



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2018-08-0016 *μ*

**RECONSTITUTING THE DEPARTMENT OF ENERGY  
PROJECTS REVIEW COMMITTEE (PRC)**

**WHEREAS**, pursuant to Section 8, Chapter II of R. A. 7638, otherwise known as the Department of Energy (DOE) Act of 1992 and Section 7, Chapter II, Book IV of the Administrative Code of 1987 and to improve/facilitate the review of projects being implemented and/or proposed to be implemented by the Department, the DOE Projects Review Committee herein referred to as "PRC" was created by virtue of Department Order DO95-04-11 issued on 05 May 1995;

**WHEREAS**, DO96-09-015 was issued on 12 September 1996 amending DO95-04-11 thereby reconstituting the DOE PRC and expanding its functions;

**WHEREAS**, DO2002-09-015 was issued on 10 September 2002 amending DO96-09-015 thereby reconstituting the DOE PRC to delegate the chairmanship and vice-chairmanship to the Undersecretary and Assistant Secretary in-charge of Planning;

**WHEREAS**, DO2010-006-0005 was issued on 31 May 2010 amending DO2002-09-015 thereby reconstituting the DOE PRC and expanding its Membership to include Directors of the DOE Service Units;

**WHEREAS**, DO2016-03-005 was issued on 14 March 2016 amending DO2010-006-0005 thereby reconstituting the DOE PRC and streamlining its compositions and functions;

**WHEREAS**, there is a need to amend DO2016-03-005 to: designate the current DOE Project Implementation Officer (PIO)\* to also assume the PRC Chairmanship for consistency and ease of coordination; expand PRC composition to establish a Technical Working Group (TWG); and, specify each of the composition's functions;

**WHEREAS**, the PRC Chairperson plays a vital role in the technical budget hearings called by the Department of Budget and Management (DBM) to defend DOE projects during the annual budget planning process;

**NOW, THEREFORE**, apparent to the abovementioned requirements DO2016-03-005 is hereby amended for PRC to be reconstituted to streamline its composition and expand / delegate its functions, as provided hereunder:

\* PIO represents the Department during project reviews being conducted by the National Economic and Development Authority (NEDA);

## **SECTION 1. PRC STRUCTURE**

### **A. Committee Members (PRC)**

**Chair** : Undersecretary In-Charge of Planning  
**Vice Chair** : Assistant Secretary In-Charge of Planning  
**Members** : Director, Energy Policy and Planning Bureau (EPPB)  
Director, Energy Utilization and Management Bureau (EUMB)  
Director, Financial Services (FS)  
Director, Legal Services (LS)  
Director, Information Technology and Management Services (ITMS)

The Director of the unit / office proposing the project for PRC approval shall be automatically designated as a non-voting ad hoc member of the PRC during the deliberation meeting specifically called by the PRC for the said project proposal.

### **B. PRC Technical Working Group (PRC TWG)**

The PRC TWG shall be composed of the following three (3) working groups wherein EPPB Assistant Director shall be the over-all head of the TWG while designated representatives / alternates from EPPB, FS, LS, AS, ITMS, and GAD shall participate as permanent members to each working group:

#### **1. TWG for EPIMB and OIMB projects**

**Head** : Assistant Director, EPPB  
**Members** : (Division Chief level)

Renewable Energy Management Bureau (REMB)  
Energy Resource Development Bureau (ERDB)  
Energy Policy and Planning Bureau (EPPB)  
Information Technology and Management Services (ITMS)  
Financial Services (FS)  
Legal Services (LS)  
Administrative Services (AS)  
TWG Head / Representative, Gender and Development (GAD)

## **2. TWG for REMB and ERDB projects**

**Head** : Assistant Director, EPPB  
**Members** : (Division Chief level)

Energy Utilization and Management Bureau (EUMB)  
Energy Research Testing and Laboratory Services (ERTLS)  
Energy Policy and Planning Bureau (EPPB)  
Information Technology and Management Services (ITMS)  
Financial Services (FS)  
Legal Services (LS)  
Administrative Services (AS)  
TWG Head / Representative, Gender and Development (GAD)

## **3. TWG for EUMB and ERTLS projects**

**Head** : Assistant Director, EPPB  
**Members** : (Division Chief level)

Electric Power Industry Management Bureau (EPIMB)  
Oil Industry Management Bureau (OIMB)  
Energy Policy and Planning Bureau (EPPB)  
Information Technology and Management Services (ITMS)  
Financial Services (FS)  
Legal Services (LS)  
Administrative Services (AS)  
TWG Head / Representative, Gender and Development (GAD)

In case of projects other than the identified bureaus / service, or for project/s that will require two or more bureaus' / services' collaboration to implement, a joint TWG meeting shall be held to facilitate review / evaluation of said projects.

A majority of TWG members shall constitute a quorum to do business.

Directors of bureaus and services shall designate a representative and an alternate (Division Chief Level) to form part of the PRC TWG.

The Chief of the Division proposing the project for PRC approval shall be automatically designated as a non-voting ad hoc member of the PRC TWG during the deliberation meeting specifically called by the PRC TWG for the said project proposal.



### **C. PRC Technical Secretariat (PRC TS)**

**Head** : Chief, ECCD-EPPB  
**Members** : Designated ECCD Staff

The Committee's administrative costs shall be charged against the Energy Policy and Planning Bureau's budget.

## **SECTION 2. STRATEGIC FUNCTIONS**

### **A. The PRC shall:**

1. serve as the clearing house for all locally funded and foreign-assisted projects;
2. approve the criteria that would guide the evaluation of project proposals for prioritization, funding and support as proposed by the PRC-TWG;
3. prioritize DOE projects for implementation consistent with DOE's policy and program thrust\*, particularly in cases where Government of the Philippines (GPH) counterpart funds are required;
4. endorse for the Secretary's approval and onward transmittal to DBM, the prioritized locally funded project (LFP) proposals recommended by the PRC TWG;
5. spearhead the facilitation of approval by the Secretary of project proposals under foreign funding in coordination with National Economic and Development Authority (NEDA) and concerned donor agency;
6. ensure that the project implementer subscribe to the PRC TWG proposed and approved implementation mechanism to assist the implementing bureau / services in addressing project related concerns (e.g. budget constraints, availment of project-related training programs by project personnel, etc.) and minimizing project implementation delays;
7. review and endorse to the Secretary the request for project duration extension by the implementers of DOE projects.
8. review and approve the criteria proposed by the PRC TWG that would guide the evaluation for completed projects, specifically with respect to the project implementation performance;

\*Energy Strategic Directions, 9-Point Energy Agenda

9. review results of post-project evaluation and impact assessment and endorse to the Secretary necessary actions / recommendations proposed by the PRC TWG; and
10. perform other related functions as may be necessary in accordance with existing laws, rules, and regulations.

**B. The PRC TWG shall:**

1. convene on a quarterly basis or as the need arises to :
  - a. conduct initial review / evaluation of project proposals and assist proponents in improving project proposals and recommend them for approval of the PRC; and / or
  - b. undertake regular review of DOE projects, i.e. time overruns and changes in project configuration, their causes and the stages in which they occur, and recommend possible actions to minimize project implementation delays;
2. work in close coordination with BAC for projects that will need / have to undergo procurement process;
3. formulate / improve existing criteria that would guide the evaluation of project proposals for prioritization, funding and support;
4. assist project proponents in facilitating project proposals under foreign funding through coordination with NEDA / donor agency, as endorsed / approved by the Secretary.
5. formulate / improve existing criteria that would guide the evaluation of completed projects, specifically with respect to the project implementation performance;
6. conduct post-project evaluation and impact assessment, and identify and analyze causes should there be any divergence between projections and actual experience with respect to costs, benefits, schedules and other aspects of implementation;
7. perform other related functions as may be necessary and / or as may be determined by the PRC.

**C. The PRC TS shall:**

1. act as the Project Management Office (PMO) for DOE Projects which shall coordinate with concerned units / agencies / offices on DOE projects-related matters;
2. provide technical and administrative support in the overall functions of the PRC and the TWG including but not limited to

organizing meetings, preparation of required documents / materials / presentations during meetings, preparation of meeting reports / summary of discussions;

3. maintain a repository of PRC-related documents including but not limited to inventory of proposed, ongoing, and completed projects;
4. perform desktop and site inspection monitoring of ongoing projects to validate updates / reports submitted by the project implementers;
5. prepare quarterly status reports for submission to NEDA and Commission on Audit (COA), as well as for the posting of ITMS to the DOE website in compliance to the transparency seal requirement;
6. submit requirements to oversight agencies such as DBM, COA, and NEDA;
7. conduct and facilitate the call for proposals of both locally funded and foreign-assisted projects;
8. review the compliance of project proponents to the format and general policy requirements prior to endorsement to the PRC TWG for the latter's review / assessment;
9. coordinate with NEDA / donor agency in relation to the facilitation of project proposals under foreign funding;
10. assist project implementers in relation to the requirements for project duration extension;
11. conduct site validation to verify project completion / terminal reports submitted by project implementers, submit feedback reports to PRC and TWG;
12. assist the DOE PIO during the Annual Official Development Assistance (ODA) Portfolio Review meeting and the quarterly PIO meetings which are being conducted by NEDA; and,
13. perform other related functions as may be necessary and appropriate to accomplish the foregoing, and / or as may be authorized / required by the PRC.

### **SECTION 3. PRC'S CONDUCT OF BUSINESS**

1. The business of the PRC is considered official if there is a quorum.
2. The quorum shall be determined by the presence of the majority of the members wherein the presence of the non-voting ad hoc member shall not be considered in the determination of a quorum.



3. The PRC shall convene at least twice a year or as may be necessary to discuss issues / matters that may necessitate Committee decision.
4. The PRC may call a special meeting to deliberate and evaluate specific project proposal as recommended by PRC TWG.
5. The PRC as a collegial body shall decide based on the majority decision during the official meeting.
6. In case of urgent matters, the Committee can adopt decisions via ad referendum, provided that the decision of Committee is unanimous. In the event that there is a dissenting vote from any member, the decision has to be deliberated through an official meeting with a quorum and decided based on the majority vote.

#### **SECTION 4. GUIDELINES AND OTHER REQUIREMENTS**

All bureaus and services shall be guided by the following requirements prior to proposing any project:

1. Each bureau and service shall only have a maximum of two (2) ongoing LFPs per division, excluding continuing programs. However, this rule may not apply in instance of projects deemed urgent by the PRC and / or strategic projects in compliance with new policies or directives from the Secretary.
2. Bureaus and Services shall have submitted the quarterly status and accomplishment report and / or completion or termination report (if any) of all their respective ongoing / recently completed projects respectively, prior to the acceptance by the PRC-TS of their proposals.
3. No bureau / service can submit new LFP proposals if one of its ongoing project has a utilization rate of less than 80% by December of the year prior to the call for proposal.
4. Bureaus / Services shall have provided the PRC a copy of the Project Administration Manual of all their ongoing projects.
5. All IT related acquisitions and requirements shall be submitted to ITMS under the Information Strategic Systems Plan (ISSP) for endorsement to Medium-term Information & Communications Technology Harmonization Initiative (MITHI).
6. All project proposals shall be prepared one semester ahead of the budget call for the following year (i.e. call for proposals for FY 2020 budget call shall be done in June 2018) to provide sufficient time to complete all the preparatory requirements prior the budget call.
7. All project proposals with external beneficiaries shall have a complete list of names of said beneficiaries, validated and verified that they are

qualified beneficiaries willing to accept the project and the responsibilities that go with it..

8. All project proposals that involve the procurement of equipment, facilities, etc., shall clearly discuss in the proposal how these will be used, their specifications with estimated costs (comparative analysis of available products in the market is preferred), terms of reference, etc. This way, when the project is approved by DBM, there could be immediate procurement.
9. All project proposals shall have initiatives that can directly / indirectly benefit persons with disability (PWD) and senior citizens (SCs), and will contribute to GAD. Compliance to this will be checked by the AS and GAD representative, respectively.

## SECTION 5. SCOPE AND DEFINITION OF TERMS

For the purpose of this Department Order, the following terms shall be construed to mean as follows:

1. **DOE Projects** – refers to locally-funded and foreign-assisted projects (LFP / FAP) being implemented / proposed to be implemented / completed by the Department.
2. **Locally Funded Projects (LFPs)** – projects being implemented / proposed to be implemented by DOE units under Fund 151.
3. **Foreign-Assisted Projects (FAPs)** – projects co-implemented by DOE and Development Partners (DPs) / projects implemented by DOE with assistance from DPs which may be in a form of grant, loan, technical assistance / combination of any of these modes. Some FAPs may also require government counterparts – monetary / non-monetary forms, depending on the agreement between / among DOE and other Party/Parties.
4. **Official Development Assistance (ODA)** - The ODA, as defined in Republic Act 8182 – ODA Act of 1996, is a loan or a grant administered with the objective of promoting sustainable social and economic development and welfare of the Philippines. ODA resources must be contracted with governments of foreign countries with whom the Philippines has diplomatic, trade relations or bilateral agreements or which are members of the United Nations, their agencies and international or multilateral lending institutions - (*ODA Act of 1996*).
5. **Development Partner** – a country or organization that provides aid or assistance on project/s which may be in a form of loan, grant, technical assistance or combination of any of these modes.



## SECTION 6. REPEALING CLAUSE

Department Order No. DO2016-03-0005 and Special Order No. SO2016-03-0020 issued on 14 March 2016 and all Department Orders and issuances inconsistent with this Department Order are hereby modified, repealed, or superseded accordingly.

## SECTION 7. EFFECTIVITY CLAUSE

This Department Order shall take effect immediately and shall remain in full force and effective until sooner modified or revoked by the undersigned and / or by competent authority.

  
ALFONSO G. CUSI  
Secretary



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DEPARTMENT OF ENERGY

AUG 17 2018