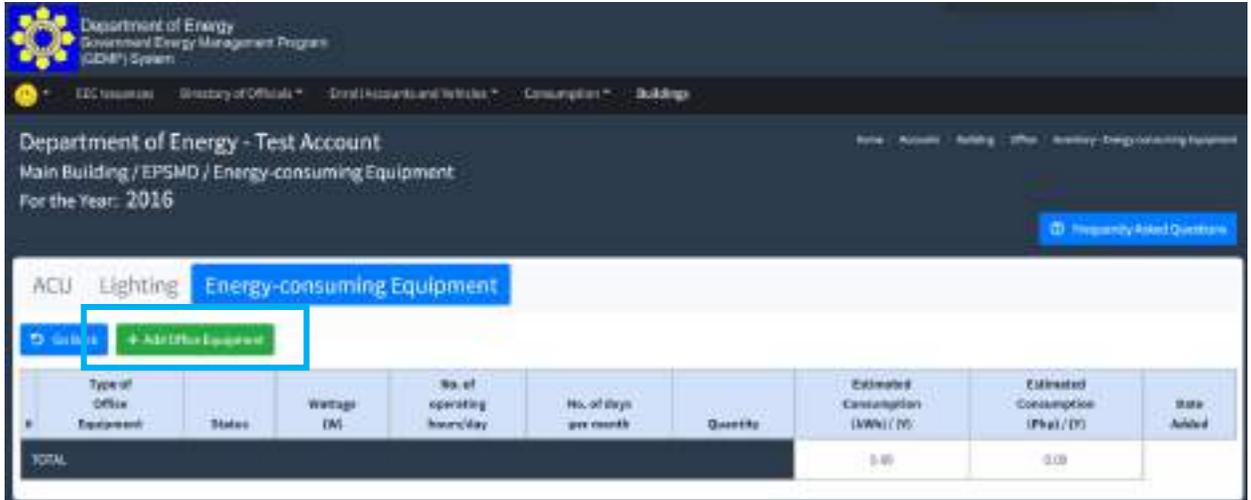
- Air-conditioning Unit (ACU) – Inverter and Non-Inverter/Conventional
- Lighting – Light Emitting Diode (LED) or Non-LED
- Energy Consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, Refrigerator, Server, etc.)

Step 3. Select the Energy-Consuming Equipment



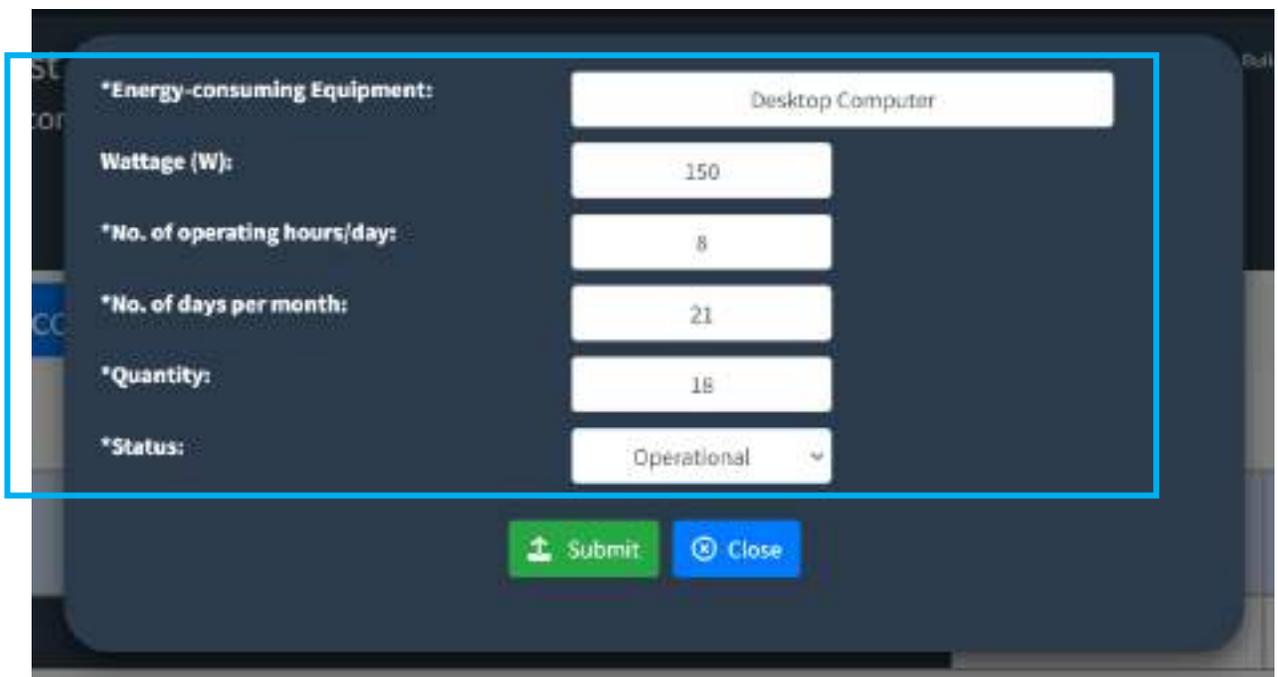
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 4. Click the “Add Office Equipment” Button



Step 5. In the pop-up window, enter the following information:

- Type of Energy-consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, Refrigerator, Server, etc.)
- Wattage of equipment (Wattage)
- No. of operating hours per day and days per month
- Quantity
- Status (Operational/Non-operational)



Step 6. Once you have entered the necessary information, click the “Submit” button to save data

You will then be directed back to the Inventory Page where you can see the recently registered information.

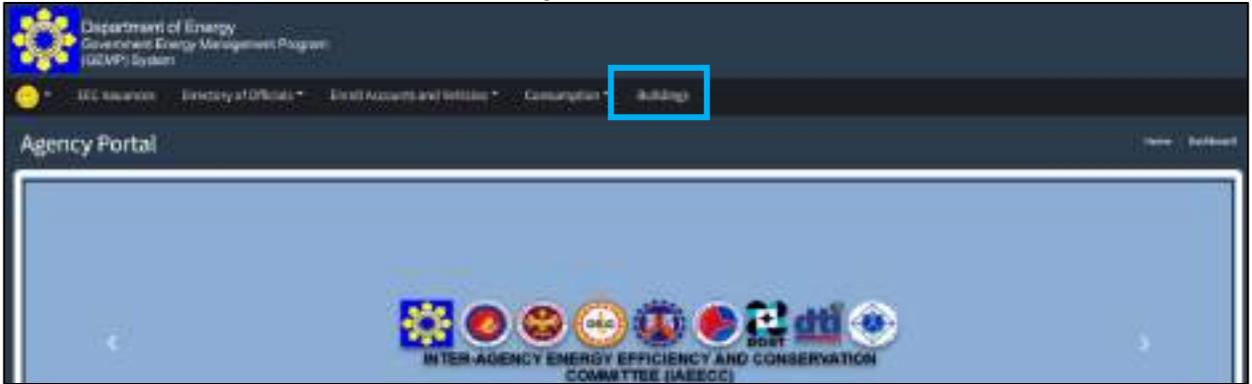
To register other energy-consuming equipment, repeat steps 1 to 7 of Data Input: Inventory – Energy-consuming Equipment

7.6 How to view/edit the building of the Agency

Viewing/Editing: Building (Additional Structure, Rehabilitation, Demolition of some portion, Change in gross floor area, air-conditioned area etc.)

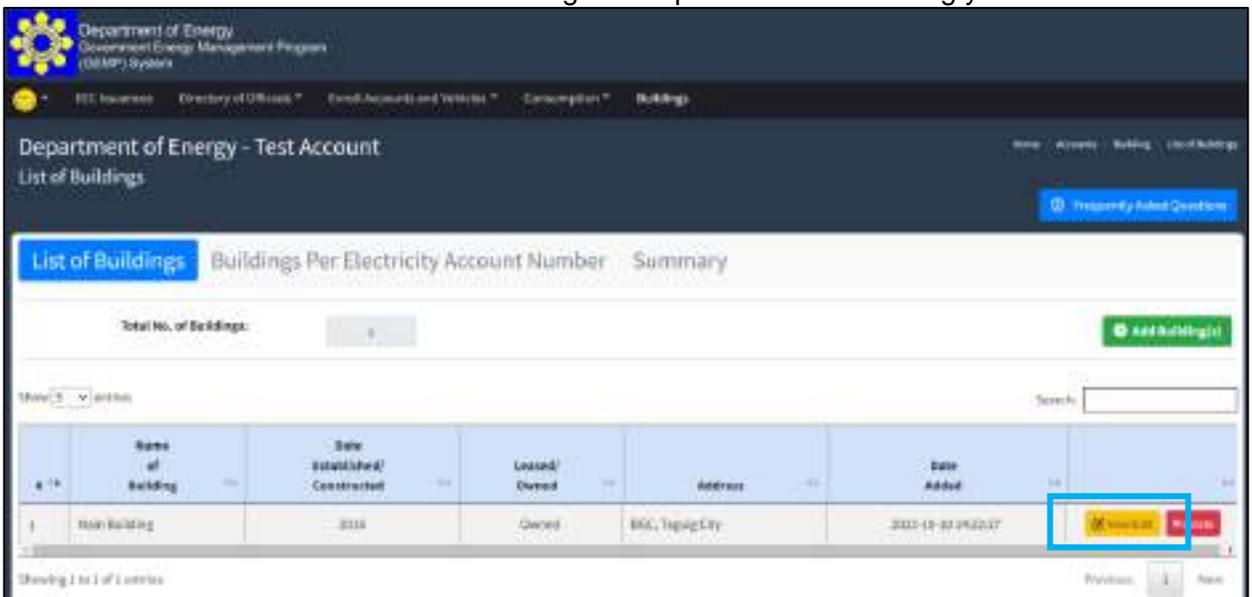
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 1. In the Menu Bar, Click the “Buildings”

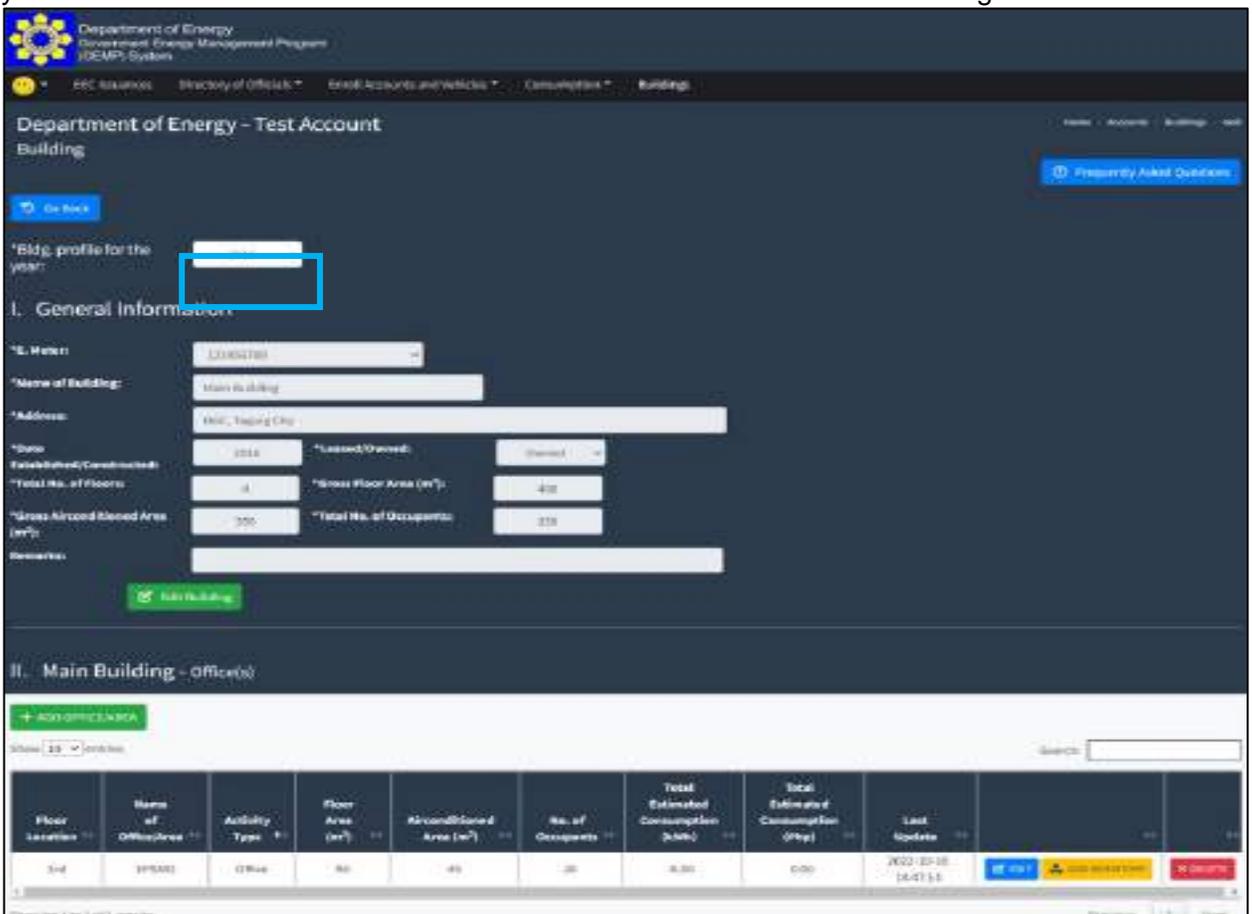


You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the “View/Edit” button on the right-side portion of the Building you intend to edit.



You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.



**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 3. Click the “Edit Building” button.

You will be directed to the Data Entry Page where you can edit the information about the building.

Step 4. Choose the year wherein you want to edit the profile/information of the building.

Step 5. Enter the necessary changes.

I. General Information

*E. Meter: 123456789

*Name of Building: Main Building

*Address: BGC, Taguig City

*Date Established/Constructed: 2016 *Leased/Owned: Owned

*Total No. of Floors: 4 *Gross Floor Area (m²): 400

*Gross Airconditioned Area (m²): 350 *Total No. of Occupants: 150

Remarks:

Cancel Re-Submit Information

Step 6. Once the necessary changes have been made. Click the “Re-Submit information” button to save the data.

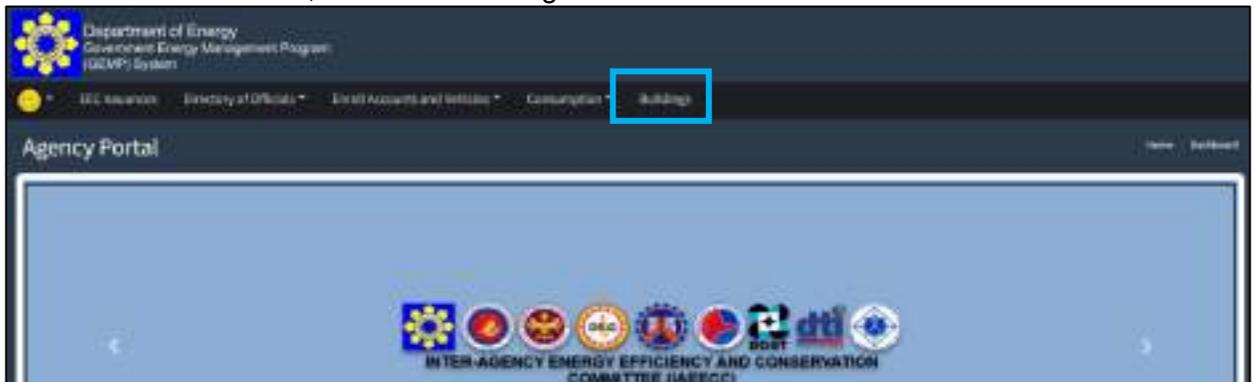
Remarks:

Cancel Re-Submit Information

7.7 How to view/edit office of the building

Viewing/Editing: Office/Area (Additional Office/Area, Rehabilitation, Demolition of some portion, Change in gross floor area, air-conditioned area etc.)

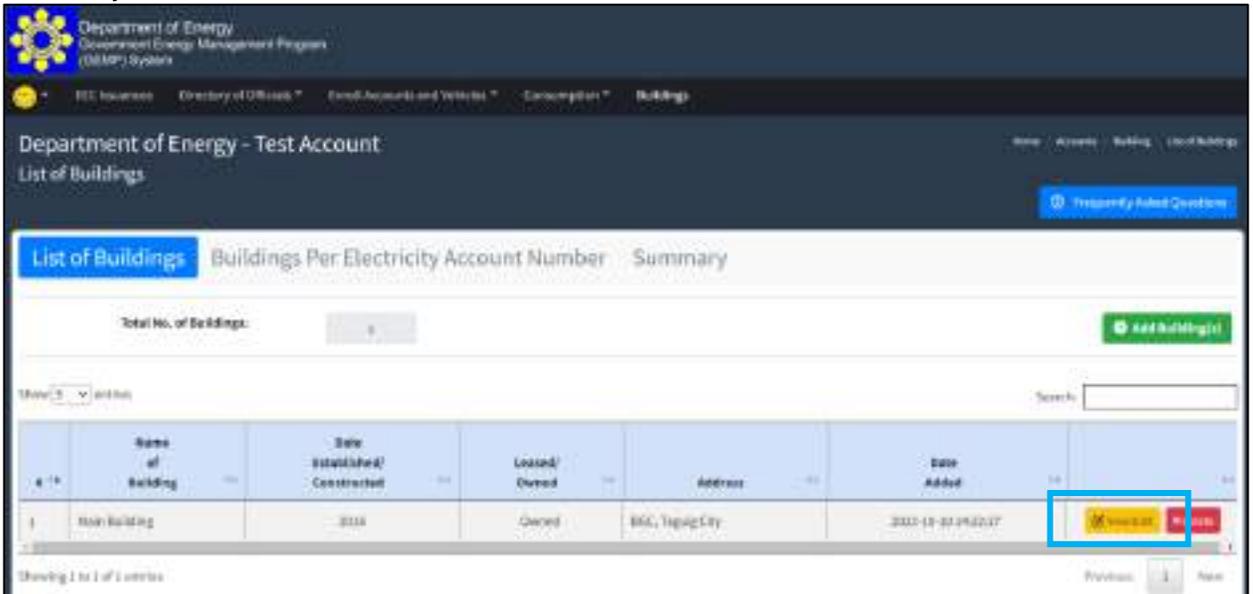
Step 1. In the Menu Bar, Click the “Buildings”



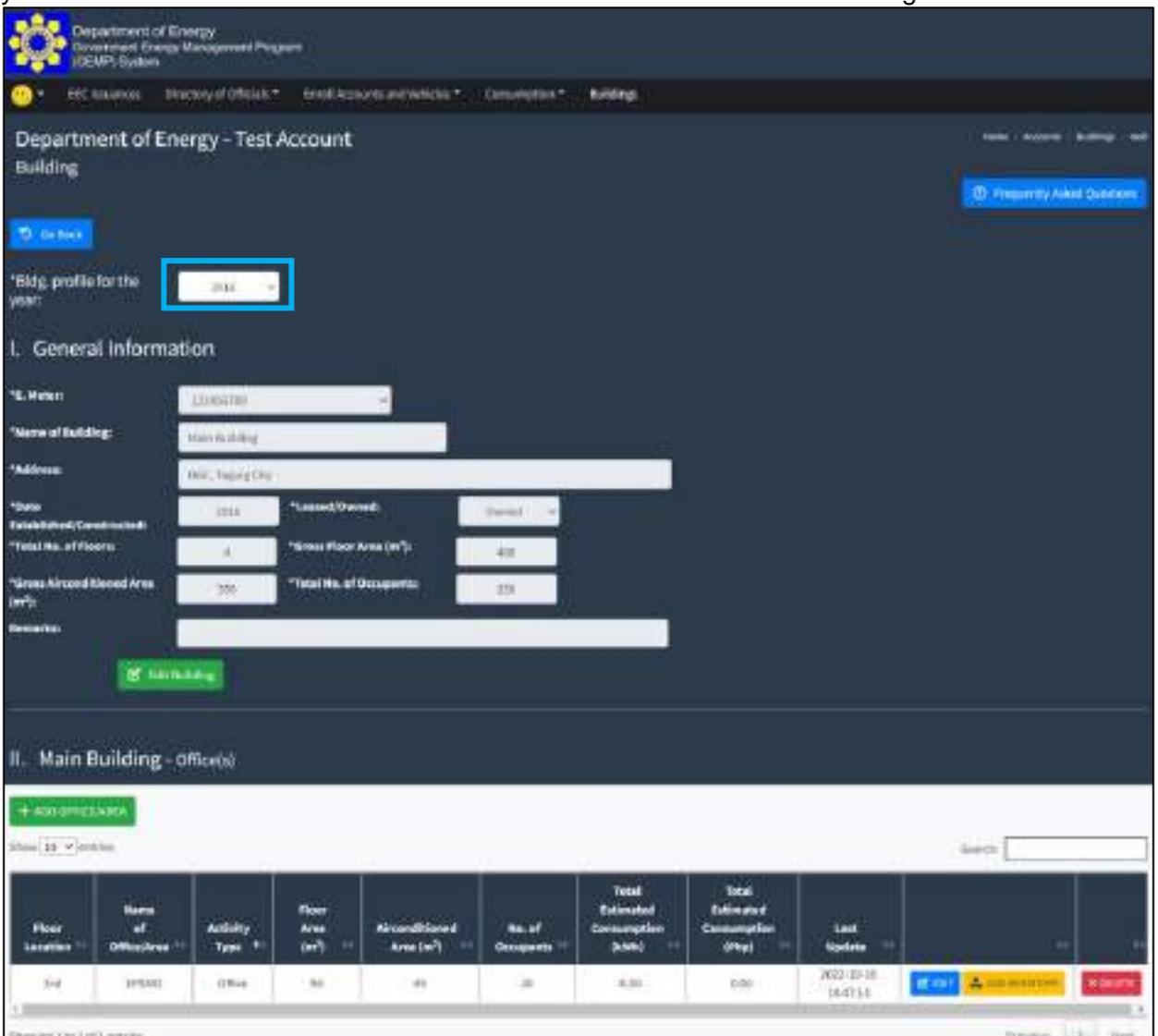
You will be directed to the Building Page where you see your registered building(s).

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 2. Click the “View/Edit” button on the right-side portion of the Building which the office is situated you intend to edit.

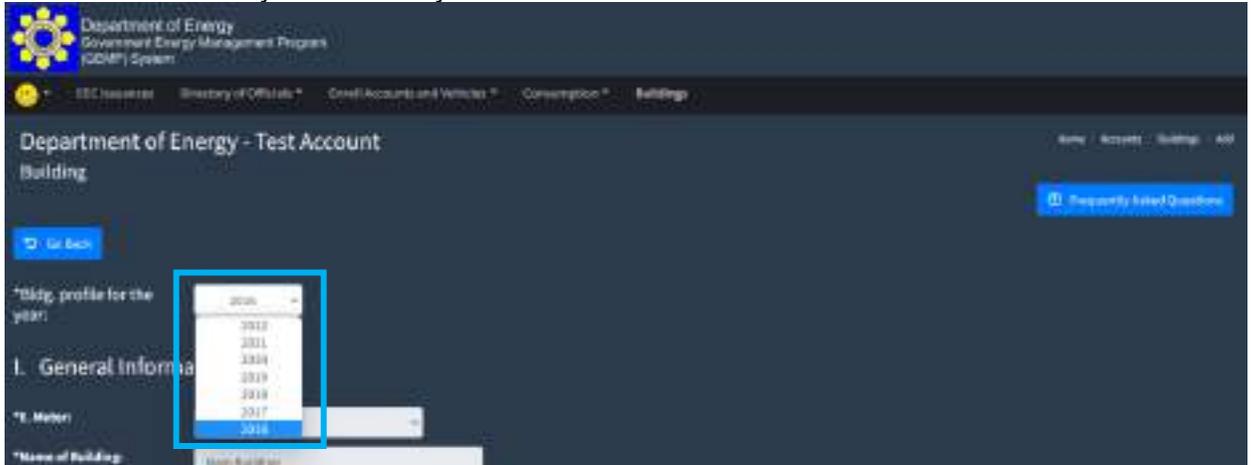


You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.

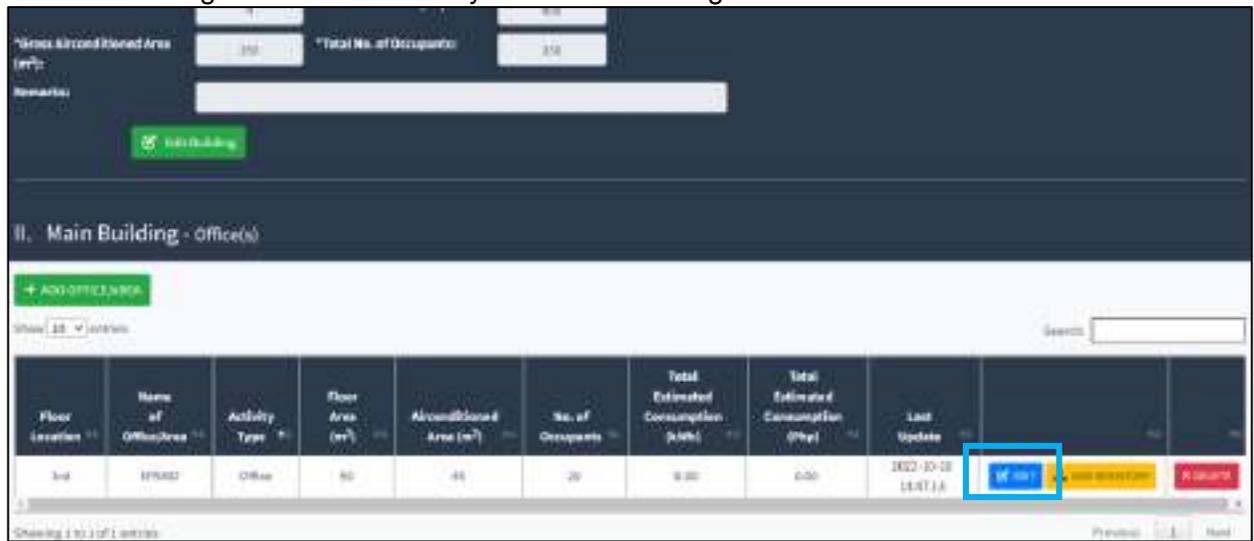


**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 3. Choose the year wherein you want to edit the information of the office.

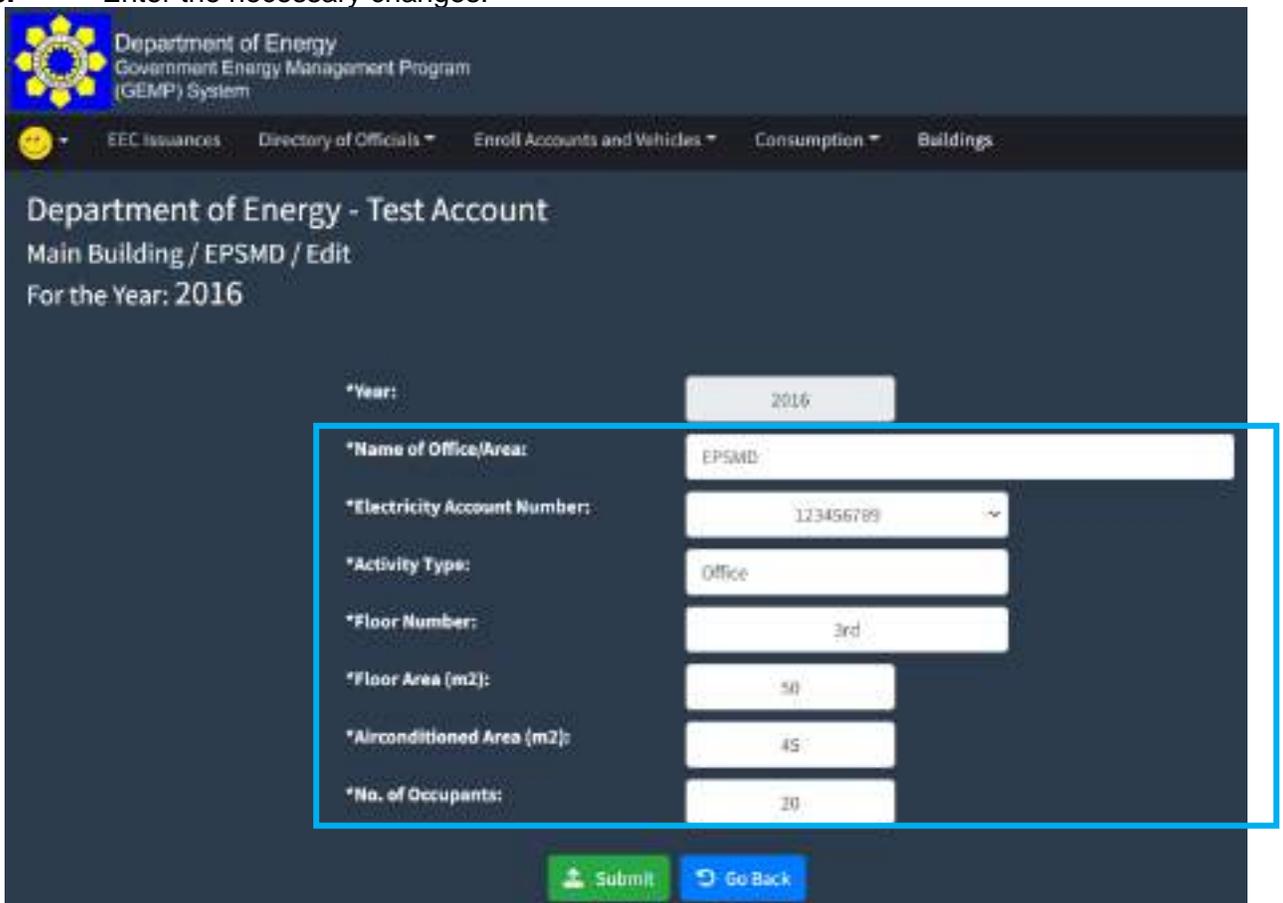


Step 4. Scroll down to see the listing of offices under the chosen building and click the “Edit” button on the right side of the office you intend to change.



You will be directed to the Data Edit Page – Office where you can edit the information about the office.

Step 5. Enter the necessary changes.



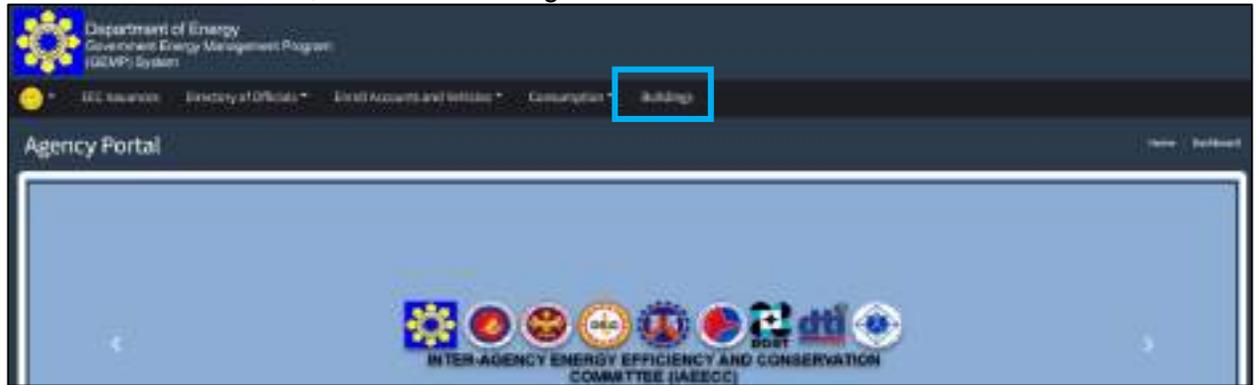
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 6. Once the necessary changes have been made. Click the “Submit” button to save the data.



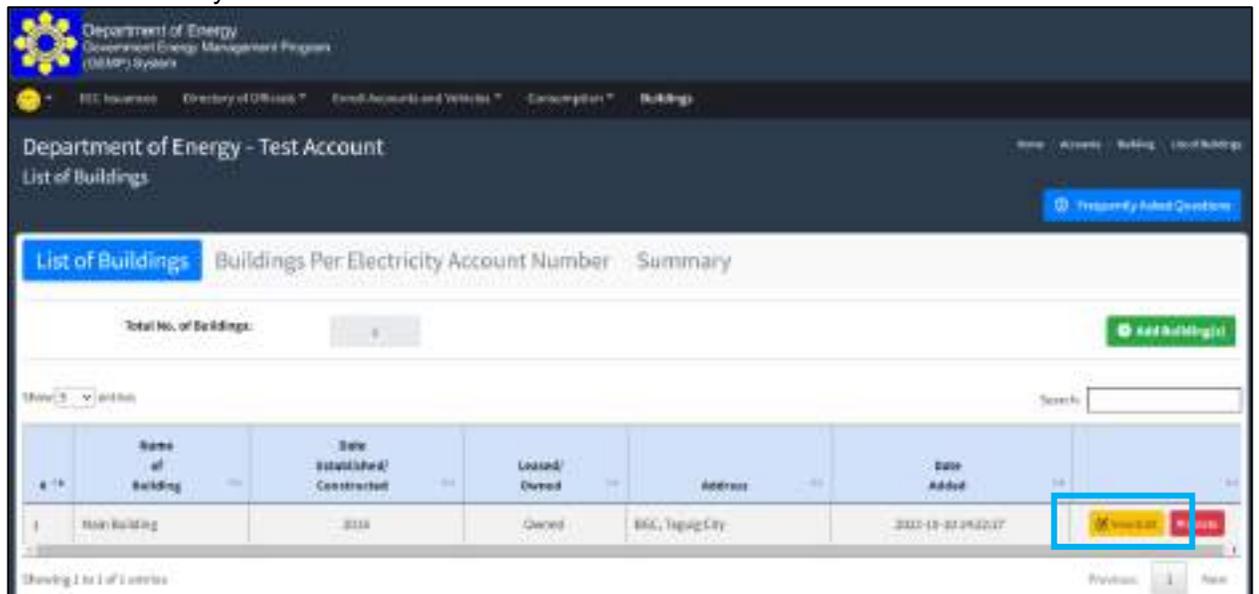
7.8 How to view/edit inventory of air-conditioning unit

Step 1. In the Menu Bar, Click the “Buildings”



You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the “View/Edit” button on the right-side portion of the Building in which you intend to edit the inventory.



You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Department of Energy - Test Account Building

*Bldg. profile for the year: 2016

I. General Information

*E. Meter: U0002780

*Name of Building: Main Building

*Address: 000, Taguig City

*Date Established/Constructed: 2014 *Leased/Owned: Owned

*Total No. of Floors: 4 *Gross Floor Area (m²): 400

*Gross Air-Conditioned Area (m²): 300 *Total No. of Occupants: 25

Remarks:

II. Main Building - office(s)

Floor Location	Name of Office/Area	Activity Type	Floor Area (m²)	Airconditioned Area (m²)	No. of Occupants	Total Estimated Consumption (kWh)	Total Estimated Consumption (kWh)	Last Update
1st	OFFICE	Office	40	40	25	8.00	600	2022-10-18 14:21:11

Step 3. Choose the year wherein you want to edit the inventory.

Department of Energy - Test Account Building

*Bldg. profile for the year: 2016

I. General Information

*E. Meter

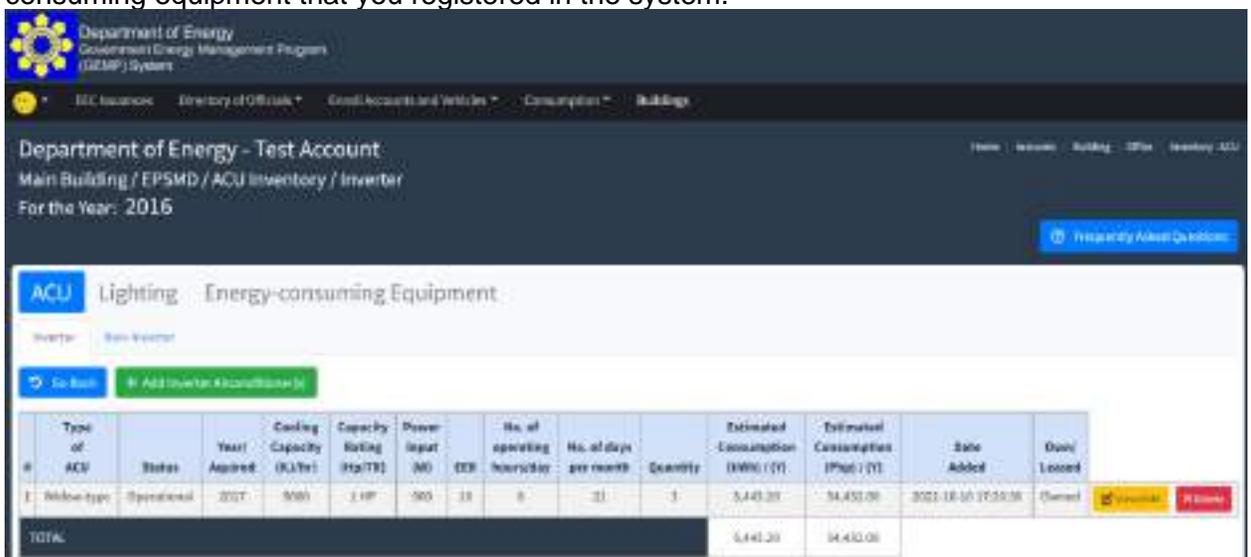
*Name of Building

Step 4. Scroll down to see the listing of offices under the chosen building and click the “Add Inventory” button on the right side of the office you intend to change.

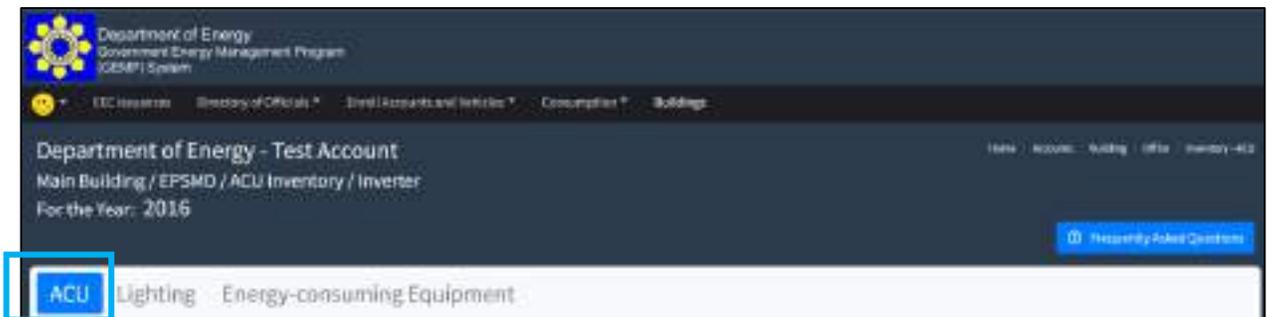
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**



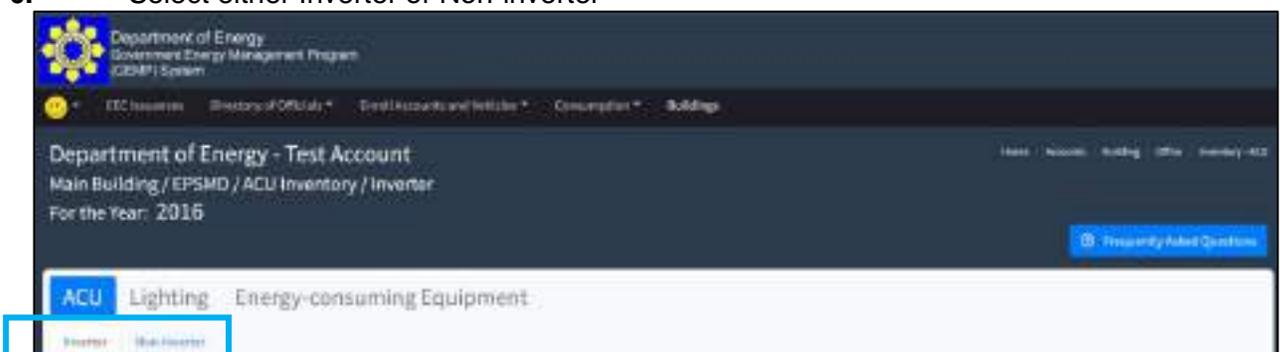
You will be directed to the Inventory Page where you can see the different types of energy-consuming equipment that you registered in the system.



Step 5. Select the ACU

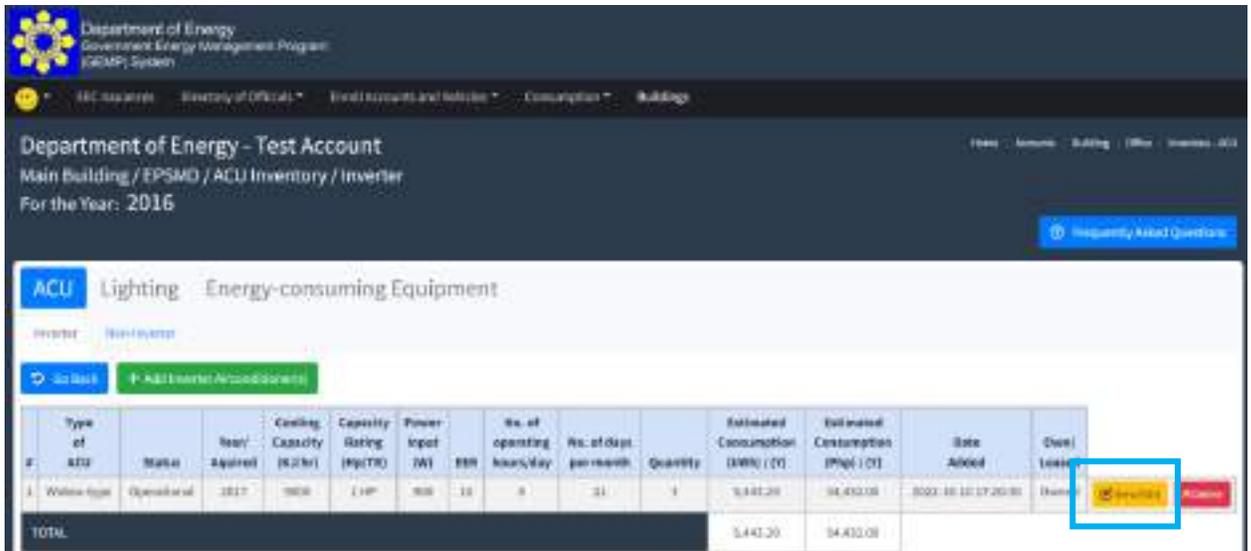


Step 6. Select either Inverter or Non-inverter



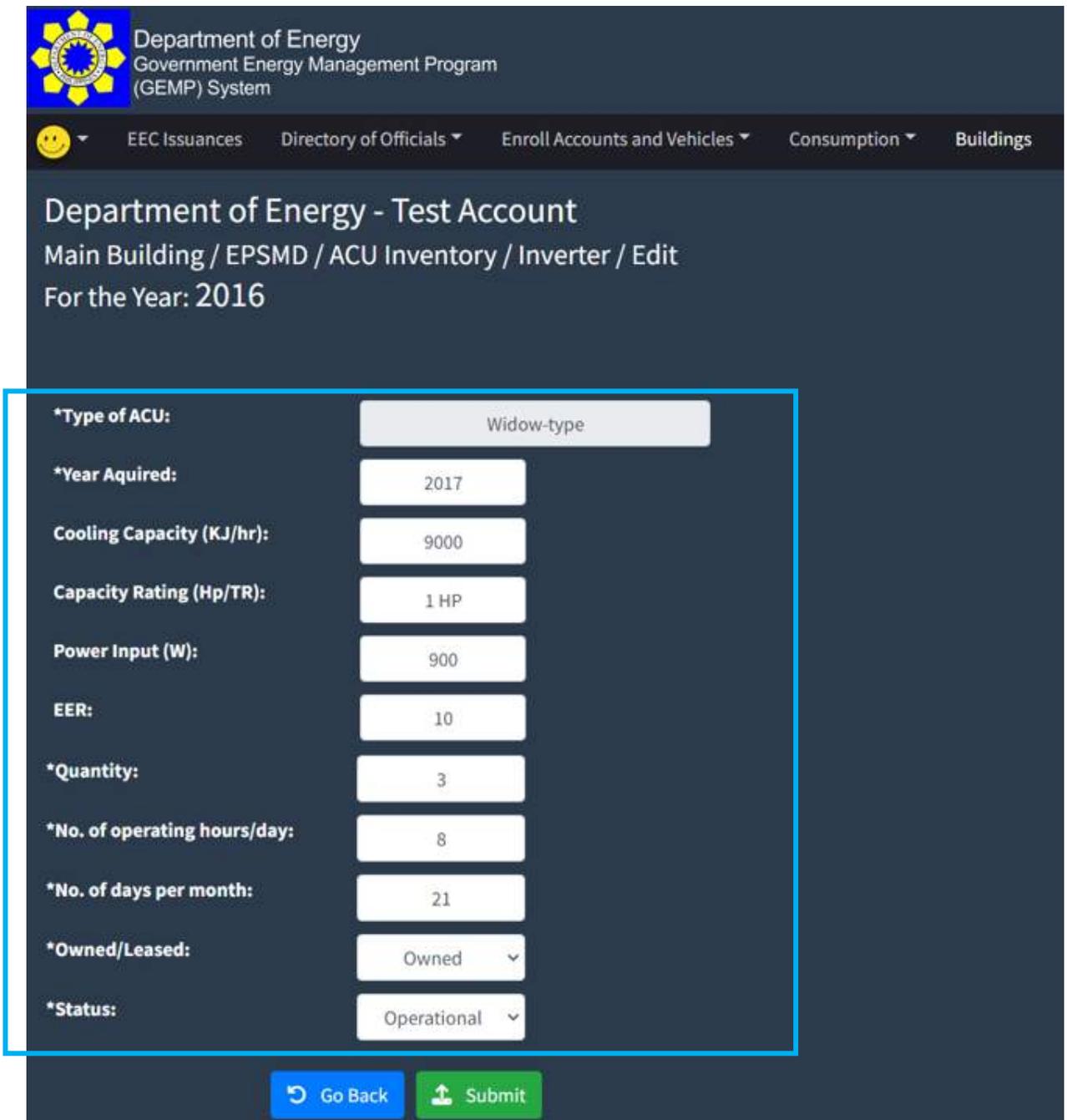
Step 7. Once you have chosen the category of the ACU, click the “View/Edit” button on the right side of the equipment you want to edit.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**



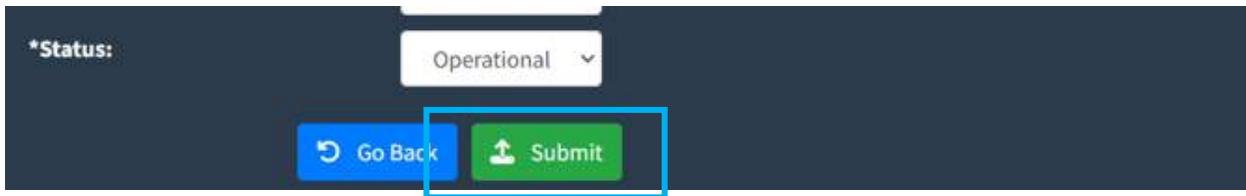
You will be directed to the Data Edit Page

Step 8. Enter the necessary changes



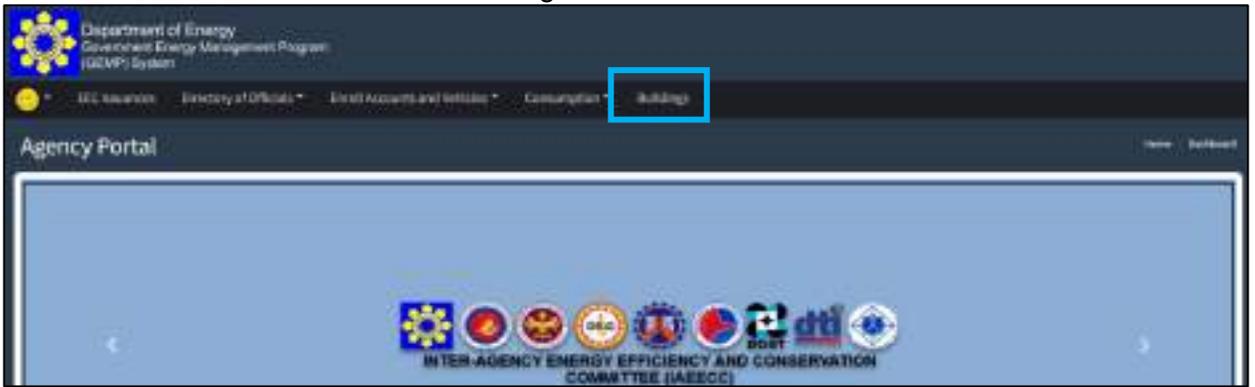
**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 9. Once the necessary changes have been made. Click the “Submit” button to save the data.



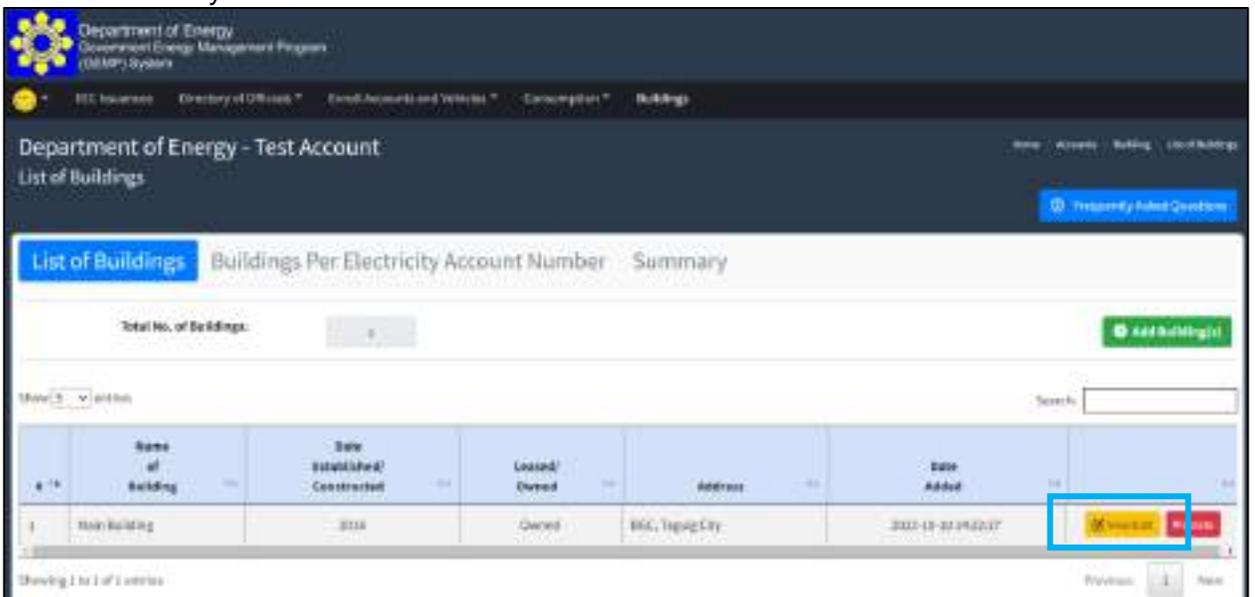
7.9 How to view/edit the inventory of the lighting system

Step 1. In the Menu Bar, Click the “Buildings”



You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the “View/Edit” button on the right-side portion of the Building in which you intend to edit the inventory.



You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Department of Energy
Government Energy Management Program
(GEMP) System

Department of Energy - Test Account Building

Bldg. profile for the year: 2014

I. General Information

*E. Meter: 10000000

*Name of Building: Main Building

*Address: 100, Tandang Crs

*Date Established/Constructed: 2014 *Leased/Owned: Owned

*Total No. of Floors: 4 *Gross Floor Area (m²): 400

*Gross Air-Conditioned Area (m²): 300 *Total No. of Occupants: 25

Remarks:

II. Main Building - office(s)

Floor Location	Name of Office/Area	Activity Type	Floor Area (m ²)	Air-Conditioned Area (m ²)	No. of Occupants	Total Estimated Consumption (kWh)	Total Estimated Consumption (kWh)	Last Update
1st	OFFICE	Office	40	40	25	8.00	600	2022-10-18 14:21:11

Step 3. Choose the year wherein you want to edit the inventory.

Department of Energy
Government Energy Management Program
(GEMP) System

Department of Energy - Test Account Building

Bldg. profile for the year: 2016

I. General Information

*E. Meter: 10000000

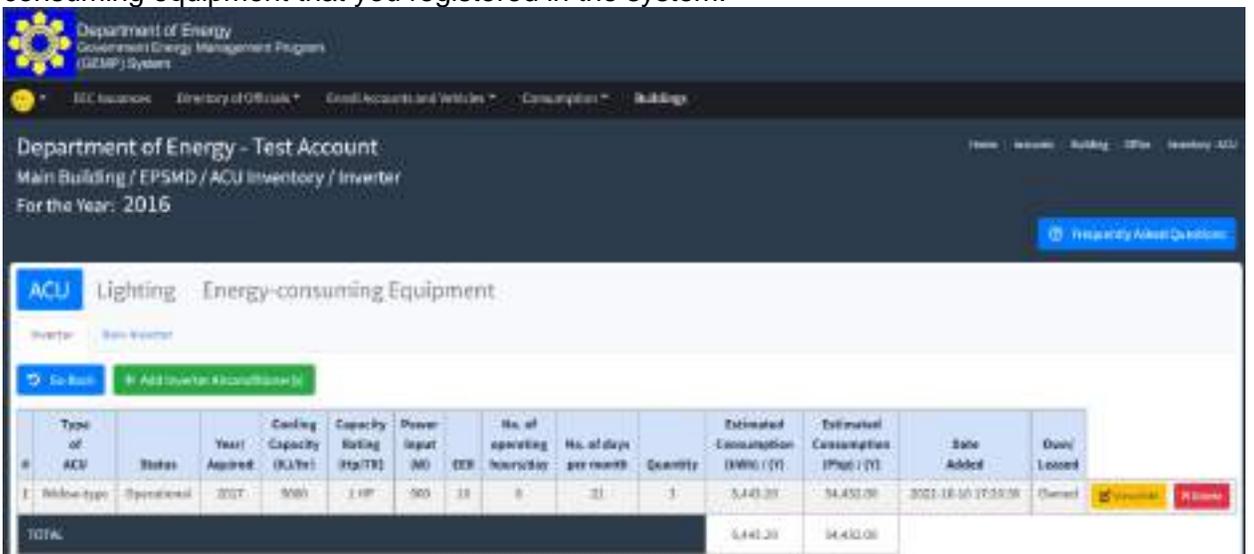
*Name of Building: Main Building

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

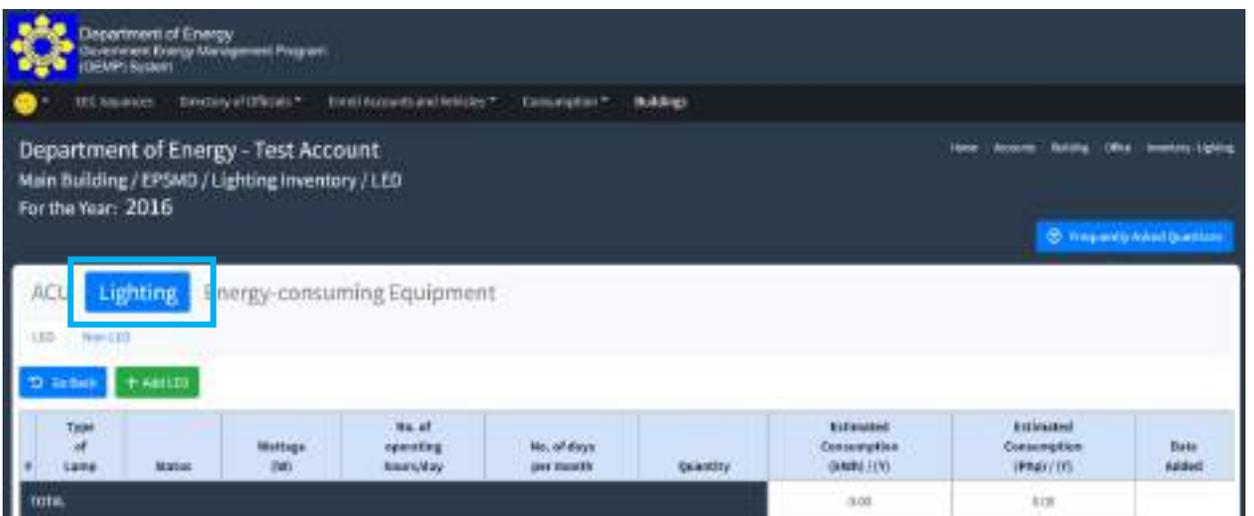
Step 4. Scroll down to see the listing of offices under the chosen building and click the “Add Inventory” button on the right side of the office you intend to change.



You will be directed to the Inventory Page where you can see the different types of energy-consuming equipment that you registered in the system.

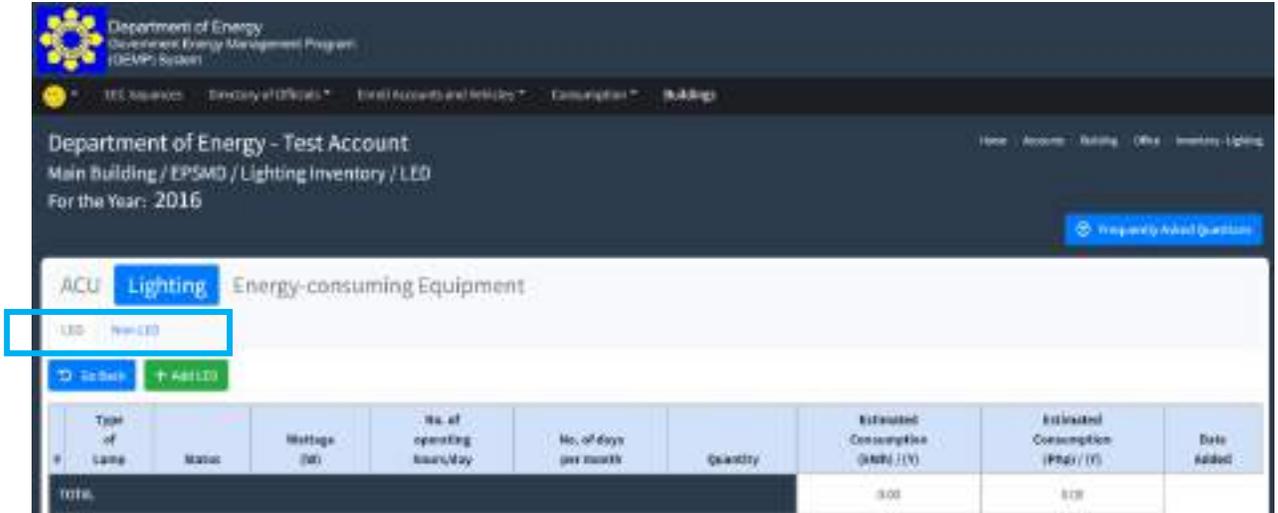


Step 5. Select the Lighting

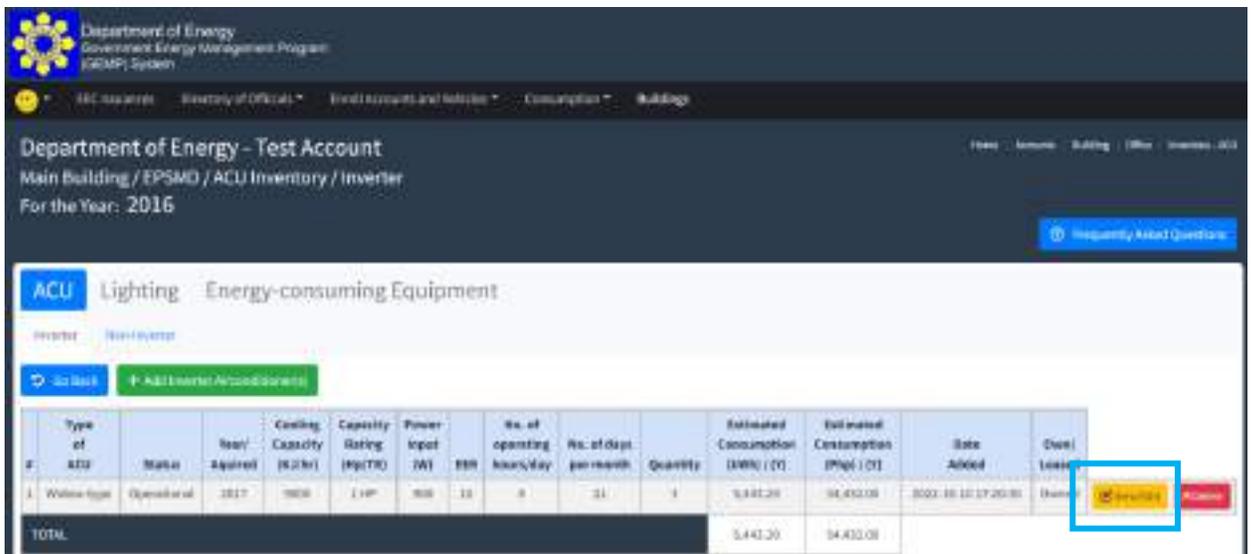


**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 6. Select either LED or Non-LED

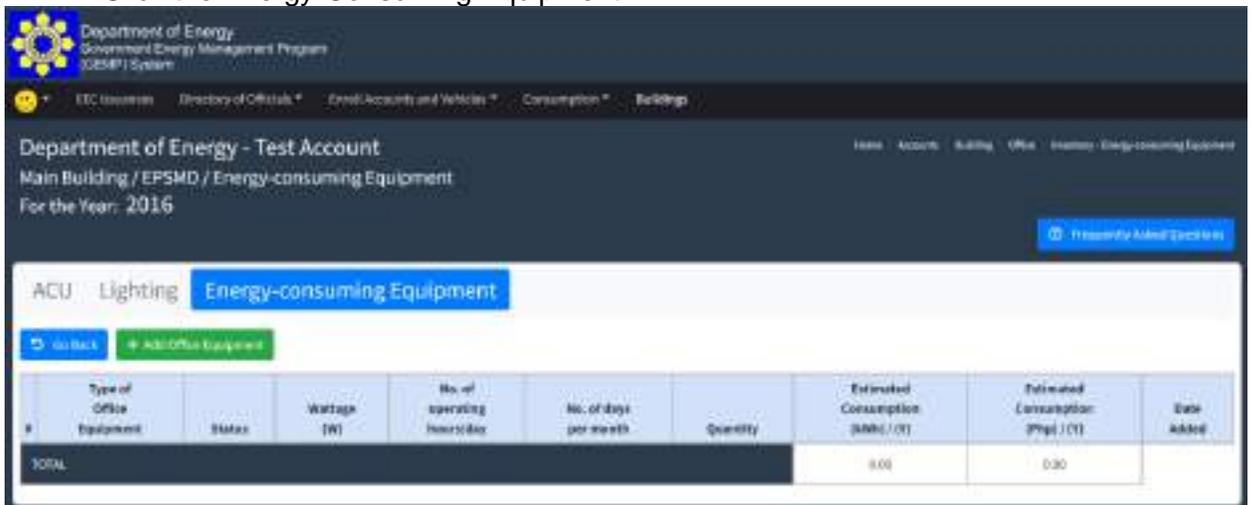


Step 7. Once you have chosen the category of the lighting, click the “View/Edit” button on the right side of the equipment you want to edit.



You will be directed to the Inventory Page where you can see the different types of energy-consuming equipment that you registered in the system.

Step 8. Click the Energy-Consuming Equipment



Step 9. Enter the necessary changes

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances Directory of Officials Enroll Accounts and Vehicles Consumption Buildings

Department of Energy - Test Account
Main Building / EPSMD / Lighting Inventory / LED / Edit
For the Year: 2016

*Type of Lamp: Linear

Wattage (W): 16

*No. of operating hours/day: 8

*No. of days per month: 21

*Quantity: 26

*Status: Operational

Go Back Submit

Step 10. Once the necessary changes have been made. Click the “Submit” button to save the data.

*Status: Operational

Go Back Submit

7.10 How to view/edit the inventory report of office equipment

Step 1. In the Menu Bar, Click the “Buildings”

Department of Energy
Government Energy Management Program
(GEMP) System

EEC Issuances Directory of Officials Enroll Accounts and Vehicles Consumption Buildings

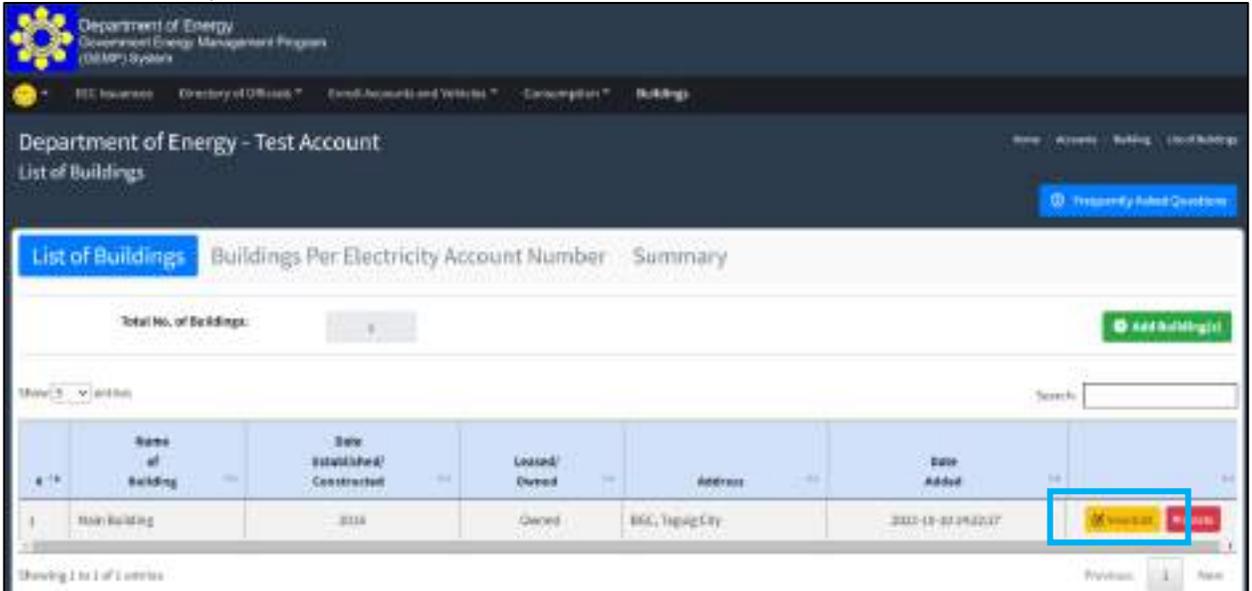
Agency Portal

INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION COMMITTEE (IAEECC)

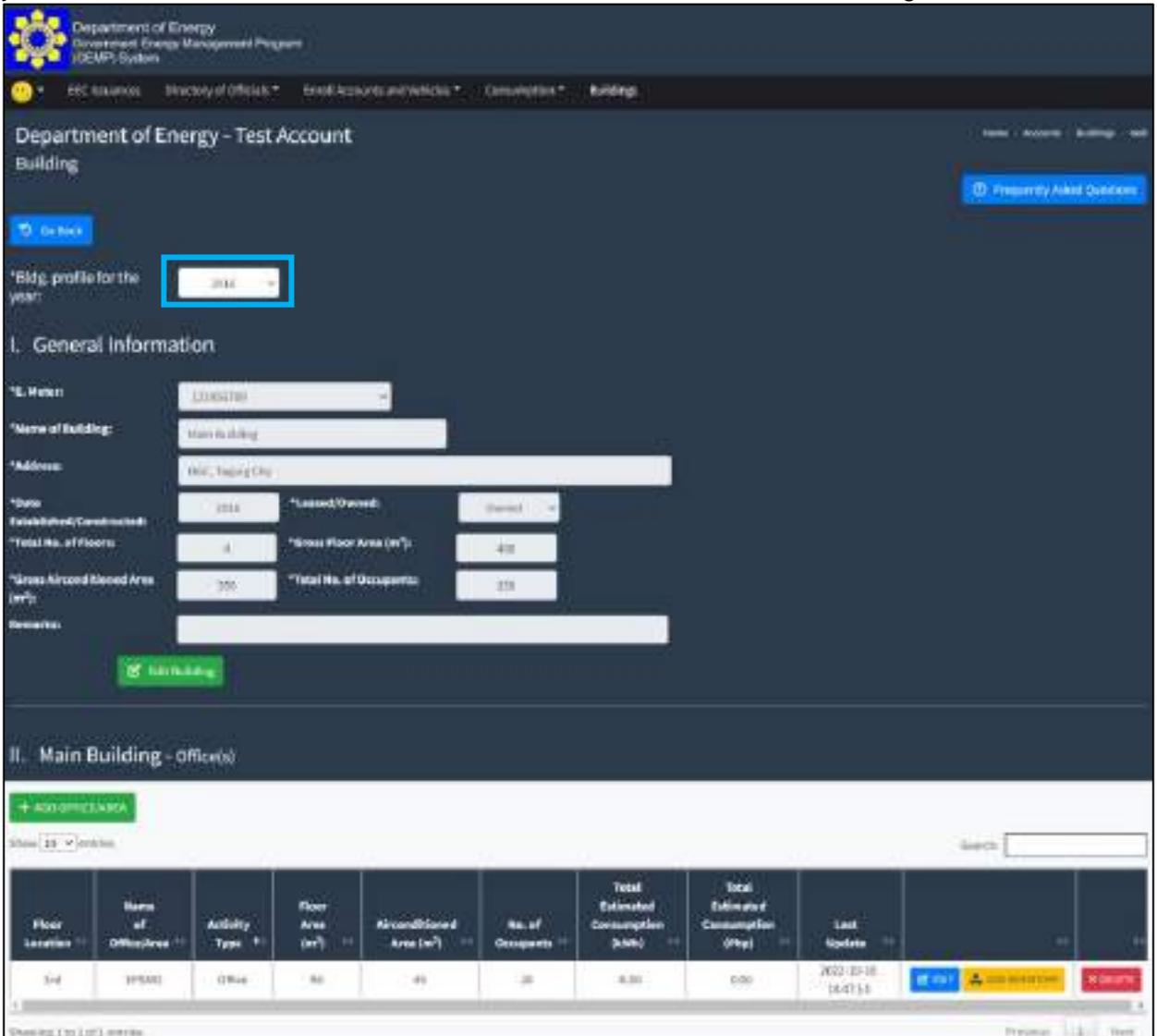
You will be directed to the Building Page where you see your registered building(s).

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 2. Click the “View/Edit” button on the right-side portion of the Building in which you intend to edit the inventory.



You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.



**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ONLINE SYSTEM**

Step 3. Choose the year wherein you want to edit the inventory.



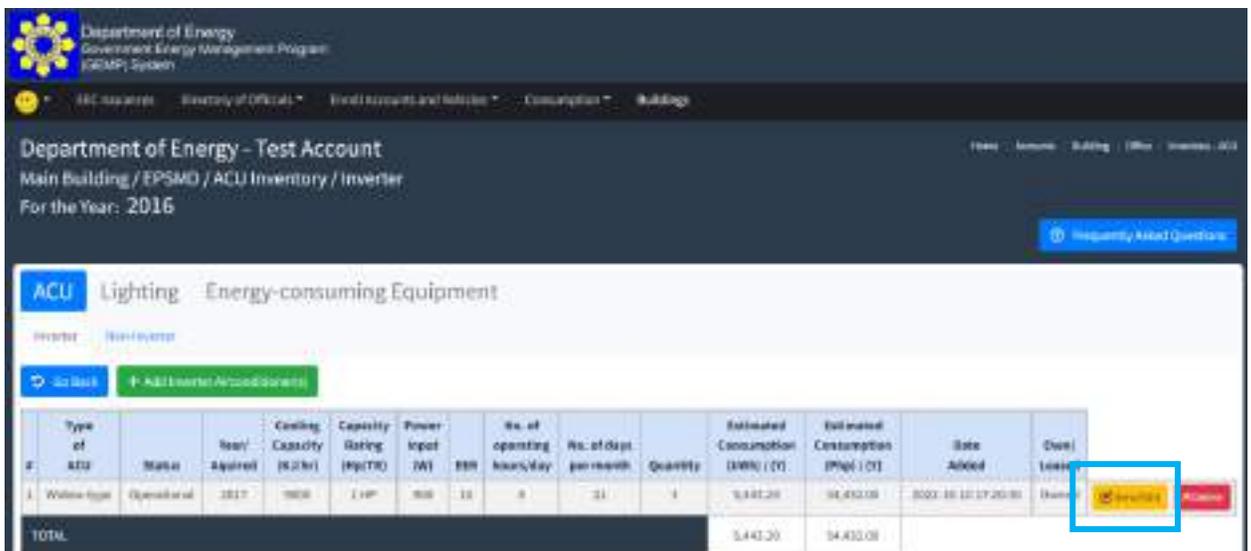
Step 4. Scroll down to see the listing of offices under the chosen building and click the “Add Inventory” button on the right side of the office you intend to change.



You will be directed to the Inventory Page where you can see the different types of energy-consuming equipment that you registered in the system.

Step 5. Click the **Energy-Consuming Equipment**

Step 6. Click the “View/Edit” button on the right side of the equipment you want to edit.



You will be directed to the Data Edit Page

Step 7. Enter the necessary changes

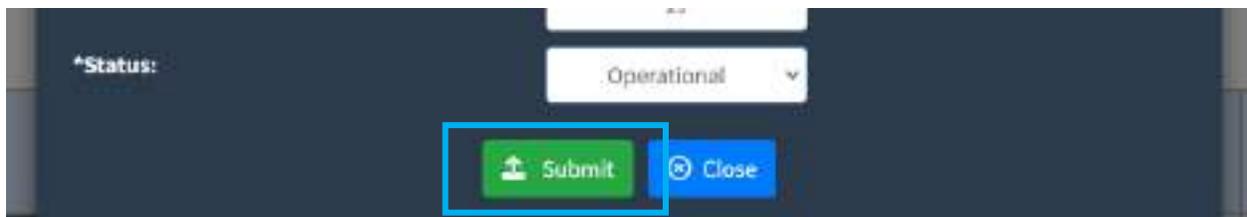


A screenshot of a web form for entering equipment details. The form is dark-themed with white text and input fields. The fields are as follows:

Field Label	Value
*Energy-consuming Equipment:	Desktop Computer
Wattage (W):	150
*No. of operating hours/day:	8
*No. of days per month:	21
*Quantity:	19
*Status:	Operational

At the bottom of the form are two buttons: a green "Submit" button with an upward arrow icon and a blue "Close" button with a circular arrow icon.

Step 8. Once the necessary changes have been made. Click the "Submit" button to save the data.



Annex C

(Reference: Annex B of IAEECC Resolution No. 5, s. 2022)

ENERGY EFFICIENCY AND CONSERVATION PLAN

For the Year _____

Name of Government Entity: _____
Address/Location (Province, City, Municipality): _____
Region: _____

Sector/ Component	Baseline	Target Outcome	Program/Project (Milestone Targets)	Proposed Activities	Period of Implementation	Resources Required	Fund Source

Prepared by:

Approved by:

Signature over Printed Name of the
EEC Officer/EEC Focal Person

(Signature over Printed Name of the
Chief Executive/Head of the Agency/Authorized Representative

Position: _____
Email Address: _____
Date Submitted: _____

Position: _____
Email Address: _____
Date Submitted: _____

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Annex D

(Reference: Annex B of the IAEECC Resolution No. 5, s. 2022)

LOCAL ENERGY EFFICIENCY AND CONSERVATION PLAN

For the Year _____ - _____

Name of Government Entity: _____

Address/Location (Province, City, Municipality): _____

Region: _____

Sector/ Component	Baseline Period	Baseline Consumption	Target Outcome	Program/Project (Milestone Targets)	Period of Implementation	Proposed Activities	Budget Estimate			Fund Source	
							Year 1	Year 2	Year 3		
TOTAL											

Prepared by: _____

EEC Officer

Attested by: _____

Budget Officer

Approved by: _____

Local Chief Executive

Y

ANNEX E

(Reference: Section 16 of Annex A - IAEECC Resolution No. 5, s. 2022)

COMPLIANCE REPORT ON DOE GUIDELINES ON ENERGY CONSERVING DESIGN OF BUILDINGS AND THE DPWH PHILIPPINE GREEN BUILDING CODE

Year: _____

Profile of Agency:

Name of Agency:
Address:
City/Municipality
Region:

Building Information:

Name of Building
Classification (e.g. Office/Laboratory)
Date Constructed:
Total Gross Floor Area

Total Airconditioned Area
Total No. of Floors
Total No. of Employees
Operating Hours

Project	Type of Project (New Construction/ Retrofit)	Description	Period of Implementation	Budget Cost	Fund Source	Status (Ongoing/ Completed)

Prepared By:

Approved by:

EEC Officer/Focal Person
Date:

Chief Executive/Head of Agency/Authorized Representative
Date:

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