

The Government Energy Management Program (GEMP)

for Local Government Units

made easy

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)

Republic Act No. 11285 or the Energy Efficiency and Conservation Act (EEC Act) and its Implementing Rules and Regulations (Department Circular No. DC2019-11-0014) provide strategic direction in the implementation of the Government Energy Management Program (GEMP).

GEMP refers to the government-wide program of reducing the monthly consumption of electricity and petroleum products. This is achievable through efficiency and conservation in electricity use and fuel use of government vehicles, as well as the employment of renewable energy systems, among others.

In 2019, the EEC Act, through Section 43 of its Implementing Rules and Regulations (IRR), extended the scope of the GEMP to all Local Government Units (LGUs).

GEMP'S OVERALL GOAL

REDUCE
the government's
monthly electricity
and fuel
consumption

BY
AT LEAST
10%

MANDATORY REPORTORIAL REQUIREMENTS FOR ALL LGUS

- Designation of Energy Efficiency and Conservation Officer (EEC OFFICER)
- Designation of Energy Efficiency and Conservation Focal Person (EEC FOCAL PERSON)
- Monthly Electricity Consumption Report (MECR)
- Monthly Fuel Consumption Report (MFCR)
- Annual Inventory Report of Air-Conditioning Units, Lighting Equipment, and Motor Vehicles

STEP 1 Establish an Energy Efficiency & Conservation Office (EECO)



WHY?

The **EECO** serves as the office of the EEC Officer. This is mandated under Section 28 of the EEC-IRR and the DILG Memorandum Circular No. 2020-082.

HOW?

The **EECO** may be part of the planning and development office using appropriations from General Funds established under the Local Government Code. It can also stand separately.

Within three years from the EEC-IRR effectivity or until December 21, 2022, the planning and development office of an LGU shall be considered as its **EECO**.

STEP 2 Designate an Energy Efficiency & Conservation (EEC) Officer



WHY?

The **EEC OFFICER** serves as the head of the EECO. This is mandated under Section 29 of the EEC-IRR and the DILG Memorandum Circular No. 2020-082.

OBLIGATIONS OF AN EEC OFFICER

- Fulfills compliance with EEC Act, EEC-IRR, and all energy efficiency and conservation issuances
- Accomplishes and submits to DOE all monthly electricity and fuel consumption reports
- Leads the preparation, implementation, and monitoring of the LGU's Local Energy Efficiency and Conservation Plan (LEECP)

WHO?

The **EEC OFFICER** must be a college graduate, designated from existing personnel of the LGU or hired through external recruitment.

Within three years from the EEC-IRR effectivity or until December 21, 2022, the planning and development office head shall be considered as its **EEC OFFICER**.

REMUNERATION

Remuneration of the EEC Officer's services shall be charged from the existing fund of the LGU.

HOW?

- Issue an Executive Order, Administrative Order, Special Order, Memorandum Circular, or Memorandum Order, among others, to designate an EEC Officer.
- The said order can also be extended to appoint a management board or a technical working group in order to facilitate the LGU's EEC programs and activities.

FORMAL REPORTING

DOE requires LGUs to submit an **EEC OFFICER FORM**. Contents of the form are clear-cut as shown.



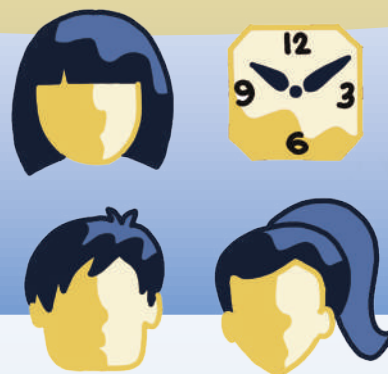
GOVERNMENT ENERGY MANAGEMENT PROGRAM
Energy Efficiency and Conservation (EEC) Officer
RA No. 11285: Energy Efficiency and Conservation Act

A. GENERAL INFORMATION	
Name of LGU	
Income Class	
Head of LGU	
Position	
Address	
Region	
Province	
City/Municipality	
Office Contact No.	
Office Email Address	
B. EEC OFFICER INFORMATION	
Name of EEC Officer	
Position	
Department/Division	
Mobile No.	
Landline No.	
Fax No.	
Email Address	

SUBMISSION

Email form to doe.epsmd@gmail.com
or fax to **(02) 8840-2243**

STEP 3 Designate an Energy Efficiency & Conservation (EEC) Focal Person



WHY?

The **EEC FOCAL PERSON** assists the EEC Officer in implementing the GEMP.

He/she provides the EEC Officer with monthly electricity and fuel consumption reports, should the building/facility he/she represents have a separate electricity and fuel account from that of the mother department/unit.

He/she leads in implementing the LEECP in his/her respective office, building, or facility.

WHO?

The **EEC FOCAL PERSON** may be appointed from each department, office, building, or facility by its respective heads. The formal designation of one can be done through the issuance of an Executive Order, Administrative Order, Special Order, Memorandum Circular, or Memorandum Order, among others.

FORMAL REPORTING!

DOE requires LGUs to submit an **EEC FOCAL PERSON FORM**. For Section B (General Information of Facility), this may refer to a department, office, building, etc.



GOVERNMENT ENERGY MANAGEMENT PROGRAM
Energy Efficiency and Conservation (EEC) Focal Person
RA No. 11285: Energy Efficiency and Conservation Act

A. GENERAL INFORMATION (Head Office)	
Name of LGU	
Head of LGU	
Position	
Address	
Office Contact No.	
Office Email Address	
B. GENERAL INFORMATION (Facility)	
Name of Facility	
Head of Facility	
Position	
Contact Details	
Region	
Email Address	
Type of Facility	
<input type="checkbox"/> Facility <input type="checkbox"/> Hospital <input type="checkbox"/> School <input type="checkbox"/> Other	
Address	
C. EEC FOCAL PERSON INFORMATION	
Name of EEC Focal Person	
Position	
Department/Division	
Mobile No.	
Landline No.	
Fax No.	
Email Address	

SUBMISSION

Email form to doe.epsmd@gmail.com
or fax to **(02) 8840-2243**

BENEFITS OF EECO, EEC OFFICER, AND EEC FOCAL PERSON

The EECO, EEC Officer, and EEC Focal Person contribute to the advancement of energy efficiency and conservation programs in the local setting. These serve as the local authority in directing energy management activities which advance local and national development agenda and address regional and global challenges, while creating wider impact and remaining relevant.

E1

MONTHLY CONSUMPTION BASELINE

SOURCE OF DATA: Accounting Office

OLD RECORDS AND ARCHIVES: Obtain the billed kilowatt-hour (kWh) as indicated in the electricity bill from distribution utility (DU), local electric cooperative (EC), or retail electricity supplier (RES).

E2

BUILDING DESCRIPTION

SOURCE OF DATA: Engineering Office, General Services Office

BUILDING PLAN, BUILDING PERMIT, OR CERTIFICATE OF OCCUPANCY: Describe the structure, including number of floors and its purpose. Any expansion must be indicated to understand changes in electricity consumption.

E3

GROSS FLOOR AREA

SOURCE OF DATA: Engineering Office, General Services Office

BUILDING BLUEPRINT: Obtain total floor area of the building.

Monthly Electricity Consumption Report (MECR) Form

The MECR shows information such as the current electricity consumption in kilowatt-hours against a reference baseline. It also reports the description of the building, coverage of gross and air-conditioned areas, and the number of occupants.

	E1	E2	E3	E4	E5	E6
Month	Monthly Consumption Baseline, 2015	Building Description	Gross Floor Area, square meters	Air-Conditioned Area, square meters	Number of Occupants	Monthly Consumption, kWh
January	28,000 kWh	2-floor LGU hall	1,000 m ²	800 m ²	250	25,000 kWh
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Average						

E4

AIR-CONDITIONED AREA

SOURCE OF DATA: Engineering Office, General Services Office

BUILDING BLUEPRINT: Obtain total floor area of all air-conditioned spaces.

E5

NUMBER OF OCCUPANTS

SOURCE OF DATA: Human Resources Management

ATTENDANCE RECORDS: Add up daily attendance record for a month to get the occupancy. Include also the number of guests, e.g. training participants in an LGU's function room, etc.

E6

MONTHLY CONSUMPTION

SOURCE OF DATA: Accounting Office

LATEST BILLS: Record the billed kilowatt-hour (kWh) as indicated in the electricity bill from the DU, EC, or RES.

Monthly Fuel Consumption Report (MFCR) Form

The MFCR shows the current gasoline and diesel consumptions in liters against a reference baseline. It also reports the total distance traveled (km) and fuel economy (km per liter).

F1

F2

F3

F4

GASOLINE/DIESEL LITERS AND TOTAL KM TRAVELED (BASELINE)

SOURCE OF DATA: Accounting Office, Motorpool Section

ARCHIVES: Record gasoline and diesel consumption of vehicles (liters) as indicated in official receipts issued by petroleum companies. Record distance traveled (km) of all vehicles based on odometer reading.

F5

F6

F7

F8

GASOLINE/DIESEL LITERS AND TOTAL KM TRAVELED (CURRENT)

SOURCE OF DATA: Accounting Office, Motorpool Section

LATEST RECEIPTS: Record gasoline/diesel consumption of vehicles (liters) as indicated in official receipts. Record distance traveled (km) of all vehicles.

Month	MONTHLY CONSUMPTION BASELINE						MONTHLY CONSUMPTION					
	GASOLINE			DIESEL			GASOLINE			DIESEL		
	Gasoline Liters	Total km Traveled	km/liter	Diesel Liters	Total km Traveled	km/liter	Gasoline Liters	Total km Traveled	km/liter	Diesel Liters	Total km Traveled	km/liter
January	280 L	5,200 km	18.6 km/L	180 L	2,500 km	13.9 km/L	240 L	5,100 km	21.3 km/L	160 L	2,700 km	16.9 km/L
February												
March	F1	F2	FE	F3	F4	FE	F5	F6	FE	F7	F8	FE
April												
May												
June												
July												
August												
September												
October												
November												
December												
Total												

FE

FUEL ECONOMY

SOURCE OF DATA: Calculated Fuel Economy

SPECIFIC CALCULATION: Divide the corresponding distance traveled (km) by the fuel consumption data (liters).

WHO SUBMITS THE MECR AND MFCR?

The **EEC OFFICER** is tasked to submit the reports. This can also be done together with the **EEC FOCAL PERSON/S** of an office, building, or facility, provided that it has a separate electricity/fuel account from that of the mother department/unit.

NUMBER OF MECR AND MFCR FORMS TO BE SUBMITTED

Each office, building, or facility having an independent or separate electricity/fuel account from that of the mother department/unit shall submit one (1) MECR and/or one (1) MFCR form/s.

Therefore, an LGU may be required to submit more than one (1) MECR and one (1) MFCR forms, depending on its assets.

WHY REPORT CONSUMPTION DATA?

Aside from complying with the GEMP and the EEC Act, the consumption data (from MECR and MFCR) allow DOE to conduct evaluation and analysis for the establishment of national energy utilization policies, proper benchmarking, calculating of electricity savings per year, sourcing of awardees for the Energy Consciousness Month every December, and other monitoring activities.

The MECR and MFCR enable an LGU to identify facilities or sites with significant energy consumption—an essential component in an energy management program.

FREQUENCY OF SUBMISSION

All MECR and MFCR forms must be submitted not later than 15 days of the month following the period to be reported.

Email all reports to doe.gemp@gmail.com

SOME TIPS ON ENERGY EFFICIENCY AND CONSERVATION IN LGU BUILDINGS

Limit AC operation to 6 hours, preferably from 9 AM to 4 PM, and even less during the cooler months.

Replace old and inefficient appliances with more efficient ones, such as the use of AC with high energy efficiency ratio (EER) and coefficient of performance (COP).

Perform regular preventive maintenance on AC units, appliances, equipment, motors, etc. This practice not only ensures efficiency of the units but also prolongs their service life.

Replace incandescent lamps and fluorescent lights with LED ones.

Set the thermostat control of an air-conditioner (AC) at a temperature not lower than 24°C. Prolonged use of AC at lower temperature settings results in a significant increase in electricity consumption.

Close all windows and doors when the AC is on. Seal all gaps, place weatherstrips, or install automatic door closers in order to prevent hot air from coming inside a cooled room.

Provide a shade and properly ventilate all outdoor condensing units of ACs.

Practice shutting down of computers and consumer electronics after use. Avoid idle power by completely switching off or unplugging appliances.

Turn off lights during lunch breaks and before/after office hours. Practice the use of natural daylight whenever available.



Install renewable energy systems and technologies such as solar, wind, biogas, etc.

Use building materials with low solar radiation absorption rates and reflective surface, e.g. white or light color in walls and roofs.



Purchase/lease vehicles capable of using environmentally-friendly fuel, biodiesel products, and the like.



Observe proper maintenance of vehicles, e.g. periodic oil change and oil filter replacement, regular engine tune-up, proper inflation and alignment of tires, etc.

Adopt proper driving tips, e.g. schedule daily trips to avoid unnecessary short trips, smoothly accelerate and drive at steady pace, avoid idling of engine when the vehicle is parked, prohibit overloading, practice carpooling, etc.

MAKING ENERGY EFFICIENCY AND CONSERVATION A NATIONAL WAY OF LIFE

For more information, please contact:

**Energy Efficiency and Conservation Public Sector
Management Division (EPSMD)
Energy Utilization Management Bureau (EUMB)
DEPARTMENT OF ENERGY (DOE)**

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