

	APPLICATION FOR THE PROCEDURES OF CONDUCTING SPOT CHECKS	Document No.	DHVSU-QSP-ADMINSO-025	
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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
 - a. Spot Check Form A
 - b. Spot Check Form B
 - c. Spot Check Schedule
 - d. Monthly Spot Check Report Sheet
- 3.2 Legal Basis:
 - a. Republic Act No. 11285
 - b. IAEECC-Resolution-1-s-2020
 - c. Government Energy Management Program (GEMP)
- 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.
- 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.



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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	Conduct spot checks in the colleges, offices and Vehicle Inspection and Maintenance Section of this university following the spot check schedule. Adherence to the following policies such as but not limited to the following: <ul style="list-style-type: none">• Turn-off lights when not in use or whenever practical.• Take advantage of natural lighting as much as possible as long it will not compromise safety and productivity.• 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.• Adjust the air conditioning thermostat to not lower than 24 degrees Celsius in all offices/rooms.• Follow the approved ACU schedule of operation.• Minimize air leakage as much as possible.• Keep curtains and blinds close from direct sunlight through glass.• Attach a history card on all AC units.• Post EECU-GEMP stickers on ACU and energy consuming equipment.• Post EECU official signage.• Turn-off equipment and devices when not in use; during lunch break or office hours except in offices where continuous work is being implemented.• Small appliances such as microwaves, electric kettles, oven toasters and other similar appliances which draw high	60 minutes	Spot Check Form A, Spot Check Form B, Spot Check Schedule, Supporting Documents/Evidences



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EECU Staff/Head/ EEC Professionals	<p>amounts of energy are prohibited for personal use in offices and classrooms.</p> <ul style="list-style-type: none">• Telephone and other communication equipment shall be used strictly for official business only, except in times of emergency.• No students are allowed to charge personal cellular phones, laptop, and other electronic devices except for academic purposes.• Turn off Water Dispensers daily after working hours.• Turn off the faucet tightly when not in use.• Report water leakages.• 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.• Washing of personal vehicles is strictly prohibited.• Duly accomplished and approved vehicle trip ticket is readily available.• Motor pool logbook is available and regularly updated.• Maintenance and vehicle inspection records are kept. <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	Discuss briefly a summary of spot check findings to the Dean/Director/Head or the designated Energy Conservation Implementer if necessary.	10 minutes	Spot Check Form A and/or B
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

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