

ADVISORY ON THE CALENDAR YEAR (CY) 2023 REPORTORIAL REQUIREMENTS
OF DESIGNATED ESTABLISHMENTS (DE) UNDER MC2020-05-0001

ATTENTION TO ALL DESIGNATED ESTABLISHMENTS

On 17 February 2023, Secretary Raphael P.M. Lotilla signed the Advisory on the Calendar Year (CY) 2023 Reportorial Requirements of Designated Establishments under MC2020-05-0001 covering the following matters:

1. Mandatory Online Report Submission
2. CY 2021 Compliant DEs
3. First Time DE Compliance
4. Energy Audit Report Submission
5. Level of Energy Audit
6. Certification of Energy Managers (EMs) and Energy Conservation Officers (ECOs)
7. Non-certified EMs and ECOs

Please refer to the photo below for the full version of the Advisory.

Should you have further clarifications, you may e-mail us at doe.epmpd@gmail.com.

Thank you



**ADVISORY ON THE CALENDAR YEAR (CY) 2023 REPORTORIAL
REQUIREMENTS OF DESIGNATED ESTABLISHMENTS
UNDER MC2020-05-0001**

Pursuant to Republic Act (RA) No. 11285 or the Energy Efficiency and Conservation (EEC) Act, its Implementing Rules and Regulations (IRR), and its governing Memorandum Circular No. MC2020-05-0001, Designated Establishments (DEs) are required to submit their Annual Energy Efficiency and Conservation Report (AEECR) and Annual Energy Utilization Report (AEUR). The classification of DEs is based on the following consumption threshold:

TYPE	CONSUMPTION THRESHOLD
Other DEs	At least 100,000 kWh but less than 500,000 kWh
Type 1 DEs	500,000 kWh to 4,000,000 kWh
Type 2 DEs	More than 4,000,000 kWh

Accordingly, Type 1 and Type 2 DEs shall conduct energy audit and submit energy audit report to the Department of Energy (DOE) at least once (1) every three (3) years and shall employ Certified Energy Conservation Officer (CECO) and Certified Energy Manager (CEM), respectively.

The DOE hereby reiterates the full compliance of DEs under the Commercial, Industrial and Transport (CIT) sectors and clarify the following matters pertaining to their reportorial requirements due on 15 April 2023:

- 1. Mandatory Online Submission.** All AEECR and AEUR shall be submitted via DOE DE Online Submission Portal which can be accessed at www.de.doe.gov.ph. Similarly, all energy audit reports shall be submitted to https://bit.ly/Submit_EnergyAudit. Reports submitted outside the dedicated submission platforms shall not be considered as part of the compliance with the EEC Act. Further, please be guided that the AEECR and AEUR shall cover the CY period or from January to December.
- 2. CY 2021 Compliant DEs.** DEs which were able to submit their CY 2021 reports shall only submit their CY 2022 AEUR and AEECR before the deadline.
- 3. First Time Compliance.** DEs which will comply for the first time shall submit the following reports:
 - a. AEUR for CY 2022 (January to December 2022)
 - b. AEECR for CY 2022 (January to December 2022)
 - c. 5-year backtracking of data: AEUR for CY 2017 – CY 2021
 - d. Energy Audit Report conducted by DOE Authorized Entities. The DOE Authorized Entities refers to the DOE Accredited, Certified, and Registered Energy Service Companies or ESCOs (See link for complete list of ESCOs: <https://bit.ly/ListofESCOs>) and DOE Certified Energy Auditors (See link for the EE Practitioner Registry: <https://bit.ly/ListofEEPractitioners>)

4. **Energy Audit Report Submission.** In line with the Advisory on Energy Audit Guidelines for DEs issued on 24 November 2022, all request for extension of energy audit submissions shall be subject to evaluation and approval by the Energy Utilization and Management Bureau; provided, that sufficient justification was submitted by the requesting entity. The timeline for the submission of energy audit report shall not be later than 15 April 2023. Extension can be requested but not guaranteed. All requests shall be sent to doe.epmpd@gmail.com.
5. **Level of Energy Audit.** Level 1 Energy Audit shall initially be accepted by the DOE for compliance of first-time reporting DEs. However, the DOE is enjoining DEs to submit a Level 2 Energy Audit for future compliances. All audit reports shall have assessments accompanied by audit evidence, identified, and acceptable energy efficiency programs for continual improvement.

Energy Audit Report/s that were submitted/conducted by internal auditors shall be coursed through a DOE Accredited, Registered, or Certified ESCOs for verification to avoid partiality of the result/s. An ESCO Certification, signed by the evaluator and president/head of office, shall be included in the energy audit report. ESCOs are given a maximum of 21 working days to complete the verification of each report upon acceptance of the engagement.

Submissions must strictly follow the requirements under the 24 November 2022 Advisory. Please refer to this link for the copy of said Advisory on Energy Audit Guidelines for DEs: https://bit.ly/EnergyAudit_Guidelines

6. **Certification of Energy Managers (EMs) and Energy Conservation Officers (ECOs).** In line with the effectivity of Department Circular No. DC2022-03-0008 or the *Adoption of Training Regulations and Prescribing Certification Process for Training Institutions and EMs* and Department Circular No. DC2022-03-0007 or the *Adoption of Training Regulations for the Certification of ECOs* on 28 April 2022, all EE Practitioners are mandated to comply with the certification requirements and process.
7. **Non-Certified Energy Managers and Energy Conservation Officers.** All non-certified energy manager and/or energy conservation officers shall comply with the certification requirements not later than 31 December 2023. Pending the issuance of accreditation procedure for training institutions by the Technical Education and Skills Development Authority (TESDA), applying energy conservation officers may take the energy manager's training being provided by the DOE's Recognized Training Institutions (RTIs). Certification shall be strictly determined by the typology of the DE. Certification qualification, requirements, and process for ECO shall still take effect upon application to the DOE.

All clarifications or requests for assistance in the preparation of the reports may be coursed through cit@doe.gov.ph and doe.epmpd@gmail.com and telephone numbers (02) 8840-2289 and (02) 8840-2243.

We look forward to the immediate compliance of all concerned in our collective pursuit of energy efficiency and conservation in the country.

Thank you.


RAPHAEL P. M. LOTILLA
Secretary



FEB 17 2023