



IMPLEMENTING GUIDELINES OF ADMINISTRATIVE ORDER NO. 15

Pursuant to Republic Act No. 11285, otherwise known as the *Energy Efficiency and Conservation (EEC) Act*, and Section 3 of Administrative Order No. 15, s. 2024 (AO 15) to intensify the efficient utilization and conservation efforts of electricity and fuel to mitigate power demand amidst the ongoing *El Niño* phenomenon and beyond, the Department of Energy (DOE), consistent with the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolutions, DOE Department Circulars (DCs) and other relevant issuances, hereby adopts and promulgates the following implementing guidelines for the observance by all Government Entities (GEs):

Section 1. Title. These Implementing Guidelines (IG) shall be known as the “Implementing Guidelines of AO 15, otherwise known as the Guidelines Directing the Accelerated Implementation of the Government Energy Management Program (GEMP)”.

Section 2. Scope and Application. This IG shall provide for the effective implementation of AO 15 for all GEs. This shall include the conduct of energy audits and energy spot-checks, submission of inventory of energy consuming equipment, compliance with the DOE Guidelines on Energy Conserving Design of Buildings and the Department of Public Works and Highways (DPWH) Philippine Green Building Code, adoption of low-cost energy efficiency and conservation (EEC) measure, institutionalization of EEC, monitoring and evaluation, communication, and administrative sanctions for non-compliance.

Section 3. Definition of Terms. For the purposes of this IG, the following terms shall be defined as follows:

- a. **Authorized Energy Auditors** refer to DOE-authorized Certified Energy Auditors (CEA) from another GE who have satisfactorily completed the certification process under DC No. DC2023-12-0034 or the Guidelines on the Authorization of Energy Auditors under the GEMP.
- b. **DOE Energy Audit Team** refers to DOE–Energy Utilization Management Bureau (EUMB) Energy Audit Team or its duly authorized representative(s) who shall conduct energy audits and spot-checks in any GE or government office/building/facility for the purpose of checking, monitoring, and evaluating energy consumption, preparing energy audit rating, reviewing and recommending EEC measures and technologies, and recommending the issuance of certificate of savings, among others, to verify compliance with EEC programs, pursuant to IAEECC Resolution No. 1, s. 2020.
- c. **EEC Focal Person** refers to a person designated by the head of the GE at the Department-level for each bureau/service/office, including regional and field offices to assist the EEC Officer as provided in IAEECC Resolution No. 1, s. 2020.
- d. **EEC Officer** refers to a senior official or part of the GE’s top management designated by the head of GE pursuant to Section 45 of the EEC Act – Implementing Rules and Regulations (EEC-IRR) and IAEECC Resolution No. 1, s. 2020.

- e. **Energy Audit** refers to the evaluation of energy consumption and review of current energy cost to determine appropriate intervention measures and efficiency projects in which energy can be judiciously and efficiently used to achieve savings.
- f. **Energy Audit Report** refers to a document that provides all the evaluation, findings, and identified energy-saving recommendations from the conducted energy audit activities by the DOE Energy Audit Team.
- g. **Energy Spot-Check** refers to the conduct of unannounced inspection of any GE or office/building/facility for the purpose of, but not limited to, checking, monitoring, and evaluating energy consumption to verify if energy conservation and efficiency programs are being implemented.
- h. **GEMP Rating System** refers to the results of an energy spot-check in a star rating system given to GE's corresponding to their observed compliance with the GEMP.
- i. **GEs** refer to all departments, bureaus, offices, agencies, branches, and instrumentalities or political subdivisions, government-owned or -controlled corporations (GOCCs), including their subsidiaries or other self-governing boards or commissions, state universities and colleges (SUCs), and local government units (LGUs).

Section 4. Conduct of Energy Audit. Only the DOE Energy Audit Team and Authorized Energy Auditors are allowed to conduct Energy Audits and Energy Spot-Checks of government offices/buildings/facilities. All GEs are subject to Energy Audit within the current year and every three (3) years thereafter.

The DOE Energy Audit Team shall conduct energy audits consistent with existing issuances, validate the reportorial requirements as outlined in Annex A, and submit the Energy Audit Report.

Section 5. Conduct of Energy Spot-Check. Energy Spot-Checks of GEs shall be conducted randomly by the DOE Energy Audit Team. The Energy Spot-Check will inspect the following:

- Designation of GE's EEC Officer and EEC Focal Persons;
- Adoption of the DOE-GEMP Online System for monitoring and reporting of energy consumption;
- Preparation and/or updating of their respective EEC Programs, which shall include energy conservation measures, target savings, motor vehicle inventory and other strategies consistent with the GEMP;
- Allocation from the GE's approved budget for the implementation of its prioritized and planned energy management program, subject to existing laws, policies, rules and regulations;
- Electricity and Fuel Saving Measures in compliance with the GEMP; and
- Other EEC Programs such as installation of rooftop solar PV projects, re-fleeting of vehicles, retrofitting of lighting system and air-conditioning system, etc.

Section 6. GEMP Compliance Requirements. Consistent with the GEMP Guidelines and other IAEECC Resolutions, compliance of GEs is enjoined on the following:

1. **Registration and Reporting in the GEMP Online System.** The GEMP Online System is an automated system developed to facilitate an online submission and monitoring of reportorial requirements by the GEs in complying with the GEMP. GEs are required to use the GEMP Online System. Attached as Annex B is the GEMP Online System Manual.
2. **Inventory of Existing Energy Consuming Equipment.** Inventory of the following Energy Consuming Equipment, and timelines for upgrading to more energy efficient equivalents, shall be submitted per office/building/facility through the GEMP Online System.
3. **Submission of EEC Plan.** All GEs shall formulate EEC Plans in accordance with the GEMP Guidelines. All EEC Plans shall be prepared by the GE's designated EEC Officer with the assistance of EEC Focal Person/s and approved by the Head of the GE to promote the development and utilization of new and alternative energy efficient technologies and systems, including renewable energy technology and systems using the template in Annex C.

For LGUs, the Local EEC Plan (LEECP) shall be prepared and updated by the EEC Officer and/or EEC Focal Persons and approved by the Local Chief Executive using the template in Annex D.

4. **Cooperation during Energy Audit or Energy Spot-Check.** All GEs shall cooperate with the DOE Energy Audit Team in the conduct of Energy Audit or Energy Spot-Check.
5. **DOE Guidelines on Energy Conserving Design of Buildings and the DPWH Philippine Green Building Code.** All GEs shall incorporate the minimum requirements of the prevailing edition of the DOE Guidelines on Energy Conserving Design of Buildings and the DPWH Philippine Green Building Code for new construction and retrofit of buildings and facilities. The DPWH and the Offices of the Building Official (OBO) shall provide a report on compliance on bi-annual basis using the template in Annex E.

Non-compliance with the foregoing may subject the EEC Officer, EEC Focal Person/s, Head of the GE, and/or other erring GE personnel concerned to penalties as provided in Section 10 of this IG. Consistent with IAEECC Resolution Nos. 4, s. 2021 and 6, s. 2022, the DOE may endorse any finding of non-compliance to the Department of Interior and Local Government (DILG) or the Governance Commission for GOCCs (GCG), respectively.

Section 7. Monitoring and Evaluation. Compliance with this IG shall be monitored and evaluated based on the submissions in the GEMP Online System, and the results of the energy audit and/or energy spot-checks.

The following rating system shall be observed for Energy Spot-Checks conducted by the DOE Energy Audit Team:

Star Rating	% Compliance	Definition	Remarks
★★★★★ (Five Stars)	88 - 100	Excellent Compliance	Strictly observes and implements the policy
★★★★☆ (Four Stars)	83 - 87.99	High Compliance	Adequately observes and implements the policy
★★★☆☆ (Three Stars)	66 – 82.99	Acceptable Compliance	Sometimes observes and implements the policy
★★☆☆☆ (Two Stars)	50 – 65.99	Low Compliance	Hardly observes and implements the policy
★☆☆☆☆ (One Star)	<50	No Compliance	Never observes and implements the policy

The DOE may report the status of compliance during the quarterly IAEECC Meetings. The DOE shall prepare an annual report on the monitoring and evaluation of the status of compliance for endorsement of the IAEECC to the Office of the President.

Section 8. Information Dissemination and Advisories. The DOE, through the EUMB, shall conduct nationwide activities to provide comprehensive orientation and workshops to agencies concerned regarding their compliance with AO 15.

The DOE, through the EUMB, may issue advisories to further clarify or streamline the implementation of this IG.

Section 9. Adoption of the Guidelines. For efficient implementation of this IG, the applicable provisions of IAEECC Resolution No. 5, s. 2022 and DC No. DC2023-12-0034 shall be applied in a supplementary character, whenever practicable.

Section 10. Compliance and Sanctions. Non-compliance with this IG, GEMP Guidelines, or IAEECC Resolutions may result in the concerned public officer/official/employee being held administratively liable as provided in applicable laws and regulations, including, but not limited to, civil service rules, without prejudice to criminal and civil liabilities provided under the EEC Act and EEC-IRR.

Section 11. Funding Requirement. The funding requirements for the implementation of this IG shall be charged against the pertinent appropriations under the General Appropriations Act, subject to applicable budgeting, accounting, and auditing laws, rules, and regulations.

Section 12. Repealing Clause. The provisions of other circulars, orders, issuances, rules, and regulations which are inconsistent with the provisions of this IG, are hereby repealed, amended, modified, or superseded accordingly.

Section 13. Separability Clause. If, for any reason, any section or provision of this IG is declared unconstitutional or invalid, such parts not affected shall remain valid and subsisting.

Section 14. Effectivity Cause. This IG shall take effect fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation. Copies of this IG shall be filed with the University of the Philippines Law Center - Office of the National Administrative Register.

Issued on FEB 15 2024 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City, Metro Manila.


RAPHAEL P.M. LOTILLA
Secretary

