



DEPARTMENT ORDER NO. DO 2025-54-0005 *one*

**CREATION OF THE DEPARTMENT OF ENERGY (DOE) WORKING COMMITTEES
FOR THE HOSTING OF ASEAN ENERGY-RELATED MEETINGS
AND FORA IN 2026**

WHEREAS, the Philippines signified as one of the founding members of the ASEAN together with Indonesia, Malaysia, Singapore, and Thailand through the ASEAN Declaration signed on 8 August 1967, with the overarching goal to accelerate economic growth, social progress, and cultural development in the region;

WHEREAS, Article 31, Section 1 of the ASEAN Charter, states that the “Chairmanship of ASEAN shall rotate annually, based on the alphabetical order of the English names of Member States”;

WHEREAS, during the ASEAN Summit held on 5-7 September 2023 in Jakarta, Indonesia, President Ferdinand R. Marcos Jr. expressed the country’s readiness to chair the ASEAN in 2026;

WHEREAS, the Philippine government is represented by the Department of Energy (DOE) in several energy sub-sector and work streams in the regional and international arena;

WHEREAS, under the ASEAN Economic Community (AEC), the ASEAN energy cooperation is pursued under the ASEAN Ministers on Energy Meeting (AMEM) and Senior Officials Meeting on Energy (SOME) wherein the Philippines is represented by the Secretary of Energy and designated Philippine Senior Official on Energy (SOE) Leader, respectively;

WHEREAS, the ASEAN Plan of Action for Energy Cooperation (APAEC) is the regional blueprint for the energy sector in the framework of the AEC implementation and plays a vital role in setting a sustainable and resilient future of the ASEAN region;

WHEREAS, under the Philippine Development Plan (PDP) 2023-2028, the Philippine government continues to collaborate with the private sector as well as the international community to scale up sustainable and green investments that propel economic transformation for a prosperous, inclusive, and resilient society;

WHEREAS, under the latest iteration of the Philippine Energy Plan (PEP), the DOE works steadily across borders consistent with its thrust of fostering stronger international relations and partnerships meant to elevate the country’s energy programs and projects to attract foreign investments in harnessing indigenous energy resources, in order to attain energy security;

WHEREAS, the DOE is expected to lead the conduct of ASEAN energy-related meetings and fora in line with the Philippine Chairship of ASEAN in 2026. At the onset, the Department is looking to host approximately thirty-nine (39) meetings and fora;

NOW, THEREFORE, for and in consideration of the foregoing premises, the following are hereby ordered:

1. Creation of DOE Working Committee

In view of the Philippine Chairship of the ASEAN in 2026, and the various ASEAN energy-related meetings and fora to be hosted by the DOE, bannered by the 44th ASEAN Senior Officials Meeting on Energy (SOME44) and 44th ASEAN Ministers on Energy Meetings (AMEM44), the following DOE Working Committees are hereby created:

Committee/Grouping	General Function
Task Force Core Group	Supervise the respective work of the Committees towards the conduct of ASEAN energy-related meetings and fora to be hosted by the DOE under the Philippine Chairship of ASEAN in 2026.
Committee on Technical and Substantive Preparations	Finalize the theme as well as Priority Economic Deliverables (PEDs) on energy under the Philippine Chairship of ASEAN in 2026.
Committee on Finance	Ensure that the budgetary requirements for the Department's hosting of the ASEAN energy-related meetings and fora under the Philippine Chairship of ASEAN in 2026 are complied with.
Committee on Protocol	Ensure that all protocols under the ASEAN umbrella of cooperation are observed and complied with during the preparatory and actual hosting of ASEAN energy-related meetings and fora in 2026.
Committee on Administrative, Socials and Special Functions	Ensure that all administrative processes, including the social gatherings, technical visits to be conducted as well as uniforms, tokens, and other courtesies to be provided in relation to the Department's hosting of the ASEAN energy-related meetings and fora under the Philippine Chairship of ASEAN in 2026 are complied with.
Committee on Transportation and Security	Ensure that all transportation and security requirements are being coordinated with the relevant government agencies in relation to the Department's hosting of the ASEAN energy-related meetings and fora under the

Committee/Grouping	General Function
	Philippine Chairship of ASEAN in 2026 are complied with.
Committee on Information Technology (IT) and Logistics	Ensure the provision of IT-related equipment and devices in the actual hosting of ASEAN energy-related meetings and fora in 2026.
Committee on Media Relations and Communication	Ensure the preparation and coordination of all media-related communications and press releases in line Department's hosting of the ASEAN energy-related meetings and fora under the Philippine Chairship of ASEAN in 2026.

2. Composition of the Working Committees

The Working Committees for the hosting of ASEAN energy-related meetings and fora in 2026 shall be composed of the following:

Committee/Grouping	Designated Chair
Chair, Task Force Core Group	Philippine Senior Official on Energy (SOE) Leader, and Supervising Undersecretary for Energy Policy and Planning Bureau (EPPB)
Chair, Committee on Technical and Substantive Preparations	Director, EPPB
Chair, Committee on Finance	Director, Financial Services (FS)
Chair, Committee on Protocol	Supervising Assistant Secretary for Electric Power Industry Management Bureau (EPIMB)
Chair, Committee on Administrative, Socials and Special Functions	Director, Administrative Services (AS)
Chair, Committee on Transportation and Security	Supervising Undersecretary for Field Offices
Chair, Committee on Information Technology (IT) and Logistics	Director, Information Technology and Management Services (ITMS)
Chair, Committee on Media Relations and Communication	Chief, Public Affairs Office (PAO)

3. Roles and Responsibilities

The various committees shall implement the necessary preparations and relevant activities to ensure the Department's successful hosting of the ASEAN energy-related meetings and fora. They shall perform the following roles and responsibilities, among others:

Committee/Grouping	Functions
Task Force Core Group	<ul style="list-style-type: none"> Attend all ASEAN energy-related meetings and fora in 2025 and 2026;

Committee/Grouping	Functions
	<ul style="list-style-type: none"> • Hand-in-hand with the Committee on Protocol, facilitate the crafting of the DOE Secretariat composed of DOE technical staff who will be involved in the preparations as well as actual hosting of the ASEAN energy-related meetings and fora in 2026; • Convene regular meetings with the Committees to ensure that the requirements in preparation for the hosting of the ASEAN energy-related meetings and fora are monitored and complied with, among others.
Committee on Technical and Substantive	<ul style="list-style-type: none"> • Attend all ASEAN energy-related meetings and fora in 2025 and 2026; • Ensure the preparation of budgetary requirements under their committee; • Prepare and coordinate an appropriate theme as well as Priority Economic Deliverables (PEDs) on energy under the Philippine Chairship of ASEAN in 2026; • In coordination with the Committee on Protocol, serve as Conference Management Staff (CMS) who will ensure the smooth conduct of actual meetings and fora to be hosted; • Serve as focal for the coordination with the National Organizing Committee to be created by the Office of the President (OP); and • Perform other functions delegated by the Office of the Secretary and/or the Chair of the Task Force Core Group.
Committee on Finance	<ul style="list-style-type: none"> • Attend relevant ASEAN energy-related meetings and fora in 2025 and 2026; • Ensure the preparation of budgetary requirements under their committee and appropriation of funding support to all committees; • In close coordination with the Department of Budget and Management (DBM), the Department of Foreign Affairs (DFA) and/or the International Commitment Fund (ICF) Panel to ensure that the budgetary requirements for the Department's hosting of the ASEAN energy-related meetings and fora are complied with; • Provision of Special Disbursement Officer (SDO) on the actual hosting of ASEAN energy-related meetings and fora in 2026;

Committee/Grouping	Functions
	<ul style="list-style-type: none"> • In close coordination with DBM, Commission on Audit (COA) and other relevant agencies, ensure that the usual government accounting and auditing rules and regulations for the Department's hosting of ASEAN energy-related meetings and fora are complied with; and • Perform other functions delegated by the Office of the Secretary and/or the Chair of the Task Force Core Group.
Committee on Protocol	<ul style="list-style-type: none"> • Attend relevant ASEAN energy-related meetings and fora in 2025 and 2026; • Ensure the preparation of budgetary requirements under their committee; • In close coordination with the DFA, ensure that all protocols under the ASEAN umbrella of cooperation are observed and complied with at all times during the preparatory as well as actual hosting of ASEAN energy-related meetings and fora in 2026; • In close coordination with the Committee on Finance, ensure that all members of the DOE Secretariat are trained on protocols, proper etiquette, and social graces; and • Perform other functions delegated by the Office of the Secretary and/or the Chair of the Task Force Core Group.
Committee on Administrative, Socials and Special Functions	<ul style="list-style-type: none"> • Attend relevant ASEAN energy-related meetings and fora in 2025 and 2026; • Ensure the preparation of budgetary requirements under their committee; • In close coordination with the Committee on Finance, lead, facilitate, and ensure that all administrative processes are complied with; • Ensure that the social gatherings and technical visits are well coordinated with the Department of Tourism and the respective Local Government Units (LGU) hosting the ASEAN energy-related meetings and fora in 2026; • In close coordination with the Committee on Finance, ensure that the DOE Secretariat is equipped with uniforms in the actual hosting of ASEAN energy-related meetings and fora in 2026;

Committee/Grouping	Functions
	<ul style="list-style-type: none"> • Ensure the provision of tokens and other in-kind courtesies to be provided to the guests of the ASEAN energy-related meetings and fora in 2026; and • Perform other functions delegated by the Office of the Secretary and/or the Chair of the Task Force Core Group.
Committee on Transportation and Security	<ul style="list-style-type: none"> • Attend relevant ASEAN energy-related meetings and fora in 2025 and 2026; • Ensure the preparation of budgetary requirements under their committee; • Ensure that all transportation and security requirements are being coordinated with the Philippine National Police (PNP) as well as the respective Local Government Units (LGU) hosting the ASEAN energy-related meetings and fora in 2026; and • Perform other functions delegated by the Office of the Secretary and/or the Chair of the Task Force Core Group.
Committee on IT and Logistics	<ul style="list-style-type: none"> • Attend relevant ASEAN energy-related meetings and fora in 2025 and 2026; • Ensure the preparation of budgetary requirements under their committee; • Ensure the provision of IT-related equipment and devices in the actual hosting of ASEAN energy-related meetings and fora in 2026; and • Create and maintain an online system for the registry of officials and staff attending the ASEAN energy-related meetings and fora in 2026.
Committee on Media Relations and Communication	<ul style="list-style-type: none"> • Attend relevant ASEAN energy-related meetings and fora in 2025 and 2026; • Ensure the preparation of budgetary requirements under their committee; • Ensure the preparation and coordination of all media-related communications and press releases in line with the conduct of ASEAN energy-related meetings and fora in 2026; and • In coordination with the Task Force Core Group, ensure the proper messaging of the theme, PEDs on energy, and Ministerial and Senior Official-level speeches to be delivered under the Philippine Chairship of ASEAN in 2026.

This DO shall take effect immediately and shall remain in full force until December 2026 unless otherwise revoked in writing by the undersigned or any competent authority.

Issued this MAR 14 2025 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary

