

Republic of the Philippines

## DEPARTMENT OF ENERGY

MEMORANDUM CIRCULAR NO. MC 2020 - 05 - 0001 <sup>m</sup>

### DIRECTING ALL DESIGNATED ESTABLISHMENTS UNDER COMMERCIAL, INDUSTRIAL AND TRANSPORT SECTORS TO SUBMIT ENERGY CONSUMPTION REPORTS

**WHEREAS**, Department of Energy (DOE) Memorandum Circular No. 93-03-05 directed the submission of energy consumption reports from all industrial, commercial and transport establishments consuming more than one million fuel oil equivalent liters of energy annually;

**WHEREAS**, Section 3 of Republic Act No. (RA) 11285 or the "Energy Efficiency and Conservation (EEC) Act" and its Implementing Rules and Regulations (EEC IRR) mandated the establishment of the framework for introducing and institutionalizing fundamental policies on energy efficiency, and conservation, including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

**WHEREAS**, Section 20 (f) of EEC Act directed the submission of the Annual Energy Efficiency and Conservation Report (EECR) to the DOE by the 15<sup>th</sup> of April of every year for Designated Establishments (DE) based on the following energy consumption threshold, provided for in Section 19 of the same Act:

1. Type 1 DEs with an annual energy consumption of 500,000 kilowatt-hours (kWh) to 4,000,000 kWh for the previous year; and
2. Type 2 DEs with an annual energy consumption of more than 4,000,000 kWh for the previous year.

**WHEREAS**, Proclamation No. 922, series of 2020 declared a State of Public Health Emergency throughout the Philippines due to the COVID-19 and Proclamation No. 929, series of 2020 declared a State of Calamity throughout the Philippines for a period of six (6) months and imposed an Enhanced Community Quarantine throughout Luzon;

**WHEREAS**, Section 4 (z) of RA 11469 or the "Bayanihan to Heal As One Act" provided the President the power to move statutory deadlines and timelines for the filing and submission of any document required by law as a temporary emergency measure to respond to the crisis brought about by the pandemic in order to ease the burden of those under community quarantine; and

**WHEREAS**, Administrative Order No. 30, series of 2020 directed all government offices to formulate and issue guidelines on the interruption of periods for the filing of documents, and on the movement of timelines.

**NOW, THEREFORE**, from the foregoing premises and pursuant to its mandate under the EEC Act and EEC IRR, the DOE hereby declares the following:



- I. All existing DEs complying with MC No. 93-03-05 are now governed by this issuance. Coverage of new DEs will be guided by “Computing energy consumption of DE and identification of energy intensive industries for which the application will be prioritized”.
- II. Consistent with Administrative Order No. 30, series of 2020, the period of submission for this year is moved from 15 April 2020 to 30 June 2020 for all Type 1 and Type 2 DEs of the following:
  1. A duly accomplished **Annual Energy Utilization Report (AEUR) Form** for FY 2020. This is to monitor any on-going and/or existing energy efficiency and conservation projects undertaken by the establishment.
  2. A duly accomplished **Annual Energy Utilization Report (AEUR) Form** starting from FY 2015 to FY 2019. This is to establish the base-year average energy consumption performance of the establishment.
  3. A duly accomplished **Registration Form** on the name of the appointed/designated Energy Conservation Officer (ECO) or Energy Manager (EM). The ECO and EM shall have the following obligations:
    - a. Manage the energy consumption of facilities, equipment and devices;
    - b. Administer the following:
      - i. Implementation and improvement of energy efficiency measures;
      - ii. Conduct of regular energy audit;
      - iii. Energy monitoring and control; and
      - iv. Preparation of periodic energy consumption and energy conservation program reports.

All accomplished Forms (*please see Annex for Forms and General Instructions*) must be submitted to the DOE to the following address:

**THE DIRECTOR**  
Energy Utilization Management Bureau  
Department of Energy  
Bonifacio Global City, Fort Bonifacio,  
Taguig City, Metro Manila  
[doe.eumb@gmail.com](mailto:doe.eumb@gmail.com)

- III. All DEs are reminded of their obligations under Section 66 of the EEC IRR as follows:
  1. Integrate an energy management system policy into the business operation based on ISO 50001 or any similar framework;
  2. Set up programs to develop and design measures that promote energy efficiency, conservation, and sufficiency that may include installation of renewable energy technologies;
  3. Set up annual targets, plans, and methods of measurements and verification for the implementation of energy efficiency and conservation projects;

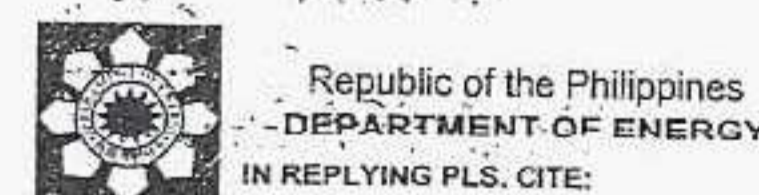


4. Keep records on monthly energy consumption data and other energy-related data;
  5. Improve average specific energy consumption in accordance with the annual reduction targets to be established by the DOE in the National EE&C Plan;
  6. Conduct an energy audit once every three (3) years by engaging either a certified energy auditor or an accredited ESCO and submit an energy audit report to the DOE upon completion of the energy audit;
  7. Employ a CECO for Type 1 designated establishments, and a CEM for Type 2 designated establishments. The CECO and the CEM may be chosen from within the organization or hired through external recruitment; and
  8. Duly notify the DOE in writing on the appointment or separation from the service of their respective CECOs or CEMs with ten (10) working days from the effectivity of these personnel action.
- IV. Compliance of the respective CECO and CEM to the certification requirements provided under Section 49 of the EEC IRR, and the effectivity of the online registration for DEs under Section 63 of the EEC IRR will be covered by a separate issuance.
- V. All clarifications or request for assistance in the preparation of the reports can be coursed through the Energy Utilization Management Bureau at [doe.eumb@gmail.com](mailto:doe.eumb@gmail.com), [doe.epmpd@gmail.com](mailto:doe.epmpd@gmail.com), (02) 8840-2289 and (02) 88402243.
- VI. This Memorandum Circular shall take effect immediately and shall remain in effect until otherwise revoked.

A copy of this Memorandum Circular shall be filed and registered immediately with the University of the Philippines Law Center – Office of the National Administrative Register (UPLC-ONAR).

Issued at Energy Center, Rizal Drive, Fort Bonifacio, Taguig City.

  
**ALFONSO G. CUSI**  
Secretary



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