



Republic of the Philippines  
DEPARTMENT OF ENERGY

Department Order No. DO 2018-08-0013 /

**CREATION OF AN AD-HOC TECHNICAL WORKING GROUP AND  
DESIGNATION OF FOCAL PERSONS FOR EACH BUREAU AND  
SERVICE TO ASSIST IN THE IMPLEMENTATION OF DEPARTMENT  
ORDER NO. 2018-03-0004 SPECIFICALLY ON THE CAPACITY BUILDING  
OF THE FIELD OFFICES**

In the exigencies of the service, an Ad-hoc Technical Working Group (TWG) is hereby created and shall be composed of the following officials to implement Department Order (D.O.) No. 2018-03-0004 entitled "Decentralization of the Department of Energy by Implementing Institutional Strengthening and Allowing Full Devolution of General and Specific Functions to its Field Offices":

<b>Head of TWG</b>	: Undersecretary for Administration
<b>Assistant Head TWG</b>	: Assistant Secretary for DOE Field Offices
<b>ManCom Members</b>	: Directors of all Bureaus/Services and Field Offices  The Assistant Bureau Directors shall serve as alternate ManCom members
<b>Technical Members</b>	: All Division Chiefs and/or Supervisors of the Bureaus/Services and the Field Offices
<b>Alternate Technical Members</b>	: Division Chiefs/Supervisors and/or Senior Staff of the Bureaus/Services and the Field Offices
<b>Secretariat</b>	: The Directors shall appoint the members of the Secretariat in their respective Bureaus/Services/Offices

## I. DUTIES AND FUNCTIONS

The Ad-hoc TWG shall have the following functions:

1. Supervise the overall effective implementation of the Comprehensive Capacity Building Plans of the Field Offices (FOs) and respective Bureaus/Services;
2. Coordinate with and assist the Field Offices in the learning and development process for proper transition as well as the effective execution of the devolved functions under the DO 2018-03-0004;
3. Propose recommendations or action plans for the prompt and expeditious execution of the devolved functions;
4. Evaluate and assess if the devolved functions can be effectively executed by the FOs and issue the necessary Certification or Order, as the case may be;
5. Execute the necessary documents for proper and lawful transition of the devolved functions; and
6. Conduct regular meetings and submit reports every six (6) months or as often as necessary to the Secretary or his duly authorized representative.

In addition, the Technical Members shall have the following functions:

1. Monitor the implementation of the Capacity Building Plans of the FOs and respective Bureaus/Services, on a quarterly basis or as needed;
2. Conduct follow-ups on the execution of actions plans towards a prompt and expeditious transition of the devolved functions, including review/ recommendation of their travel plans, as the case maybe; and
3. Prepare necessary reports in terms of the status of the devolved functions of the Bureaus/Services.

## II. OTHER PROVISIONS

1. The abovesigned DOE officers/members shall continue to perform their regular functions in relation to their mandate
2. To ensure effective implementation of this DO and related initiatives, the Financial Service shall provide corresponding budget for meetings, travels, and other expenses, subject to the usual government accounting and auditing rules and regulations.
3. Any previous orders/issuances that are contrary to or inconsistent with this Department Order are hereby repealed, amended or modified accordingly. This Department Order shall take effect immediately until revoked by the undersigned or by competent authority.

  
**ALFONSO G. CUSI**  
Secretary



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DEPARTMENT OF ENERGY  
IN REPLYING PLS. CITE:

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