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STATE UNIVERSITY

OFFICE OF THE  
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**Memorandum Circular No. 10106**  
Series of 2024

**TO: All Concerned Offices/Units**

**RE: Data Collection Activities in accordance to RA 11285**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: May 28, 2024**

This is to inform you that Engr. Eldon P. De Padua, the Energy Efficiency and Conservation Officer and RERC Director, along with his team, will be conducting data collection activities in the offices or units within VSU Baybay vicinity, including VSU Market, Agricultural Training Institute (ATI), and Philippine Carabao Center (PCC). The data to be collected includes:

1. Monthly Electricity Consumption
2. Monthly Fuel Consumption
3. Annual Inventory of Equipment, Devices, Machines, and the likes

This activity is in compliance with IAECC Resolution No. 1 s. 2020 of the Department of Energy and RA 11285, also known as the Energy Efficiency and Conservation Law.

We request your full cooperation and assistance in providing the necessary data to Engr. De Padua and his team.

For your information and usual support.

cc: File  
RERC  
VPREI  
VPAF

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
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**FM-OOP-02**  
V4 05-09-2023  
No. **24-106**



**VISAYAS**  
STATE UNIVERSITY



**RENEWABLE ENERGY**  
RESEARCH CENTER

22 May 2024

**Dr. PROSE IVY G. YEPES**  
President  
Visayas State University  
Baybay City, Leyte

VSU HRIS

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Thru: **Dr. ELWIN JAY V. YU**  
VP for Administration and Finance  
Visayas State University

Dear **President Yepes**,

Good day.

This is to inform you that per IAEECC Resolution No. 01, s 2020 of the Department of Energy, in accordance with the Republic Act 11285 otherwise known as the "Energy Efficiency and Conservation Law," our institution is required to submit through the Government Energy Management Program's Online Information System the following information:

1. Monthly Electricity Consumption;
2. Monthly Fuel Consumption;
3. Annual Inventory of Equipment, Devices, Machines, and the like
4. Local Energy Efficiency and Conservation Plan (LEECPP)

In this regard, as the Energy Efficiency and Conservation Officer (EECO) of the university, I would like to ask for your authorization for my team to gather relevant data (i.e. monthly electricity consumption, monthly fuel consumption, inventory of equipment/machines, etc.) from all the concerned units/offices within the VSU Main Campus' vicinity (including the VSU Market, Agricultural Training Institute, and PCC). Afterwards, our team will consolidate, analyze, prepare, and submit the abovementioned reports and requirements to DOE.

I hope that this request merits your approval and I look forward to helping VSU become a GREEN university, that is, a safe place for learning and working for all its constituents and stakeholders.

Thank you very much and God bless.


Sincerely yours,

  
**ELDON P. DE PADUA**  
Energy Efficiency and Conservation Officer  
RERC Director

Recommending Approval:

  
**ELWIN JAY V. YU**  
VP for Administration and Finance

EA Mike,

Let's issue an office  
order relevant to this  
undertaking. 

Approved by:

  
**PROSE IVY G. YEPES**  
VSU President



**VISAYAS**  
STATE UNIVERSITY

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9 October 2023

**MEMORANDUM NO.** 015  
Series of 2023

**T O: Engr. Eldon P. de Padua**

**R E: Designation as Energy Efficiency and Conservation Officer**


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Energy Efficiency and Conservation Officer effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Officer, you are to exercise the following functions:

- 1.) Manage the energy consumption of facilities, equipment, and devices.
- 2.) Implementation and improvement of energy efficiency measures.
- 3.) Conduct of regular energy audits.
- 4.) Prepare energy consumption and energy conservation program reports.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

**OFFICE OF THE PRESIDENT**

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PQWW+RJM, Baybay City, Leyte, Philippines 6521  
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**FM-OOP-01**  
V4 05-09-2023  
No. 23-015





**INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION  
COMMITTEE (IAEECC)**

**RESOLUTION NO. 01, s.2020**

***Directing All Government Agencies, Including the Local Government Units (LGUs) and Foreign Service Posts, to Comply with the Government Energy Management Program (GEMP), Ordering the Department of Energy to Conduct Energy Audits and Spot Checks, and Submit Proposed Improvements to the GEMP***

**WHEREAS**, Administrative Order (AO) No. 110, s. 2004 (*Directing the Institutionalization of a Government Energy Management Program*) and its Implementing Rules and Regulations (IRR), s. 2008, which was jointly issued by the Department of Energy (DOE) and Department of Budget and Management (DBM), provide the institutionalization of the GEMP in all government entities, including departments, bureaus, agencies, government-owned or -controlled corporations (GOCCs), government financial institutions (GFIs), other government corporate entities and their subsidiaries, and other instrumentalities under the Executive Branch of the government, as well as **state universities and colleges (SUCs)**, and the reduction of monthly consumption of electricity (in kilowatt-hours) and petroleum products (in liters) by at least ten percent (10%);

**WHEREAS**, Annexes B1 and B2 of the IRR of AO No. 110, s. 2004 provide the templates for the Monthly Electricity Consumption Report and Monthly Fuel Consumption Report of each government entity;

**WHEREAS**, Republic Act (RA) No. 11285, or the Energy Efficiency and Conservation (EEC) Act, institutionalizes energy efficiency and conservation, enhances the efficient use of energy, and grants incentives to energy efficiency and conservation programs and projects;

**WHEREAS**, DOE Department Circular No. DC2019-11-0014, or the IRR of RA No. 11285 (EEC-IRR), provides the guidelines for the full implementation of the provisions of the EEC Act;

**WHEREAS**, Section 5 of the EEC Act states that the DOE shall take the lead in the implementation of the law, and shall be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs;

**WHEREAS**, Section 6 of the EEC-IRR declares that all government agencies shall ensure the efficient use of energy in their respective offices, facilities, transportation units, and in other areas covered in the discharge of their functions;

**WHEREAS**, Section 43 of the EEC-IRR expands the coverage of the GEMP to cover all government entities, including departments, bureaus, offices, agencies, GOCCs, and their subsidiaries, self-governing boards or commissions, and other instrumentalities of the government, as well as the SUCs and the political subdivisions or the LGUs;

**WHEREAS**, DOE Department Order (DO) No. DO2020-01-0001 organizes the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) and lays down its powers and functions primarily to evaluate and approve government energy efficiency projects and provide strategic direction in the implementation of the GEMP;

**WHEREAS**, based on international studies and considering local conditions in the country such as room capacity and humidity, 24°C will be a cool and comfortable temperature setting for room occupants, since lower temperature settings result in cold and uncomfortable feeling for room occupants, e.g., requiring the use of cold weather clothing;

**WHEREAS**, Section 4 of DOE DO No. DO2020-01-0001 provides that the IAEECC shall act as a collegial body, and approval of its actions may be made by a simple majority;



**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED** by the members of the IAEECC:

**RESOLVED**, that all government entities shall comply with the GEMP, which is the government-wide program to reduce the government's monthly consumption of electricity and petroleum products through electricity efficiency and conservation, and efficiency and conservation in fuel use of government vehicles, among others;

**RESOLVED**, that for this purpose, government entities shall pertain to the departments, agencies, bureaus, GOCCs/GFIs and their subsidiaries, and other instrumentalities under the Executive Branch, including the SUCs and Foreign Service posts, as well as the LGUs;

**RESOLVED**, that the guidelines for the implementation of the GEMP shall be provided in this Resolution and other issuances by the IAEECC. These guidelines shall include, among others, the use of the savings realized through the implementation of an energy efficiency and conservation program (EECP) in the agencies concerned;

**RESOLVED**, that each department, attached agency, other executive office (OEO), GOCC/GFI and their subsidiaries, SUC, and LGU, except the barangays, shall formulate an EECP that shall include energy efficiency and conservation measures, target savings, motor vehicle inventory, and other strategies that shall be implemented by the agency concerned;

**RESOLVED**, that the head of each department, attached agency, OEO, GOCC/GFI and their subsidiaries, SUC, and LGU, except the barangays, shall designate an energy efficiency and conservation officer (EEC Officer) who shall, among others, prepare, formulate and submit for approval of the head of the agency concerned the design, plan, implementation, and monitoring and evaluation scheme for the EECP of said agency consistent with the GEMP;

**RESOLVED**, that the EEC Officer shall be a senior official or part of the agency's top management to ensure its compliance with the provisions of the EEC Act and its IRR;





**RESOLVED**, that the head of each department-level entity shall be allowed to designate EEC focal person(s) in each of its bureaus/services/offices, including its regional or field offices (ROs/FOs) and the Foreign Service posts, to assist the EEC Officer in the implementation of the GEMP. The EEC focal persons shall lead in the effective implementation of the EEC in their respective office, building or facility, and provide reports to the EEC Officer on the matter, such as the monthly electricity and fuel consumption reports, should they have separate electricity and fuel accounts from that of their mother department in the central office;

**RESOLVED**, that attached agencies, OEOs, GOCCs/GFIs and their subsidiaries, and SUCs, due to the nature of their administrative relationship with the mother department, shall have a separate EEC Officer. They shall likewise be allowed to have their EEC focal persons, as necessary or applicable;

**RESOLVED**, that each LGU, except the barangays, shall also have its own EEC Officer, and shall likewise be allowed to have EEC focal persons, as necessary or applicable;

**RESOLVED**, that the EEC Officer shall head the EEC Office, which may be part of the planning and development office of the LGU concerned. The LGU EEC Officer may be designated from the existing personnel of the LGU concerned, and shall be responsible for overseeing the implementation of the Local Energy Efficiency and Conservation Plan (LEECP), which shall be aligned with the NEECP;

**RESOLVED**, that the designated EEC Officer in the agency concerned shall facilitate the accomplishment and submission to the DOE of the electricity and fuel consumption reports, as provided under Annexes A and B, respectively, of this Resolution;

**RESOLVED**, that Annexes A and B of this Resolution shall replace Annexes B-1 and B-2 of the IRR of AO No. 110, s. 2004;

**RESOLVED**, that all government entities in the Philippines shall adjust their respective air-conditioning unit thermostat to 24°C as part of the implementation of the GEMP. Foreign posts are also encouraged to adopt said thermostat setting depending on the climate of the country where the post is located;




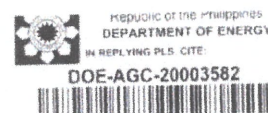
**RESOLVED**, that to support the GEMP, the DOE shall conduct energy audits, spot checks, surveys, technical analyses, and other research activities related to energy efficiency projects of all government entities concerned;

**RESOLVED**, that the DOE shall propose improvements to the existing GEMP for consideration by the IAEECC, including, but not limited to, the (a) review and revision, as necessary, of the (i) threshold for savings of at least ten percent (10%) in the electricity and fuel consumption of the agencies concerned, and (ii) guidelines on the use of said savings; and (b) development of criteria for government energy efficiency projects; and

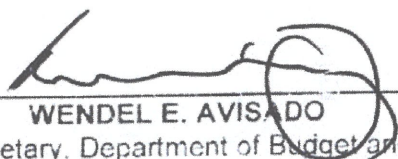
**RESOLVED, FINALLY**, that this Resolution be approved and disseminated to the government entities concerned for adoption and implementation.

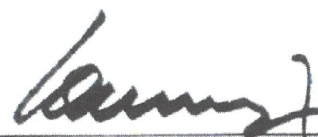
**ADOPTED**, in Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.

  
**ALFONSO G. CUSI**  
Secretary, Department of Energy  
and Chairperson, IAEECC

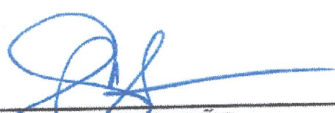


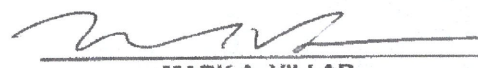
**IAEECC MEMBERS:**

  
**WENDEL E. AVISADO**  
Secretary, Department of Budget and  
Management

  
**CARLOS G. DOMINGUEZ**  
Secretary,  
Department of Finance  
SEP 03 2020

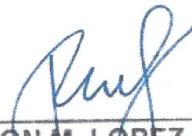



  
**EDUARDO M. ANO**  
Secretary, Department of the Interior and  
Local Government

  
**MARK A. VILLAR**  
Secretary, Department of Public Works  
and Highways

Department of Public Works and Highways  
Office of the Secretary




  
**RAMON M. LOPEZ**  
Secretary, Department of Trade and  
Industry

  
**FORTUNATO T. DELA PEÑA**  
Secretary, Department of Science and  
Technology






  
**ARTHUR P. TUGADE**  
Secretary, Department of Transportation

  
**KARL KENDRICK T. CHUA**  
Acting Secretary, National Economic and  
Development Authority



CERTIFIED CORRECT:

  
**PATRICK T. AQUINO, CESO III**  
Director, IAEECC Secretariat