

**[ DOE, May 30, 2008 ]**

**IMPLEMENTING RULES AND REGULATIONS DIRECTING THE  
INSTITUTIONALIZATION OF A GOVERNMENT ENERGY  
MANAGEMENT PROGRAM (GEMP)**

Pursuant to Section 1.3 (c) of Administrative Order (AO) No. 110 as amended and pursuant to the policy objectives behind Administrative Order Nos. 103 (s. 2004) and 126 (s. 2005) aimed to address the increasing world oil prices through the adherence to the government's energy conservation program, the following rules and regulations are hereby adopted and promulgated:

**RULE I  
GENERAL PROVISION**

*SECTION 1. Title.* These Rules shall be known as the Implementing Rules and Regulations (IRR) for Directing the Institutionalization of a Government Energy Management Program (GEMP).

*SECTION 2. Purpose.* These Rules shall provide guidelines on the operationalization and the institutionalization of the GEMP in the Philippines in accordance with AO Nos. 103,110,110-Aand126.

*SECTION 3. Scope* - This IRR shall cover the roles and responsibilities of the department of Energy (DOE), the Department of Budget and Management (DBM), the department of Public Works and Highways (DPWH), the National Housing Authority (NHA), the Department of the Interior and Local Government (DILG), the Department of Trade and Industry (DTI), the Department of Education (DepEd), the Philippine Information Agency- of the Press Secretary (PIA-OPS), the Department of Environment and Natural Resources (DENR) and all government entities in implementing the GEMP

**RULE II  
DEFINITION OF TERMS**

*SECTION 1. Definitions.* The following terms as used in this IRR shall be defined as follows:

"Agency Rating" refers to the overall rating posted in the government entity's premises showing the result of the Spot Check conducted by the Energy Audit Team (EAT) following its established rating scheme.

"Alternative Fuel" refers to biodiesel, bioethanol, natural gas, battery/cell, hydrogen and automotive LPG, instead of pure gasoline, diesel and kerosene.

"Energy Audit Team" or "EAT" refers to the group tasked to implement

Administrative Order No. 103 (s.2004), Administrative Order No. 110 (s. 2004), Administrative Order No 110-A(s. 2006), and Administrative Order No. 126 (s. 2005).

"Energy Conservation Officer" or "ECO" refers to a Senior Official who is officially designated by Head of Agency concerned to ensure the agency's compliance with the provisions of Administrative Order No. 103 (s. 2004), Administrative Order No. 110 (s.2004) Administrative Order 126 (s.2005) and this IRR, as well as the development and implementation of other energy conservation measures.

"Energy Survey/Audit" is defined as the verification, monitoring and analysis of the use of energy, including preparation of a technical report containing recommendations for improving energy efficiency with cost-benefit analysis and an action plan to reduce energy consumption to be provided to the agency requesting audit.

"Government entity" refers to all departments, bureaus, agencies and instrumentalities of the Philippine Government, including Government-Owned and/or Controlled Corporations (GOCCs) and other government corporate entities (OGCEs) and their subsidiaries, Government Financial Institutions (GFIs), as well as state universities and colleges (SUCs).

"Government facility" means any building or cluster of buildings, grounds, or structure, as well as any fixture or parts thereof, including the associated energy consuming support systems, which is constructed, renovated or purchased in whole or in part for use by the Philippine Government. It shall also include any building rented/leased in whole or in part for use by the Philippine Government.

"Government vehicle" refers to any motor vehicle owned or registered in the name of a government entity.

"Minimum Energy Performance Specification (MEPS)" refers to the minimum energy performance specification set by the Department of Trade and Industry-Bureau of Product Standards (DTI-BPS) for specific lighting products.

"Spot Check" is the conduct of an unannounced inspection of any government entity or facility for the purpose of, but not limited to, checking, monitoring and evaluating the energy consumption to verify if the energy conservation and efficiency programs are being implemented.

### RULE III ENERGY CONSERVATION PROGRAMS

*SECTION 1- Formulation of Energy Conservation Programs.* In accordance with the Policy of the government to promote the judicious and efficient utilization of energy resources, An energy Conservation Program (ECP) shall be formulated by each government entity to include energy conservation measures, target savings, motor vehicle inventory and other strategies. In the development of the ECP, the following strategies must be adopted:

- 1.) Aggressive promotion of energy conservation and energy efficient technology through the conduct of appropriate information, education

and communication campaign, energy audits/surveys, and spot checks without prejudice to the employees/officials' productivity and performance;

- 2.) Purchase and use of appliances and equipment to be selected only from the list of DOE-certified efficient products as posted in the DOE website and as may be endorsed by DOE through other means, whenever applicable;
- 3) Adherence to the provisions of the National Building Code (PD1096), particularly on the implementation of the "Guidelines for the Energy Conserving Design of Buildings and Utility Systems";
- 4) Adoption of energy efficiency concepts in the procurement practices of the government;
- 5) Formulation of plans and programs to achieve at least ten percent (10%) reduction in electricity consumption;
- 6) Use of alternative fuels in government vehicles, among others, to help achieve at least ten percent (10%) fuel reduction in transport fuel consumption; and
- 7) Periodic review of the effectiveness of the energy efficiency and conservation program to include, but not limited to, the phased-in replacement program for lighting in existing or renovated government facilities.

*SECTION 2. Energy Audit Team (EAT).* For the proper and effective implementation of the government's ECP and austerity measures, an EAT is hereby constituted composed of an Undersecretary of the DOE and a representative from the Office of the President (OP).

1) The EAT shall be assisted by the following units of DOE:

- a) Energy Utilization Management Bureau;
- b) Energy Research and Testing Laboratory Services;
- c) Information Technology and Management Services; and
- d) Energy Policy and Planning Bureau.

2) The EAT shall have the following functions:

- a) Conduct energy efficiency seminars, energy surveys, audits and spot checks;
- b) Ensure that each government entity designates a senior official as its ECO who will be responsible for the development and implementation of energy efficiency and conservation measures;
- c) Liaise with local government units and encourage them to implement energy efficiency and conservation measures consistent with AO Nos. 103, 110, 110-A and 126;
- d) Coordinate with the ECOs for the proper and effective implementation of energy efficiency measures;
- e) Require ECOs to submit monthly electricity and fuel consumption reports;

- f) Post in a conspicuous place the Agency Rating as a result of the Spot Check it has conducted, following the rating scheme as shown in Annex "A";
- g) Validate the monthly and annual savings reports submitted by government entities-
- h) Follow-up on its findings of deficiency in each agency and ensure that the deficiencies are properly addressed; and,
- i) Adopt other measures not contrary to existing laws, rules and regulations for the strict implementation of the ECP and other energy-related austerity measures

The EAT shall prepare and submit a summary report to the President of the Philippines on or before the third (3rd) week following the month under review, together with the recommended sanctions, if any, for erring government entities.

### *SECTION 3. Efficiency and Conservation in Electricity Use*

- 1) Each government entity shall adopt and implement an electricity efficiency and conservation program to reduce monthly electricity consumption by at least ten (10%) percent benchmarked on the average monthly consumption during the 1st semester of 2004;
- 2) The following measures shall be implemented by all government entities for particular appliance, equipment and accessories:
  - a) Operate air-conditioning systems (unitary type or centralized) as follows:
    - (i) Limit their operation/use to six (6) hours, preferably from 9:00 am to 4:00 pm. The operation/use of air-conditioning systems may be extended to a maximum duration of eight (8) hours during summer months (March to May) upon the discretion of the Head of Agency. In sensitive and customer service areas, their operation/use beyond eight (8) hours may be allowed; Provided that the Head of the Agency supervising such areas shall secure a Memorandum of Exemption (MOE) from the EAT, thereafter, upon verification, the EAT shall issue MOE to the concerned Agency;

Sensitive areas refer to areas with certain temperature requirements such as classified military facilities, Bangko Sentral ng Pilipinas printing and minting areas, medicine stock areas in government hospitals, computer server rooms and data bank centers, among others,

    - (ii) Set thermostat control to achieve room temperature of 25°C;
    - (iii) Set at fan mode from 12:00 noon to 1:00 pm; and
    - (iv) Observe regular maintenance servicing and regular cleaning and replacement of filters as necessary.
  - b) Electric fans, blowers and other cooling devices may be used during the 12:00 noon to 1:00 pm break period in lieu of air-conditioning units;

c) Mandatory replacement of:

- (i) All 40 watt fluorescent lamp tubes with 36 watt or less slim type lamp tubes;
  - (ii) All 20 watt fluorescent lamp tubes with 18 watt or less slim type lamp tubes;
  - (iii) All rapid start electromagnetic ballasts with preheat type electromagnetic ballasts or electronic ballasts; and
  - (iv) AH incandescent bulbs with compact fluorescent lamps (CFLs);
- d) Lights shall be turned off during lunch breaks and after office hours, except in offices where continuous work or service to the public is being conducted;
- e) Computers are strictly for official use only and shall be shut down when not in use; and
- f) Elevators shall be programmed to bypass the 2nd floor or, if possible, set to service alternate floors. A sign to this effect shall be placed conspicuously at the entrance of the elevator for the proper guidance of agency employees and visitors; Provided that the physically-challenged and those with heavy loads shall not be prevented from using the elevator to reach each floor.

SECTION 4. Efficiency and Conservation in Fuel Use of Government Vehicles

- 1) Each government entity shall adopt and implement a program that will reduce its fuel consumption by at least ten (10%) percent benchmarked on the average monthly consumption during the 1st semester of 2005.
- 2) The following measures shall be immediately implemented by all government entities for its vehicles:
  - a) Use/purchase or lease of vehicles capable of using Alternative Fuel;
  - b) Use of biodiesel products that comply with the Philippine National Standard (PNS 2020:2003) by blending a DOE-accredited biodiesel product with the diesel to comply with one percent (1%) Coco-Methyl Ester (CME) for use in all diesel-fed vehicles, pursuant to Memorandum Circular (MC) No. 55, series of 2004; and
  - c) Adoption of the maintenance and driving tips indicated hereunder;
    - i) Proper inflation and alignment of tires and proper alignment and balancing of wheels;
    - ii) Periodic/regular oil change and oil filter replacement;
    - iii) Regular engine tune-up and replacement of air and fuel filters;
    - iv) Proper scheduling of daily trips to avoid unnecessary short trips;
    - v) Smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary and repetitious speeding up and slowing down;
    - vi) Strict prohibition on idling of engines when vehicle is parked; and
    - vii) Prohibition on overloading of vehicle.