



**PAMPANGA STATE UNIVERSITY**  
**ADMINISTRATIVE SERVICES OFFICE**  
**THE ENERGY EFFICIENCY and CONSERVATION UNIT**



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**PAMPANGA STATE UNIVERSITY  
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Following the unified logo design guidelines outlined in The Golden Artisan, the official brand manual of Pampanga State University, the EECU Logo has been officially finalized:



### i. LOGO DESCRIPTION and SYMBOLISM

#### *1. Outer Ring – Label and Identity:*

The **outer circular ring** prominently displays the text:

**“ENERGY EFFICIENCY AND CONSERVATION UNIT”**, which identifies the official unit responsible for spearheading initiatives on sustainable energy use in the university.

The university name “Pampanga State University” is featured at the bottom, anchoring the unit within its institutional framework.

The **gold border** symbolizes prestige and integrity, while the **gear icon** is a reference to the University logo, which is in turn an homage to the industrial and trade school history of Pampanga State University.

#### *2. Central Imagery – Symbol of Responsibility and Sustainability:*

**Two open hands cupping an energy orb** represent protection, accountability, and stewardship over energy resources. It reflects the unit's role in safeguarding power consumption through responsible practices.

**The orb**, marked with a lightning bolt, symbolizes electricity—the primary energy form under management and review.

**Leaves sprouting from the orb** signify green energy, sustainability, and environmental consciousness, emphasizing the balance between energy use and ecological preservation.

#### *3. The Year “2023”:*

Signifies the year the unit and its initiatives were established and launched. It also reflects ongoing progress and contemporary relevance.

#### ***4. Color Palette:***

**Maroon or vivid red background** denotes strength, resolve, and urgency—qualities essential to addressing energy inefficiencies.

**Gold lines and text** highlight value, excellence, and clarity in the mission.

## ii. INTRODUCTION

The **Energy Efficiency and Conservation Unit (EECU)** is a dedicated unit responsible for spearheading the university's efforts toward sustainable energy management. It aims to promote and implement strategies that reduce energy consumption, enhance energy efficiency, and foster environmental stewardship across all Pampanga State University campuses.

Operating under the guidance of national policies such as the **Energy Efficiency and Conservation Act (RA 11285)** and aligned with the university's sustainability goals, the EECU ensures that Pampanga State University operates in an energy-conscious and cost-effective manner. The unit conducts energy audits, spot checks, monitors electricity use, recommends energy-saving measures, and engages the academic community through information dissemination and seminars.

Through collaboration with faculty, staff, students, and external stakeholders, the EECU plays a vital role in transforming the university into a model of energy efficiency in the higher education sector contributing not only to operational savings but also to the broader goal of environmental protection and climate action.

### iii. VISION, MISSION, TAGLINE

#### VISION

The EECU envisions to make Pampanga State University a model state university in the country institutionalizing energy efficiency and conservation.

#### MISSION

The EECU is committed to support the Republic Act 11285 (EEC Act) in securing efficiency and stability of energy supply in the country and Sustainable Development Goal (SDG) 7 in ensuring access to affordable, reliable, sustainable and modern energy for all.

#### TAGLINE

We've sown a SEED.

It's time to **LEAP!**

**L**ead in Energy Conservation **E**nsure Energy Efficiency

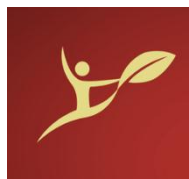
**A**ttain Energy Sustainability at **P**ampanga State University

Context:

Pampanga State University, formerly known as DHVSU, has evolved its commitment to sustainable development and energy efficiency through the rebranding of its original SEED initiative—Sustainable and Energy Efficient DHVSU. Building on this foundation, the university has embraced the LEAP acts, which stands for Lead in Energy Conservation, Ensure Energy Efficiency, and Attain Energy Sustainability at Pampanga State University.

This strategic shift signifies more than just a change in name or tagline; it represents a renewed and intensified commitment to environmental stewardship and responsible energy management. Under the LEAP framework, the Energy Efficiency and Conservation Unit (EECU) is challenged to step up its mandate—leading the university community in adopting innovative energy conservation practices, optimizing energy use, and fostering sustainable energy solutions.

#### TAGLINE ICON



The photo depicts an icon of a leaping figure with one foot as a seed which symbolically represents the university's journey from planting the initial seed of sustainability (the original SEED initiative) to taking bold, proactive steps forward through the LEAP ACTS. The seed-foot signifies the foundation—starting point of growth and potential—while the leap illustrates the university's dynamic movement towards energy conservation, efficiency, and sustainability. Together, the icon embodies the idea that after sowing the seed of environmental responsibility, it's now time to leap into action, innovation, and leadership in sustainable energy practices.

#### iv. OVERVIEW

##### *Legal Basis:*

##### RA11285

Republic Act No. 11285 entitled: An Act Institutionalizing Energy Efficiency and Conservation, Enhancing the Efficient Use of Energy, and Granting Incentives to Energy Efficiency and Conservation Projects, otherwise known as, Energy Efficiency and Conservation Act (EEC Act) was approved and signed into law in April 12, 2019. In one of its “Declaration of Policy,” specifically in Section 2(a), it states that it is the policy of the State to institutionalize energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy.

Under the law, the government is required to integrate energy efficiency practices into its procurement and operational activities. All public and private entities, particularly Designated Establishments (DEs), are mandated to develop and implement their own Energy Efficiency and Conservation Programs, appoint Energy Conservation Officers or Managers, and submit Energy Consumption and Conservation Reports regularly to the DOE.

The Act also introduces the Philippine Energy Labeling Program (PELP) and Minimum Energy Performance (MEP) standards for energy-consuming products, buildings, and industrial facilities. It provides for the establishment of an Energy Efficiency and Conservation Office in all local government units, promoting implementation at the community level.

Moreover, RA 11285 encourages private sector participation through incentives such as fiscal benefits and financing assistance for investments in energy-efficient technologies and practices.

Overall, Republic Act No. 11285 lays the groundwork for transforming the Philippines into a nation that values and practices energy efficiency, contributing to economic productivity, environmental sustainability, and energy security.

##### IAEECC

The Implementing Rules and Regulations (IRR) of the RA 11285 provides the guidelines of the implementation of the EEC Act. Furthermore, Rule VIII of the IRR pertains to the Government Energy Management Program (GEMP) with scope stated in section 43, covering all government agencies, including state universities and colleges. The Inter-Agency Energy Efficiency and Conservation Committee (IAEECC), a committee created under Chapter 3, Section 9 of RA11285 to provide strategic direction in the implementation of GEMP, promulgated and adopted the GEMP Guidelines (Annex A of IAEECC Resolution No. 5 series 2022).

Chaired by the Secretary of the Department of Energy (DOE), the IAEECC serves as the central policy-making and coordinating body for the government's energy efficiency and conservation initiatives. Its mandate is to synchronize, harmonize, and oversee the implementation of energy efficiency and conservation programs within the public sector.



The Committee is composed of key government agencies, including the Department of Budget and Management (DBM), Department of the Interior and Local Government (DILG), Department of Transportation (DOTr), Department of Public Works and Highways (DPWH), Department of Science and Technology (DOST), Department of Trade and Industry (DTI), Department of Finance (DOF), and the National Economic and Development Authority (NEDA), among others. This inter-agency composition ensures multi-sectoral collaboration and policy alignment.

The IAEECC is primarily responsible for:

- **Formulating guidelines** for the government's energy efficiency and conservation programs, including the adoption of energy efficiency measures in government operations and facilities.
- **Overseeing the implementation** of Government Energy Management Programs (GEMP), which mandate all government entities to reduce electricity and fuel consumption.
- **Ensuring compliance** with energy efficiency standards through monitoring, evaluation, and performance-based reporting mechanisms.
- **Endorsing fiscal incentives** for government energy efficiency projects and investments under applicable laws.

By centralizing leadership and fostering inter-agency cooperation, the IAEECC plays a vital role in mainstreaming energy efficiency and conservation as integral elements of public governance. Its actions contribute to reducing government energy consumption, optimizing resource utilization, and supporting the country's broader energy security and climate goals.

## GEMP

The Government Energy Management Program (GEMP) is a flagship initiative established under Republic Act No. 11285, or the *Energy Efficiency and Conservation Act*, to institutionalize energy efficiency and conservation across all government agencies and instrumentalities in the Philippines.

Spearheaded by the Department of Energy (DOE) and overseen by the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC), the GEMP is designed to reduce the government's energy consumption, lower operating costs, and demonstrates leadership in sustainable energy use.

The GEMP also aligns procurement practices with energy conservation goals, requiring the purchase of energy-efficient products and the implementation of lifecycle cost analysis in evaluating government investments.

Through the GEMP, the government exemplifies its commitment to sustainable development, climate change mitigation, and energy security. It reinforces the principle that public institutions must lead by example in adopting responsible and cost-effective energy use.

## DOE ORDERS

Department Orders are formal and authoritative issuances issued by the head of a government department—such as the Secretary of Energy in the case of the Department of Energy (DOE)—that establish policies, define responsibilities, and provide administrative direction for the implementation of existing laws, regulations, or internal policies.

These orders serve as official instruments to operationalize legal mandates, standardize internal processes, and ensure effective governance and compliance among relevant sectors and stakeholders. Department Orders are critical in translating broad policy objectives into actionable and enforceable measures within the department's jurisdiction.

## DOE CIRCULARS

DOE Circulars are official policy issuances released by the Department of Energy (DOE) of the Philippines, signed by the Secretary of Energy, to formally establish, implement, and interpret policies, procedures, and programs related to the energy sector. These circulars are legal instruments used to operationalize the provisions of existing energy laws, ensure compliance, and provide clear guidance to stakeholders such as government agencies, energy companies, service providers, and the general public.

## ADMINISTRATIVE ORDERS (EEC ACT RELATED)

Administrative Order No. 15, s. 2024 (AO 15) aims to intensify the efficient utilization and conservation efforts of electricity and fuel to mitigate power demand amidst the ongoing El Niño phenomenon and beyond.

### ***Institutionalization:***

To address the thrust of the government on energy efficiency and conservation, the Energy Efficiency and Conservation Unit (EECU) was included in the DHVSU (now Pampanga State University) Revised Organizational Framework which was approved by virtue of Board of Reagent (BOR) Resolution No. 09, Series 2023 dated January 30, 2023. The EECU is directly under the Administrative Services Office (AdminSO).

## **A. UNIT OBJECTIVES**

### ***ENERGY EFFICIENCY and CONSERVATION UNIT CRAFTed OBJECTIVES***

#### **Community Engagement:**

Foster active participation of the campus community and stakeholders through awareness campaigns, educational programs, and outreach initiatives to promote sustainable practices and environmental responsibility.

#### **Reduce Carbon Emissions:**

Aim to reduce the University's carbon footprint by exploring and adopting renewable energy sources and innovative technologies, such as solar panels and fuel-efficient and electric vehicles.

#### **Alignment with Policies:**

Ensure the University's sustainability practices are aligned with local and international standards, including the use of LED lighting, inverter technologies, green building codes, fuel economy and comprehensive energy audits to promote compliance and best practices.

#### **Foster Innovation:**

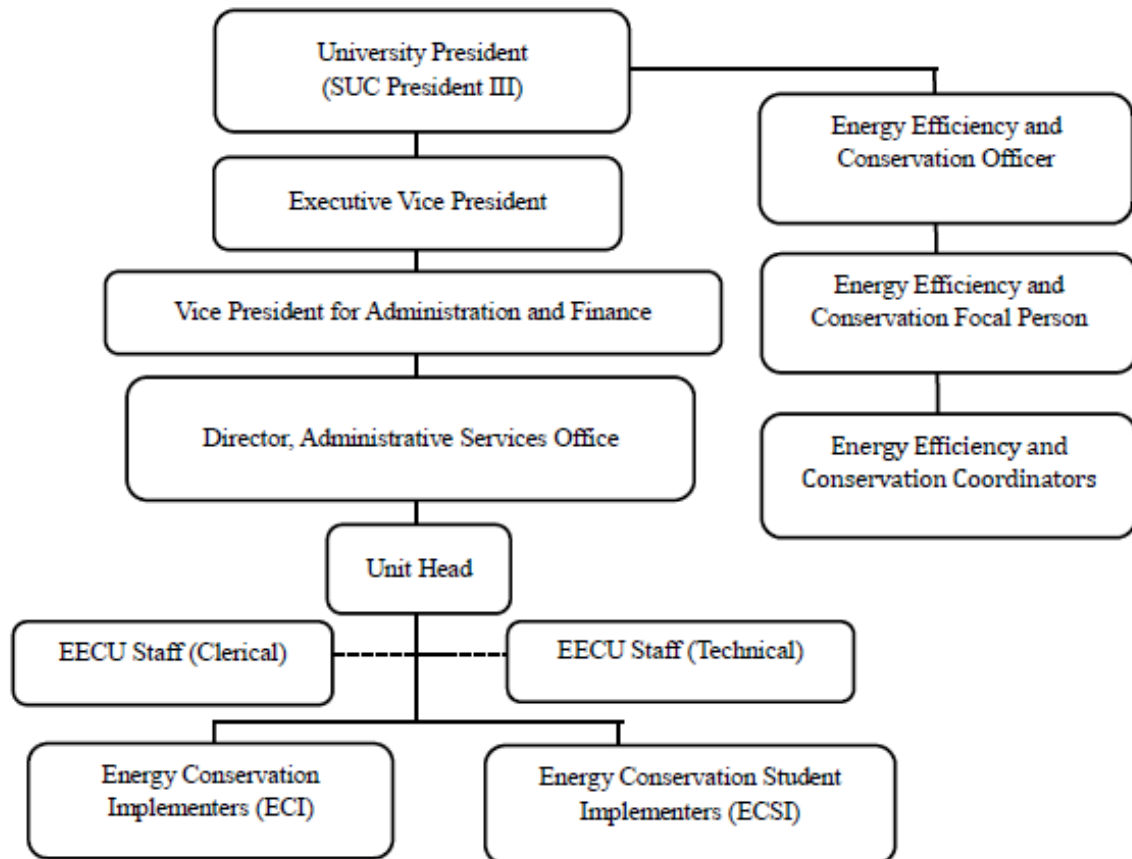
Support faculty and student research and projects on sustainability and energy efficiency by facilitating collaborations, providing access to useful data, and delivering technical feedback to drive practical solutions.

#### **Targeted Improvements:**

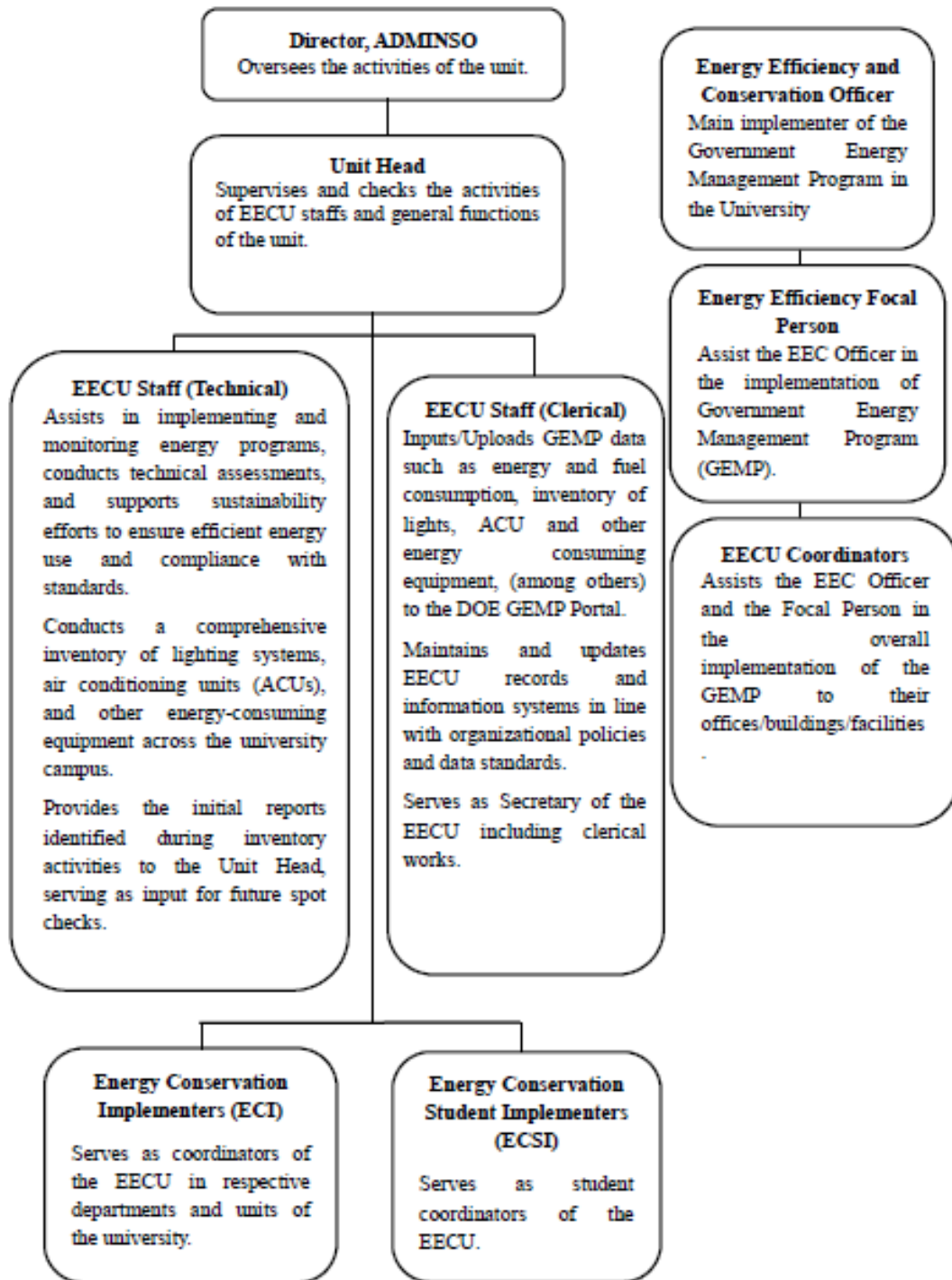
Achieve at least a 10% annual reduction in consumption of electricity and petroleum products, following the guidelines established by the Government Energy Management Program under the Energy Efficiency and Conservation Act, to ensure continuous progress in sustainable campus operations.

## **B. ORGANIZATIONAL STRUCTURE**

### ENERGY EFFICIENCY and CONSERVATION UNIT (EECU)



### C. FUNCTIONAL CHART



## **D.DUTIES AND RESPONSIBILITIES**

### ***Administrative Services Office (AdminSO) Director***

The AdminSO Director oversees the activities of the EECU and serves as the immediate supervisor of the EECU Head.

### ***EECU Head***

The EECU shall be headed by the EECU Head (EECUH). Generally, he/she shall lead in the effective implementation of the EEC Program (EECP) of the University consistent with GEMP and provide reports to the EEC Officer on the matter such as monthly electricity and fuel consumption reports.

Particularly, the EECUH has the following duties and responsibilities as stated in Administrative Services Office Memorandum No. 24, series 2023 dated August 18, 2023 (official designation of EECUH):

- Conduct promotion, education and communication campaigns on energy efficiency and conservation;
- Perform energy audits and spot checks;
- Formulate plans and programs to achieve at least ten percent (10%) reduction in electricity consumption;
- Prepare the Pampanga State University Energy Efficiency and Conservation Plans and Energy Conservation Program (ECP) subject to the approval of University President;
- Review regularly the mechanism of the effectiveness of the ECP;
- Submit a monthly report on electricity and fuel consumption to the GEMP Online Portal;
- Submit all documentary requirements on or before the deadline to the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) thru the Department of Energy.
- Coordinate with other offices to ensure the compliance with the:
- Use of DOE-certified efficient products;
- Adherence to National Building Code (PD 1096) provisions on the implementation of the Guidelines for the Energy Conserving Design of Buildings and Utility Services;
- Adoption of energy efficiency concepts in the procurement practices;
- Implementation of fuel consumption savings plan focusing on proper scheduling of trips and maintenance of vehicles to achieve at least ten percent (10%) reduction in fuel costs.
- Submit monthly accomplishment report to the ADMINISO Director.
- Perform other tasks as may be assigned by his/her immediate supervisor.

In the effective performance of his/her duties and responsibilities, he/she shall undergo DOE accredited trainings such as Certified Energy Auditor Training and Certified Energy Manager Training and other relevant trainings leading to being Certified Energy Auditor and/or Certified Energy Manager, Authorized Energy Auditor and other certifications relevant to his/her duties and responsibilities.

The EECUH shall be in close coordination with the designated EEC Professionals: the EEC Officer, EEC Focal Person and EEC Coordinators with the following duties and responsibilities as stated in their respective official designations by the University President and as provided in IAEECC Resolution No.1 series of 2020 and Department Circular No.2023-05-0009:

### ***EEC Officer***

- Prepare, formulate and submit for approval of the undersigned, the design, plan and implementation, monitoring and evaluation scheme for the University's Energy Efficiency and Conservation Program (EECP) consistent with the Government Energy Management Program (GEMP);
- Submit to the Department of Energy (DOE) the University's approved EECP or any modifications thereof; and
- Submit to DOE through its GEMP portal all required documents which includes the electricity and fuel consumption reports.

### ***EEC Focal Person***

- Assist the EEC Officer in her duties and responsibilities.
- Lead in the effective implementation of the EECP of the University consistent with GEMP and provide reports to the EEC Officer on the matter such as monthly electricity and fuel consumption reports.

### ***EEC Coordinators***

- Assists the EEC Officer and the Focal Person in the overall implementation of the GEMP to their offices/buildings/facilities;
- Assists the EEC Focal Person in managing the energy utilization of their agency; and
- Implements properly the EEC measures within their respective offices/buildings/facilities such as the following:
  - \*Activate sleep settings of office equipment
  - \*Turn-off unused lights and air-conditioning units, except in offices where continuous work or "No-Noon Break" policy is being implemented;
  - \*Keep doors of air-conditioned spaces closed to maintain temperature of 24-degree Celsius.
  - \*Ensure maintenance of government vehicles such as the following:
    - +proper inflation and alignment of tires;

- +proper alignment and balancing of wheels;
- +periodic/regular oil change and oil filter replacement;
- +regular engine tune-up and replacement of air and fuel filters;
- +proper scheduling of daily trips;
- +smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary/repetitious speeding up or slowing down;
- +strict prohibition of idling engines when vehicle is parked; and
- +Prohibition and overloading of vehicles.

-Participate in EEC activities/programs (Information, Education, Communication (IEC) forums, workshops, trainings, and meetings) conducted by DOE or DOE approved third party institutes.

The EEC Professionals shall undergo capacity building conducted by DOE or DOE approved/recognized third party institutes to capacitate them in effectively performing their duties and responsibilities.

In addition to the EEC Professionals, the EECU shall also enjoin the designated Energy Conservation Implementers (ECI) and Energy Conservation Student Implementers (ECSI) in the implementation of applicable EECU policies in their respective offices, buildings and/or facilities.



## **v. APPENDICES**

### **APPENDIX A: THE EECU POLICY**

#### ***SCOPE:***

This policy is to be adopted by all Pampanga State University employees and students including those in the regular campuses and to be applied in all offices, structures, equipment and facilities. The Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) continues to issue relevant resolutions in consonance with the Government Energy Management Program (GEMP) that covers state universities. In this regard, more updated policies based on IAEECC resolutions and department circulars of the Department of Energy (DOE) shall supersede, compliment or be added to the policies stated herein which are also based on existing circulars, resolutions and orders by the aforementioned institutions.

#### **A. LIGHTING**

a.1 Take advantage of natural lighting as much as possible as long as it will not compromise safety and productivity.

Ex. During daytime, lights in the lobby area, comfort rooms and corridors should be turned off if natural lighting is sufficient.

a.2 Turn-off lights when not in use or whenever practical, during lunch breaks and after office/class hours, except in offices where continuous work or “No Noon Break” policy is implemented.

a.3 Ensure the observance of the use of energy efficient light-emitting diode (LED) lamps, replacing old, busted and non-LED lamps with LED lamps. All LED Fixtures shall be compliant with Minimum Energy Performance for Products (MEPP) per DOE Department Circular No. DC2020-06-0016

a.4 Apply illumination principles in the electrical lighting design so as to ensure efficient task-oriented lighting with reference to Energy Conserving Design of Buildings provided in Department Circular No. DC202012-12-0026.

#### **B. AIR-CONDITIONING UNITS**

b.1 Ensure that only energy efficient inverter type air -conditioning units that are compliant with MEPP shall be installed or used in buildings/offices and/or facilities and air –conditioning system retrofit projects.

b.2 Regularly maintain ACU units.

b.3 Adjust the air conditioning thermostat to not lower than 24-degree Celsius in all offices/rooms.

b.4 There should be an approved schedule of ACU operation. In rooms/offices where there is proper ventilation, ACU use should be limited to six (6) hours. During summer months and upon the discretion of the University President, maximum duration of 8 hours shall be allowed.

b.5 The ACU unit can be set to fan mode from 12:00 Noon to 1:00 P.M. or whenever practical.

b.6 Apply calculations and refer to standard table references provided by DOE and applicable codes in designing ACU cooling systems to ensure proper cooling capacity.

b.7 Minimize air leakage as much as possible. Air leakage causes the compressor unit to operate longer, thus consuming more energy.

b.8 There should be an assigned ACU operator in each office/room.

### ***C. OTHER ENERGY-CONSUMING DEVICES/EQUIPMENT/APPLIANCES (printers, computers, etc.)***

c.1 Turn-off equipment and devices when not in use; during lunch breaks or office hours except in offices where continuous work is being implemented.

c.2 Small appliances such as microwaves, electric kettles, oven toasters and other similar appliances which draw high amounts of energy are prohibited for personal use in offices and classrooms.

c.3 Telephone and other communication equipment shall be used strictly for official business only, except in times of emergency.

c.4 All new purchases (additional or replacement) of other energy consuming equipment/appliances must be energy efficient and/or with DOE issued energy label.

### ***D. VEHICLES/FUELS***

d.1 Implement policies for adoption of maintenance and driving tips such as but not limited to the following:

- Proper inflation and alignment of tires
- Proper alignment and balancing of wheels
- Periodic or regular oil change and oil filter replacement
- Regular engine tune-up
- Replacement of air and fuel filters
- Proper scheduling of daily trips
- Smooth/moderate acceleration of vehicles
- Prohibition of overloading

d.2 Keep records of GEMP required documents related to vehicle and fuel use such as but not limited to: consumption in liters per month, odometer reading, approved trip tickets, updated motor pool logbook, among others.

d.3 Strict prohibition of idling of engines when a vehicle is parked.

d.4 Use of vehicles for purposes other than official business shall not be allowed.

d.5 New vehicle procurements (additional or replacement vehicles) shall be fuel- efficient models, such as but not limited to; hybrid and diesel variant vehicles, among others. Old vehicles that are not fuel efficient and with high maintenance and parts replacement cost shall be replaced with new and fuel-efficient variants.

#### ***E. BUILDINGS/OFFICES and FACILITIES***

e.1 As a general energy efficiency policy on construction of buildings/offices and/or facilities and other retrofit projects, the Energy Conserving Design of Buildings, Green Building Code and National Building Code must be referred to and adhered to.

e.2 Renewable energy installation and utilization such as solar photovoltaic system and other equivalent and applicable renewable energy technology and solutions (such as but not limited to net metering agreement, green energy option program, among others) in buildings, offices, facilities and other retrofit projects is encouraged.

#### ***F. OTHER ENERGY CONSERVATION RELATED POLICIES***

f.1 It is prohibited to stay in offices and classrooms after office/class hours beyond the approved schedule unless there is an approved permission to stay beyond the official time from the President or his duly authorized representative.

f.2 Staying in offices and classrooms after office/hours on Saturdays and Sundays is prohibited to students, faculty, and staff unless the said personnel or students are attending classes, CWTS or rendering overtime work as the case may be.

#### ***REVIEW:***

The EECU in coordination with the EEC Professionals (EEC Officer, EEC Focal Person and EEC Coordinators) shall be tasked to evaluate and recommend appropriate and relevant policy revisions.

#### ***RESPONSIBILITIES:***

Employees and Students are responsible for:

- recognizing that judicious energy use is vital and beneficial not only economically but also helps stop scarcity of fossil fuels thereby contributing to environment preservation.

- taking actions to conserve energy and reduce energy waste.

Example: Classroom Energy Conservation by turning off lights and fans when not in use. Engage in research undertakings exploring energy efficiency and conservation.


-reporting Energy conservation ideas, energy waste incidents, to the Energy Efficiency and Conservation Unit or their respective Department/Unit Heads, or the designated Energy Conservation Implementers/Energy Conservation Student Implementers.

EEC Professionals, EECU and the Administrative Council are responsible for:

-disseminating this policy to the Pampanga State University Community and ensuring its implementation, such as but not limited to; posting of EECU policy-based signages on bulletin boards and other strategic locations, playing of EECU videos in offices where there is a led screen to help promote energy efficiency and conservation, including energy efficiency and conservation unit policies in orientation programs, among others.

## APPENDIX B: ISO PROCEDURES

### B.1 PROCEDURES OF CONDUCTING SPOT CHECKS

	<b>APPLICATION FOR THE PROCEDURES OF CONDUCTING SPOT CHECKS</b>		Document No.	DHVSU-QSP-ADMINSO-025	
			Revision No.	01	Page 1 of 5
			Effective Date	02/05/2024	

#### 1.0 PURPOSE

- 1.1 This describes the procedures for conducting Spot Checks.

#### 2.0 SCOPE


- 2.1 This covers the process in conducting Spot Checks for the documentation of the compliance to Energy Efficiency and Conservation (EEC) related policies of this University.

#### 3.0 ASSOCIATED DOCUMENTS

- 3.1 Spot Check Documents
- Spot Check Form A
  - Spot Check Form B
  - Spot Check Schedule
  - Monthly Spot Check Report Sheet
- 3.2 Legal Basis:
- Republic Act No. 11285
  - IAEECC-Resolution-1-s-2020
  - Government Energy Management Program (GEMP)s
- 3.3 Supporting documents/Evidences

#### 4.0 DEFINITION OF TERMS

- 4.1 Spot Check Form A is a format used in writing reports while conducting spot checks on the compliance to EEC related policies made without warning on a randomly selected facility or building of this university.
- 4.2 Spot Check Form B is a format used in writing reports while conducting spot checks on the compliance to EEC related policies made without warning on the Vehicle Inspection and Maintenance Section.
- 4.3 Spot Check Schedule serves as a guide for conducting spot checks on buildings/facilities. A minimum of 4 buildings/facilities per month shall be randomly selected to be subjected to spot check as approved by the EEC Officer.
- 4.4 Monthly Spot Check Report Sheet is a summarized report of all Spot Checks conducted each month.
- 4.5 Republic Act No. 11285 institutionalizes energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs.

	<b>APPLICATION FOR THE PROCEDURES OF CONDUCTING SPOT CHECKS</b>		Document No.	DHVSU-QSP-ADMINSO-025
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- 4.6 Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) was created under section 9 of Republic Act No. 11285 of the Energy Efficiency and Conservation Act to evaluate and approve government energy efficiency projects, as defined under this act , and to provide strategic direction in the implementation of the Government Energy Management Program (GEMP).
- 4.7 GEMP refers to 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 of fuel use of government vehicles, among others.
- 4.8 IAEECC-Resolution-1-s-2020 states that the Department of Energy (DOE) shall conduct energy audits, spot checks, surveys, technical analysis, and other research activities related to energy efficiency projects of all government entities concerned in accordance to GEMP Guidelines provided in IAEECC Resolution No.5,s.2022.
- 4.9 Supporting documents/Evidences are files/pictures that support the written report on Spot Check Forms.

## 5.0 PROCESS DETAILS

IN-CHARGE	PROCESS	TIME FRAME	DOCUMENTED INFORMATION/RECORDS
EECU Staff/Head/EEC Professionals	Courtesy visit to the Dean/Director/Head before conducting spot checks in their buildings, facilities and vehicles.	15 minutes	Memorandum No. 24 Series 2023, Administrative Services Office
EECU Staff/Head	<p>Conduct spot checks in the colleges, offices and Vehicle Inspection and Maintenance Section of this university following the spot check schedule.</p> <p>Adherence to the following policies such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>Turn-off lights when not in use or whenever practical.</li> </ul>	60 minutes	Spot Check Form A, Spot Check Form B, Spot Check Schedule, Supporting Documents/Evidences

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**APPLICATION FOR THE PROCEDURES  
OF CONDUCTING SPOT CHECKS**

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	<ul style="list-style-type: none"> <li>• Take advantage of natural lighting as much as possible as long it will not compromise safety and productivity.</li> <li>• Ensure observance of the use of Energy Efficient Light-Emitting Diode (LED) lamps, replacing old and busted lamps with LED lamps and replacing non-LED with LED type lamps.</li> <li>• Adjust the air conditioning thermostat to not lower than 24 degrees Celsius in all offices/rooms.</li> <li>• Follow the approved ACU schedule of operation.</li> <li>• Minimize air leakage as much as possible.</li> <li>• Keep curtains and blinds close from direct sunlight through glass.</li> <li>• Attach a history card on all AC units.</li> <li>• Post EECU-GEMP stickers on ACU and energy consuming equipment.</li> <li>• Post EECU official signage.</li> <li>• Turn-off equipment and devices when not in use; during lunch break or office hours except in offices where continuous work is being implemented.</li> <li>• Small appliances such as microwaves, electric kettles, oven toasters and other similar appliances which draw high amounts of energy are prohibited for personal use in offices and classrooms.</li> <li>• Telephone and other communication equipment</li> </ul>		
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	<b>APPLICATION FOR THE PROCEDURES OF CONDUCTING SPOT CHECKS</b>		Document No.	DHVSU-QSP-ADMINSO-025	
			Revision No.	01	Page 4 of 5
			Effective Date	02/05/2024	

	<p>shall be used strictly for official business only, except in times of emergency.</p> <ul style="list-style-type: none"> <li>• No students are allowed to charge personal cellular phones, laptops, and other electronic devices except for academic purposes.</li> <li>• Turn off Water Dispensers daily after working hours.</li> <li>• Turn off the faucet tightly when not in use.</li> <li>• Report water leakages.</li> <li>• Watering of plants shall be done in the late afternoon to minimize evaporation. It is recommended that potted plants be watered using a pail or tumbler.</li> <li>• Washing of personal vehicles is strictly prohibited.</li> <li>• Duly accomplished and approved vehicle trip ticket is readily available.</li> <li>• The motor pool logbook is available and regularly updated.</li> <li>• Maintenance and vehicle inspection records are kept.</li> </ul>		
EECU Staff/Head/ EEC Professionals	<p>Fill up the spot check form based on practices that do/do not promote Energy Efficiency and Conservation</p> <p>Best Practices related to Energy Efficiency and Conservation is also part of the spot check.</p>	20 minutes	Accomplished Spot Check Forms A and/or B with Evidences
EECU Staff/Head/ EEC Professionals	<p>Discuss briefly a summary of spot check findings to the Dean/Director/Head or</p>	10 minutes	Spot Check Form A and/or B

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	<b>APPLICATION FOR THE PROCEDURES OF CONDUCTING SPOT CHECKS</b>		Document No.	DHVSU-QSP-ADMINSO-025	
			Revision No.	01	Page 5 of 5
			Effective Date	02/05/2024	

	the designated Energy Conservation Implementer if necessary.		
EECU Staff/Head	Consolidation of monthly spot check findings in preparation for a monthly report.	60 minutes	Monthly Spot Check Report Sheet
EECU Head	Submit accomplished Monthly Spot Check Report Sheet to the EEC officer.	10 minutes	Accomplished Monthly Spot Check Report Sheet

## SPOT CHECK FORMS

### . Spot Check Schedule

<p>Republic of the Philippines</p> <p><b>PAMPANGA STATE UNIVERSITY</b></p> <p>(former Don Honorio Ventura State University)</p>	 
 <p><b>AdminSO/Energy Efficiency and Conservation Unit</b></p>	

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*Spot Check Schedule*

**FOR THE MONTH OF:**

**NAME OF COLLEGES/OFFICES :**

---

**WEEK 1**

**BUILDING/AREA:**

**DATE:**

**TIME:**

**WEEK 2**

**BUILDING/AREA:**

**DATE:**

**TIME:**

**WEEK 3**

**BUILDING/AREA:**

**DATE:**

**TIME:**

**WEEK 4**

**BUILDING/AREA:**

**DATE:**

**TIME:**

Prepared By:

---

Energy Efficiency and Conservation unit, Head

Noted by:

---




Energy Efficiency and Conservation Officer

---

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 Email Address | eecu@pampangastateu.edu.ph • Mobile phone | 09989589775 • Website | pampangastateu.edu.ph

PSU-QSP-ADMINSO-025-FO002-R00

## B. Spot Check Form A




Republic of the Philippines <b>PAMPANGA STATE UNIVERSITY</b> (former Don Honorio Ventura State University)		 
 <b>AdminSO/Energy Efficiency and Conservation Unit</b>		
<b>Spot Check Form A</b>		
COLLEGE/OFFICE _____		
BUILDING/AREA: _____ ROOM/EXACT LOCATION: _____		
<b>CHECK LIST</b>		
There is a designated Energy Conservation Implementer in the office/room/facility. <input type="checkbox"/> Yes <input type="checkbox"/> None. Remarks: _____		
<b>SIGNAGE</b>		
<input type="checkbox"/> 1. There are EECU official signage posted. <input type="checkbox"/> 2. None Remarks: _____		
<b>LIGHTING UNITS</b>		
<input type="checkbox"/> 1. Lights are turned-off when not in use. <input type="checkbox"/> 2. Natural lighting (daylighting) is used whenever practical. <input type="checkbox"/> 3. Energy Efficient Light-Emitting Diode (LED) lamps are used. <input type="checkbox"/> 4. Old and busted lamps are reported and replaced with LED lamps. Remarks: _____		
<b>AIR CONDITIONING UNITS</b>		
<input type="checkbox"/> 1. Air conditioning thermostat is adjusted to not lower than 24 degrees Celsius. <input type="checkbox"/> 2. The approved schedule of operation for ACU is followed. <input type="checkbox"/> 3. Air leakages are minimized. <input type="checkbox"/> 4. Curtains and blinds are kept closed. <input type="checkbox"/> 5. History card is attached on each AC unit.		
<input type="checkbox"/> 6. EECU-GEMP sticker is posted on each AC Unit. Remarks: _____		
<b>ENERGY CONSUMING EQUIPMENTS</b>		
<input type="checkbox"/> 1. Equipment and devices are turned-off when not in use during lunch break or office hours. <input type="checkbox"/> 2. There are no small appliances like microwave, electric kettles, oven toaster and other similar appliances utilized for personal use in offices and classrooms. <input type="checkbox"/> 3. Telephone and other communication equipment are only used for official business. <input type="checkbox"/> 4. Students do not charge their personal cellular phones, laptop, and other electronic devices except for academic purposes. <input type="checkbox"/> 5. Water Dispensers are turned-off daily after working hours. <input type="checkbox"/> 6. EECU-GEMP stickers are posted on each Energy Consuming Equipment. Remarks: _____		
<b>WATER</b>		
<input type="checkbox"/> 1. Faucets are turned-off tightly when not in use. <input type="checkbox"/> 2. Water leakages are reported. <input type="checkbox"/> 3. Watering of plants is done in the late afternoon. Also, pail or water dipper is used when watering potted plants. <input type="checkbox"/> 4. Personal vehicles are not washed inside the university. Remarks: _____		
Supporting Documents/Evidences: <input type="checkbox"/> See Attached <input type="checkbox"/> None		
Best Practice/s: _____		
Supporting Documents/Evidences: <input type="checkbox"/> See Attached <input type="checkbox"/> None		
CONDUCTED BY: _____		
Date and Time: _____		
<input type="checkbox"/> Energy Efficiency and Conservation Officer <input type="checkbox"/> Energy Efficiency and Conservation Unit Head <input type="checkbox"/> Energy Efficiency and Conservation Staff/Coordinators		
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PSU-QSP-ADMINSO-025-FO003-R00		

### C. Spot Check Form B

Republic of the Philippines

**PAMPANGA STATE UNIVERSITY**

(former Don Honorio Ventura State University)

**AdminSO/Energy Efficiency and Conservation Unit**

---

**Spot Check Form B**

---

**OFFICE/UNIT/SECTION**

**CHECK LIST**

<p>There is a highly trained auto-mechanic on duty.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> None.</p> <p>Remarks: _____</p> <hr/> <p style="text-align: center; background-color: #e0e0e0;"><b>GEMP REQUIREMENTS</b></p> <p><input type="checkbox"/> 1. Duly accomplished and approved vehicle trip ticket is readily available.</p> <p><input type="checkbox"/> 2. Motor pool logbook is available and updated.</p> <p>Remarks: _____</p> <hr/> <p style="text-align: center; background-color: #e0e0e0;"><b>MAINTENANCE</b></p> <p><input type="checkbox"/> 1. Maintenance and vehicle inspection record is kept, such as but not limited to the following:</p>	<ul style="list-style-type: none"> <li>Proper inflation and alignment of tires</li> <li>Proper alignment and balancing of wheels</li> <li>Oil change and oil filter replacement</li> <li>Engine tune up</li> <li>Air and fuel filters replacement</li> <li>ACU filters replacement</li> <li>Fuel Gauge / Odometer status</li> <li>Status of lighting devices such as head lights, break lights, rear lights, dash lights, and side marker lights</li> <li>Installed dashboard camera (dashcam)</li> </ul> <p>Remarks: _____</p> <hr/> <hr/> <hr/>
--	---

Supporting Documents/Evidences: ☐ See Attached ☐ None

**Best Practice/s:** \_\_\_\_\_

---

**Supporting Documents/Evidences:** ☐ See Attached ☐ None

**CONDUCTED BY:**

☐ Energy Efficiency and Conservation Officer  
☐ Energy Efficiency and Conservation Unit Head  
☐ Energy Efficiency and Conservation Staff /Coordinators

**Date and Time:** \_\_\_\_\_

---

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**D. Spot Check Form C**

Republic of the Philippines

**PAMPANGA STATE UNIVERSITY**

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**AdminSO/Energy Efficiency and Conservation Unit****BAGONG PILIPINAS**

**SPOT CHECK FORM C**  
**RESPONSES AND PLANS/ACTIONS TO BE TAKEN**

<b>Findings</b>	<b>Recommendations/Remarks from EEC Unit Head/Professionals</b>	<b>Response or Plans/Actions to be Taken</b>	<b>Compliance Date/Period</b>

Submitted by:

\_\_\_\_\_  
 Dean/Director  
 College/Office

Noted:

**FRENEIL R. PAMPO, REE, MEnM**  
 Energy Efficiency and Conservation Unit, Head

**ANNA C. DAYRIT, MM, MBA**  
 Energy Efficiency and Conservation Officer

**E. Monthly Spot Check Report Sheet**

Republic of the Philippines

**PAMPANGA STATE UNIVERSITY**

(former Don Honorio Ventura State University)

**AdminSO/Energy Efficiency and Conservation Unit****Monthly Spot Check Report Sheet**

Building/Facility	Date	Time	Findings	Recommendations/Remarks from EEC Unit Head

Prepared By:

---


 Energy Efficiency and Conservation Unit, Head

Noted:

---

 Energy Efficiency and Conservation Officer

## B.2 PROCEDURES IN COMPLETING an INCIDENT REPORT

	<b>APPLICATION FOR THE PROCEDURES IN COMPLETING an INCIDENT REPORT</b>	Document No.	PSU-QSP-ADMINSO-030	
		Revision No.	01	Page 1 of 3
		Effective Date	07/16/2025	

### 1.0 PURPOSE

- 1.1 This outlines the procedures in completing an incident report related to energy wastages until its resolution.

### 2.0 SCOPE

- 2.1 This covers the process in completing an incident report, preparation of the incident summary report and submission of the action plan/implemented response of concerned office/college/personnel.


### 3.0 ASSOCIATED DOCUMENT/S:

- 3.1 Incident Report Form
- 3.2 Incident Summary Report Form
- 3.3 Cover Letter
- 3.4 Action Plan/Implemented Form
- 3.5 Legal Basis
  - a. Republic Act No. 11285
  - b. Government Energy Management Program (GEMP)s
  - c. EECU Policies
- 3.6 Supporting Documents (Evidences)

### 4.0 DEFINITION OF TERMS

- 4.1 Incident Report Form serves as an official document used to record and address instances of unnecessary or inefficient energy use within a facility. Capturing key details such as the nature of the event, date and time, individuals involved. It is intended to document the details of the incident to facilitate prompt corrective action, prevent future energy loss, and support sustainability efforts.
- 4.2 Incident Summary Report Form serves as a formal document used to provide a concise detail of the incident per appreciation of the Energy Efficiency and Conservation Unit in reference to the Incident Report Form. It shall include the recommendations that may address/solve the issues indicated.
- 4.3 Cover Letter is a formal request to the recipient's explanation regarding a reported incident to uphold due process. It asks for a detailed account to help determine appropriate actions to prevent similar cases in the future. Attached forms include an Explanation Form for their insights and an Action Plan/Implemented Form for their response to EECU recommendations. It emphasizes submission within 3 working days and reminds that unresolved energy wastage issues can affect their unit's performance evaluation in energy conservation.
- 4.4 Action Plan/Implemented Form is a tabulated document to be used to outline and track specific corrective or improvement measures taken in response to the recommendations stated in the Incident Summary Report Form. It shall include defined actions, responsible personnel, timelines, and completion status. This form ensures accountability and monitors progress of the commitment plans.



	<b>APPLICATION FOR THE PROCEDURES IN COMPLETING an INCIDENT REPORT</b>		Document No.	PSU-QSP-ADMINSO-030
			Revision No.	01      Page 2 of 3
			Effective Date	07/16/2025


- 4.5 Republic Act No. 11285 institutionalizes energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs.
- 4.6 GEMP refers to 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 of fuel use of government vehicles, among others.
- 4.7 Energy Efficiency and Conservation Unit (EECU) Policy is a formal framework that outlines the principles, guidelines, and procedures aimed at promoting the efficient use of energy resources within this university. It establishes standards for energy conservation and sets forth strategies for reducing energy consumption, minimizing waste, and supporting environmental sustainability. The policy serves to ensure compliance with the Department of Energy, enhance operational efficiency, and foster a culture of responsible energy management.
- 4.8 Supporting documents/Evidences are files/pictures that support the written report on incident report form.

#### 5.0 PROCESS DETAILS

IN-CHARGE	PROCESS	TIME FRAME	DOCUMENTED INFORMATION/RECORDS
EECU Staff/EEC Unit Head/EEC Professionals/ Security Personnel	Assess the observed incident and take pictures for visual evidence or record the incident on a log book or any record book.	30 minutes	Picture/s taken from the observed incident and narrative, if any.
EECU Staff/EEC Unit Head/EEC Professionals/ Security Personnel	Complete the Incident Report Form and attach all relevant supporting evidences or documentations and report the observed incident to EECU Head	45 minutes	Incident Report Form and Picture/s taken from the observed incident and/or other evidence.
EEC Unit Head	Fill out the incident summary report form.	40 minutes	Incident Summary Report Form
EEC Unit Head	Submit the incident summary report form to the Energy Efficiency and Conservation Officer.	20 minutes	Incident Summary Report Form
EEC Officer	Review and sign the incident summary report form.	25 minutes	Incident Report Form

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	<b>APPLICATION FOR THE PROCEDURES IN COMPLETING an INCIDENT REPORT</b>			Document No.	PSU-QSP-ADMINSO-030	
				Revision No.	01	Page 3 of 3
				Effective Date	07/16/2025	

EEC Officer	For the initial incident report that occurs in an office or college, a tailored cover letter detailing the incident specifics will be included. This document serves as the official notification of the first incident.	25minutes	Incident Summary Report Form
EEC Unit Head	In the event of a recurrence of the reported incident or any other energy waste incident that occurs in the same office or college, the EEC Officer shall forward a copy of the Cover Letter, Incident Summary Report Form and the Action Plan/Implemented Form to the concerned office or personnel to ensure the prompt initiation of appropriate corrective actions.	25 minutes	Incident Report Form, Action Plan/Implemented form/Cover Letter
EEC Officer	The EECO shall await the completed Action Plan/Implemented Form	3 working days	Incident Report Form, Action Plan/Implemented form
EC Unit Head	The EECO will endorse it to the EECU in charge to monitor its progress until issues are resolved.	10minutes	Incident Report Form, Action Plan/Implemented form

**A. Incident Report Form**

<p>Republic of the Philippines</p> <p><b>PAMPANGA STATE UNIVERSITY</b></p> <p>(former Don Honorio Ventura State University)</p> <div style="display: flex; align-items: center;"> <div> <p><b>AdminSO/Energy Efficiency and Conservation Unit</b></p> </div> </div>	
<p><b>INCIDENT REPORT FORM</b></p>	
<p>Date: _____ Time: _____</p>	
<p>Building or Area: _____</p> <p>Floor/Room: _____</p> <p>Concerned Office/College: _____</p>	
<p><b>Incident Narrative:</b></p> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	
<p>(Attach separate sheet if necessary)</p>	
<p>Evidence/s (attached): _____</p> <p>_____</p>	
<p>Reported by: _____</p> <p style="margin-left: 150px;">Position/Designation</p>	
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<p><small>PSU-QSP-ADMINSO-030-FO001-R01</small></p>	

**B. Action Plan/Implemented Form**

Republic of the Philippines

**PAMPANGA STATE UNIVERSITY**

(former Don Honorio Ventura State University)

**AdminSO/Energy Efficiency and Conservation Unit****Action Plan/Implemented Form**

Reference: Incident Summary Report Year: \_\_ No. \_\_

Recommendation	Action Plan/ Implemented	Commitment/ Implementation Date	Status/Remarks (to be filled-up by EECU)

Prepared by:

Position/Designation

Noted:

**Engr. Freneil R. Pambo, MenM**Energy Efficiency and Conservation Unit, Head  
DOE-Certified Energy Auditor**Dir. Anna C. Dayrit, MM, MBA**

Energy Efficiency and Conservation Officer

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### C. Incident Summary Report

Republic of the Philippines

**PAMPANGA STATE UNIVERSITY**

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**AdminSO/Energy Efficiency and Conservation Unit**



#### Incident Summary Report

Year: \_\_\_\_ No. \_\_\_\_

Incident Narrative:

(EECU Head Appreciation per Attached Incident Report Form)

Prepared by:

**Engr. Freneil R. Pampo, MenM, DOE-CEA**

Energy Efficiency and Conservation Unit, Head

Noted:

**Dir. Anna C. Dayrit, MM, MBA**

Energy Efficiency and Conservation Officer

Received by:

\_\_\_\_\_

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**D. Cover Letter**

Republic of the Philippines

**PAMPANGA STATE UNIVERSITY**

(former Don Honorio Ventura State University)



**Energy Efficiency and Conservation Officer**

Date:

---



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**Dear Sir/Ma'am:**

In connection with the attached *Incident Summary Report* and in the interest of upholding due process, the undersigned requests your insights into the circumstances that led to the incident. Your detailed account will be instrumental in guiding the recommendation of appropriate measures and interventions to prevent similar occurrences in the future.

For your convenience, attached are the *Explanation Form* to capture your insights regarding the incident and an *Action Plan/Implemented Form* to document your responses to the Energy Efficiency and Conservation Unit's (EECU's) recommendations, should you confirm the incident occurred based on your own investigation. Kindly submit these forms to the undersigned within 3 working days upon receipt of this letter.

Please be reminded that unresolved issues related to energy wastage can directly impact the performance evaluation of your college or office concerning energy conservation.

Thank you for your prompt attention and cooperation.

We've sown a SEED.

It's time to **LEAP!**

**Lead in Energy Conservation**

**Ensure Energy Efficiency**

**Attain Energy Sustainability at**

**Pampanga State University**

Thank you very much.

Sincerely,

**ANNA L. CONSUNJI – DAYRIT, MM, MBA**

Energy Efficiency and Conservation Officer

Noted:

**REDEN M. HERNANDEZ, RCE, MM**

Executive Vice President


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## **B.3 PROCEDURES IN CONDUCTING AN INVENTORY OF ENERGY CONSUMING EQUIPMENT**

	<b>APPLICATION FOR THE PROCEDURES IN CONDUCTING AN INVENTORY OF ENERGY CONSUMING EQUIPMENT</b>		Document No.	PSU-QSP-ADMINSO-31	
			Revision No.	00	Page 1 of 4
			Effective Date	06/04/2025	

### **1.0 PURPOSE**

- 1.1 This outlines the procedures for conducting an inventory of energy-consuming equipment.

### **2.0 SCOPE**


- 2.1 This covers the process in conducting inventory of energy-consuming equipment, including light fixtures, air-conditioning units, office devices, among others, in compliance with the Government Energy Management Program (GEMP) under the Department of Energy (DOE).

### **3.0 ASSOCIATED DOCUMENTS**

- 3.1 Spot Check Documents
- Letter for approval in posting building code sticker
  - Inventory form for lights
  - Inventory form for air conditioning unit
  - Inventory form for other energy consuming equipment
  - Excel file of building inventory for energy consuming devices
  - Document file of encoded energy consuming devices
- 3.2 Legal Basis:
- Republic Act No. 11285
  - Government Energy Management Program (GEMP)s
- 3.3 Supporting documents/Evidences

### **4.0 DEFINITION OF TERMS**

- 4.1 Letter of approval in posting building code stickers a formal written request addressed to the appropriate college or office, seeking official permission to display a building code sticker within a building, room, area or facility. The letter typically outlines the purpose, location, and justification for posting, in accordance with regulatory standards and institutional protocols EEC related policies for all facilities or buildings of this university.
- 4.2 Inventory form for lights is a standardized document used to systematically record and manage information about lighting equipment, including quantities, specifications, conditions, and locations.
- 4.3 Inventory form for air conditioning unit is a structured document used to record and manage detailed information about air conditioning units, including their specifications, operational status, location, and operational efficiency.
- 4.4 Inventory form for other energy consuming equipment is a formal document used to systematically record, track, and manage data on various types of equipment that

	<b>APPLICATION FOR THE PROCEDURES IN CONDUCTING AN INVENTORY OF ENERGY CONSUMING EQUIPMENT</b>	Document No.	PSU-QSP-ADMINSO-31	
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		Effective Date	06/04/2025	


consume energy, excluding lighting and air conditioning units. This includes details related to the equipment's specifications, condition, and location.

- 4.5 Excel file of building inventory for energy consuming devices serves as a structured spreadsheet used to document and manage detailed information about all electrical and mechanical devices within a building that consume energy. This file supports energy audits such as spot checks, operational planning, and sustainability efforts by providing a centralized, accessible format for tracking equipment types, energy usage, and maintenance needs.
- 4.6 Document file of encoded energy consuming devices is a formal document, typically in Word format, that contains a systematically organized and encoded list of energy-consuming equipment within a facility or building. This file is used to record and standardize information for identification, monitoring, and determining the total power consumption in a facility or building.
- 4.7 Republic Act No. 11285 institutionalizes energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs.
- 4.8 Energy Efficiency and Conservation Committee (IAEECC) was created under section 9 of Republic Act No. 11285 of the Energy Efficiency and Conservation Act to evaluate and approve government energy efficiency projects, as defined under this act, and to provide strategic direction in the implementation of the Government Energy Management Program (GEMP).
- 4.9 GEMP refers to 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 of fuel use of government vehicles, among others.
- 4.10 Supporting documents/Evidences are files/pictures that support the written report on Spot Check Forms.

## 5.0 PROCESS DETAILS

IN-CHARGE	PROCESS	TIME FRAME	DOCUMENTED INFORMATION/RECORDS
EECU Staff	A preliminary courtesy visit shall be conducted with the Dean, Director, or Head of Office to inform them of the planned inventory activities and to coordinate access to their respective buildings and facilities.	15 minutes	Letter for approval in posting building code sticker


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	APPLICATION FOR THE PROCEDURES IN CONDUCTING AN INVENTORY OF ENERGY CONSUMING EQUIPMENT	Document No.		PSU-QSP-ADMINSO-31	
		Revision No.		00	Page 3 of 4
		Effective Date		06/04/2025	

EECU Staff	Conduct a thorough inventory of all energy-consuming devices in every room of the building or facility.	120 minutes	Inventory form for lights, Inventory form for air conditioning unit & Inventory form for other energy consuming equipment.
EECU Head	<p>The following are the steps involved in performing inventory tasks:</p> <ul style="list-style-type: none"> <li>• Write down the date of inventory, name of building and responsibility code center (RCC) on the inventory form.</li> <li>• Record the room name, floor level, and assigned room code.</li> <li>• Record detailed information for all lights, air conditioning units, and other energy-consuming devices, specifying their technical specifications, current condition, and total count.</li> <li>• Photographs may be taken to support inventory records, if deemed necessary.</li> </ul>		
EECU Staff	Sign in the "noted" section of the form to acknowledge the completed inventory activity. Any questions or clarifications needed can be addressed separately.	10 minutes	Inventory form for lights, Inventory form for air conditioning unit and Inventory Form for other energy consuming equipment.
EECU Staff	Input all the gathered data on the excel file of building inventory for energy consuming devices and document file of encoded energy	120 minutes	Excel file of building inventory for energy consuming devices and Document file of encoded

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	APPLICATION FOR THE PROCEDURES IN CONDUCTING AN INVENTORY OF ENERGY CONSUMING EQUIPMENT	Document No.		PSU-QSP-ADMINISO-31	
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EECU Staff	consuming devices.	60 minutes	energy consuming devices.
	Print and apply identification stickers to all inventoried rooms, incorporating the Responsibility Center Code, Room Code, and a QR code linked to a digital record, enabling convenient access to the list of inventoried energy-consuming equipment.		Excel file of building inventory for energy consuming devices and Document file of encoded energy consuming devices.

## Inventory Forms: Energy Consuming Equipment

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**AdminSO/Energy Efficiency and Conservation Unit**

Page: \_\_\_\_\_ (In compliance with R.A. 11285 and its IRR)

Name of Building/Facility:						Building Code:				Date:			
ENERGY CONSUMING EQUIPMENTS													
No.	ROOM NAME/AREA	Fir	ROOM CODE	Office Equipment Type	Brand/Model	Serial Number	OPERATIONAL	NON-OPERATIONAL	Quantity (No. of unit)	Rating Wattage	No. of operating hours/day	No. of days per month	REMARKS
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
TOTAL BUILDING GROSS FLOOR AREA (m <sup>2</sup> ):													
Conducted By: (Name and Designation)						Noted By:							
						<b>FRENEIL R. PAMPO, REE, MEnM</b> Energy Efficiency and Conservation Focal Person							
PSU-QSP-ADMINSO-031-F0001-R00						BACOLOR (MAIN) • MEXICO • PORAC • STO. TOMAS • LUBAO • CANDABA • APALIT • SAN FERNANDO Office Address   Administration Building, Cabambangan, Bacolor, Pampanga, Philippines Email Address   eecu@pampangastateu.edu.ph • Mobilephone   0458948050 • Website   pampangastateu.edu.ph							

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Name of Building/Facility:						Building Code:				Date:						
AIRCONDITIONING UNIT																
No.	ROOM NAME/AREA	FLOOR	ROOM CODE	Total Area of Air Conditioned Room (sq. mtrs)	Type (Window, Split, Package/Floor Type)	Category (Inverter "I", Non-Inverter Type "NI")	Status	Quantity (No. of unit)	Year Acquired	Nameplate Rating			Operation		Brand/Model/Serial Number	REMARKS
										Cooling Capacity (Kt/hr)	Capacity Rating (HP/TR)	Power Input (W)	Energy Efficiency Ratio (EER)	Hours per Day		
1																
2																
3																
4																
5																
TOTAL BUILDING GROSS FLOOR AREA (m <sup>2</sup> ):						TOTAL AIR-CONDITIONED FLOOR AREA (m <sup>2</sup> ):										
GENERATORS																
Brand/Model/Serial Number				Year Acquired	Quantity	Capacity (kW)		Status	Comments							
1																
Conducted By: (Name and Designation)						Noted By:										
						<b>FRENEIL R. PAMPO, REE, MEnM</b> Energy Efficiency and Conservation Focal Person										
PSU-QSP-ADMINSO-031-F0002-R00						BACOLOR (MAIN) • MEXICO • PORAC • STO. TOMAS • LUBAO • CANDABA • APALIT • SAN FERNANDO Office Address   Administration Building, Cabambangan, Bacolor, Pampanga, Philippines Email Address   eecu@pampangastateu.edu.ph • Mobilephone   0458948050 • Website   pampangastateu.edu.ph										

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Page:

Name of Building/Facility:							Building Code:			Date:			
LIGHTING													
No.	ROOM NAME/AREA	FLOOR	ROOM CODE	LED	NON-LED	Type of Fixture (Recessed, Surfaced, ect.)	OPERATIONAL	NON-OPERATIONAL	Quantity (No. of unit)	Wattage	No. of operating hours/day	No. of days per month	REMARKS
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
TOTAL BUILDING GROSS FLOOR AREA (m <sup>2</sup> ):													

Conducted By: (Name and Designation)

Noted By:

**FRENEIL R. PAMPO, REE, MEnM**  
 Energy Efficiency and Conservation Focal Person

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-----nothing follows-----