

IMPLEMENTING GUIDELINES FOR THE PHILIPPINE ENERGY LABELING PROGRAM ON REGISTRATION, ENFORCEMENT, MONITORING, VERIFICATION, AND COMPLIANCE MECHANISM

Pursuant to Section 9 of Department Circular No. 2020-06-0015, as amended, entitled "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP)", the Implementing Guidelines (IG) on the Registration Procedures, Enforcement, Monitoring, Verification, and Compliance Mechanism, as amended, is hereby issued for the information and guidance of all those concerned and for compliance by all manufacturers, importers, distributors, dealers, retailers and other key stakeholders.

I. DEFINITION OF TERMS

The definitions of terms for this IG will be as follows:

Applicant - refers to any natural or juridical person engaged in the manufacturing, importing, distributing, or dealing of ECPs who registers with the DOE in compliance with the requirements of PELP.

Acknowledgement of Tagged Samples (ATS) - for the purpose of verification, an ATS is a form accomplished by both DOE and the applicant and is presented to a retail store owner/representative notifying that the store has been credited a replacement unit for the product that will be collected by the Applicant for verification testing.

Base Model/Type - a product model whose main component and other design components are distinct as to voltage rating, power input, frequency, light output, etc.

DOE Monitoring Team - shall be composed of a core group of personnel from the DOE and/or its authorized representatives, who shall assist the agency in the conduct of monitoring and verification activities.

Energy Label - refers to the prescribed tag / sticker / marker that bears the DOE logo and essential energy performance ratings (i.e., efficiency, energy consumption, etc.) compliant to the Particular Product Requirements (PPR).

Energy Label Equivalents – refers to official certificates issued by DOE that can act as a substitute to the DOE Energy Label in terms of fulfilling the compliance of product models to the requirement of PELP.

Enforcement - refers to an activity or operation, including on-site inspections, where DOE detects violations for the purpose of seeing to it that these comply with the provisions of PELP.

Generic Models - refer to a range of models similar to the base model where all have the same major physical characteristics, construction, system design and other performance characteristics.

Model - a specific unit or variety of product

Monitoring - refers to an activity where the DOE systematically observes, checks and keeps record of the compliance with the requirements of PELP.

PELP Promotional Mark - a marking that contains the DOE Logo, together with the product's Energy Efficiency Rating, EEPR and QR Code, which may be used as an alternative to the DOE Energy Label specifically for printed advertisements to optimize space in the printed material.

Retailer - refers to any natural or juridical person engaged in the business of habitually selling consumer products such as various ECPs directly to consumers.

Retail Store Representative – refers to the person in-charge of the retail store, may either be the owner, manager or store supervisor, at the time of the monitoring activity.

Test - a laboratory procedure to determine one or more characteristics of a given product according to a specified methodology.

Test report - a report generated by the laboratory in testing the energy performance and other requirements of the PPR.

Verification test - test conducted on the product drawn from the market to verify the claims of the Applicant.

II. REGISTRATION PROCEDURES

A. Company Registration

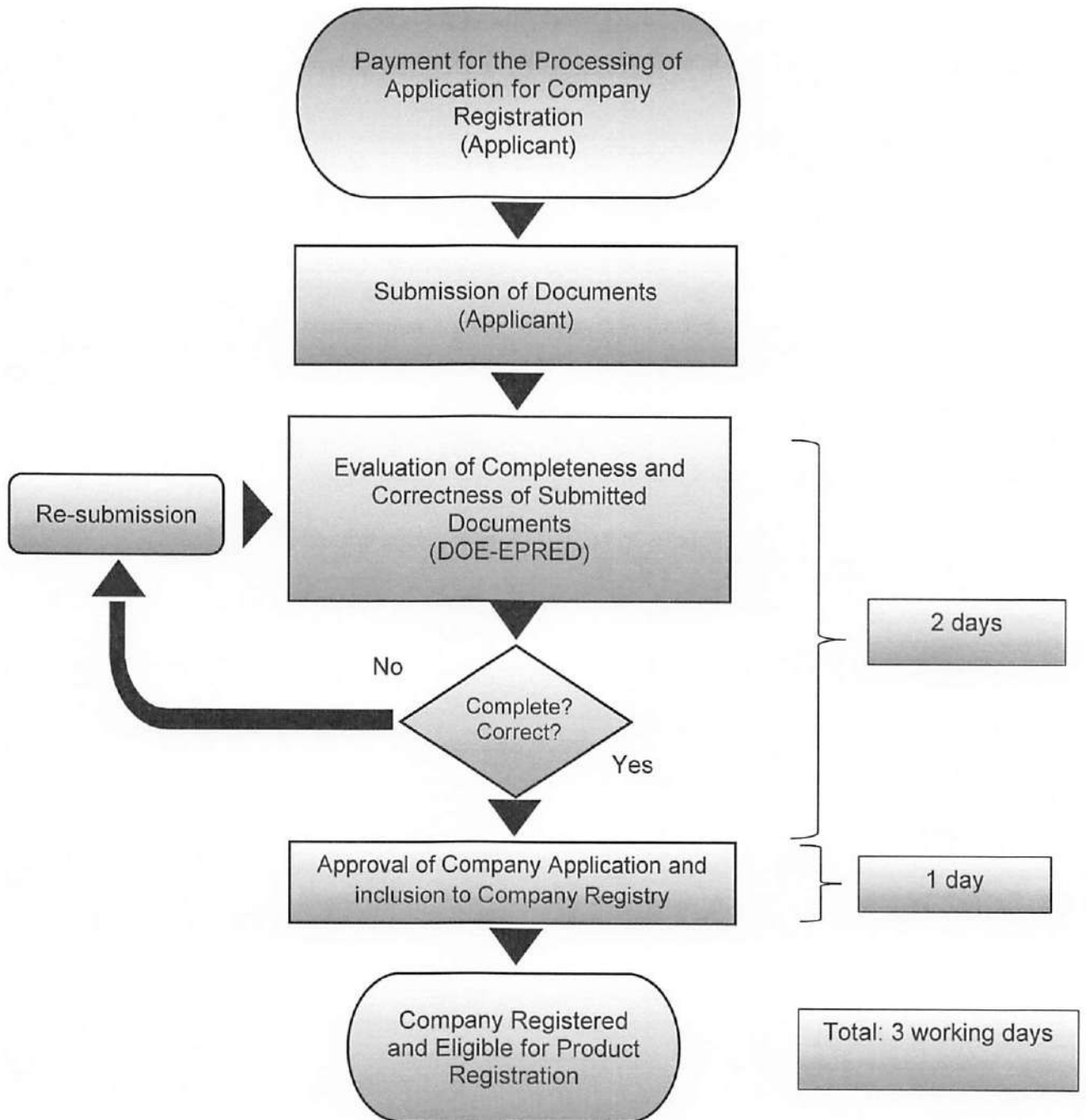
The following refers to the general procedure for Company Registration under the Philippine Energy Labeling Program (PELP), as administered by the Department of Energy (DOE). These procedures shall apply to all companies whose products and equipment are covered under the PELP IGs, including both manufactured and imported institutional products.

ACTIVITY	WORKING DAYS	DETAILS
Payment for the processing of the application		<p>Applicant shall fill-out an online form through a link found in the PELP System.</p> <p>DOE shall issue an Order of Payment (OoP) to the applicant through e-mail.</p> <p>Applicant shall pay the corresponding amount indicated in the OoP and provide the photocopy/digital copy of the official receipt/confirmation receipt to DOE.</p>
Submission of pertinent documents to DOE-EPRED		<p>DOE-EPRED shall provide the applicant a link to the PELP System for online registration.</p> <p>Applicant shall fill-out the Application for Company Registration.</p>

		<p>Applicant shall submit Certified True Copies of the following supporting documents to DOE:</p> <ul style="list-style-type: none"> • Notarized Undertaking to Abide by the Terms and Conditions of the PELP • Letter of Authorization for PELP Compliance Representative • Product Inventory Report • Business Registration Documents: <ul style="list-style-type: none"> ○ Business Registration Certificate : <ul style="list-style-type: none"> ▪ <i>For Sole Proprietorship:</i> Certificate of Business Name Registration issued by the Department of Trade and Industry ▪ <i>For Corporation/Partnership:</i> Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission ▪ <i>For Cooperatives:</i> Certificate of Registration from the Cooperative Development Authority (CDA) ○ Partnership Agreement, including the name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary (<i>Applicable only for companies with designated 3rd party PCR / PACR</i>) ○ Permit to operate/Business Permit issued by the local government unit ○ BIR Registration • Photocopy / digital copy of the official receipt / confirmation receipt and order of payment <p><i>Notes:</i> The applicant may request for an Official Receipt through the following:</p> <ul style="list-style-type: none"> • <i>Directly from the DOE's Treasury Division: present the Printed copy of the Order of Payment and Proof of Payment</i> • <i>Email request through EUMB-EPRED: Attach the Certified True Copies of the Order of Payment and Proof of Payment</i>
<p>Evaluation of completeness and correctness of submitted documents.</p>	<p>2</p>	<p>DOE-EPRED staff shall evaluate the completeness and correctness of the submitted documents.</p> <p>In case of incomplete and/or incorrect application, the DOE-EPRED will notify the applicant of the required document and/or data through email or PELP System and request for re-submission.</p>

Approval and Inclusion	1	DOE-EPRED shall approve the Company Application and include it to the Company Registry.
Notification on Evaluation Results		DOE-EPRED shall inform the applicant on the result of the evaluation through email or PELP System.
Total No. of Days	3	

A.1. Process Flowchart for Company Registration



A.2. Verification of Company Registration Application

An on-site verification of the Company may be conducted by DOE-EPRED any time after the approval of the application. During the verification activity, the DOE-EPRED may confirm the location of the company, nature of business/operation, actual presence of the physical office/warehouse/establishment, personnel, among others, to verify the information in the submitted documents for registration. If the Company fails verification, the approval shall be revoked. The DTI-BPS shall be furnished a copy of the results of the on-site verification.

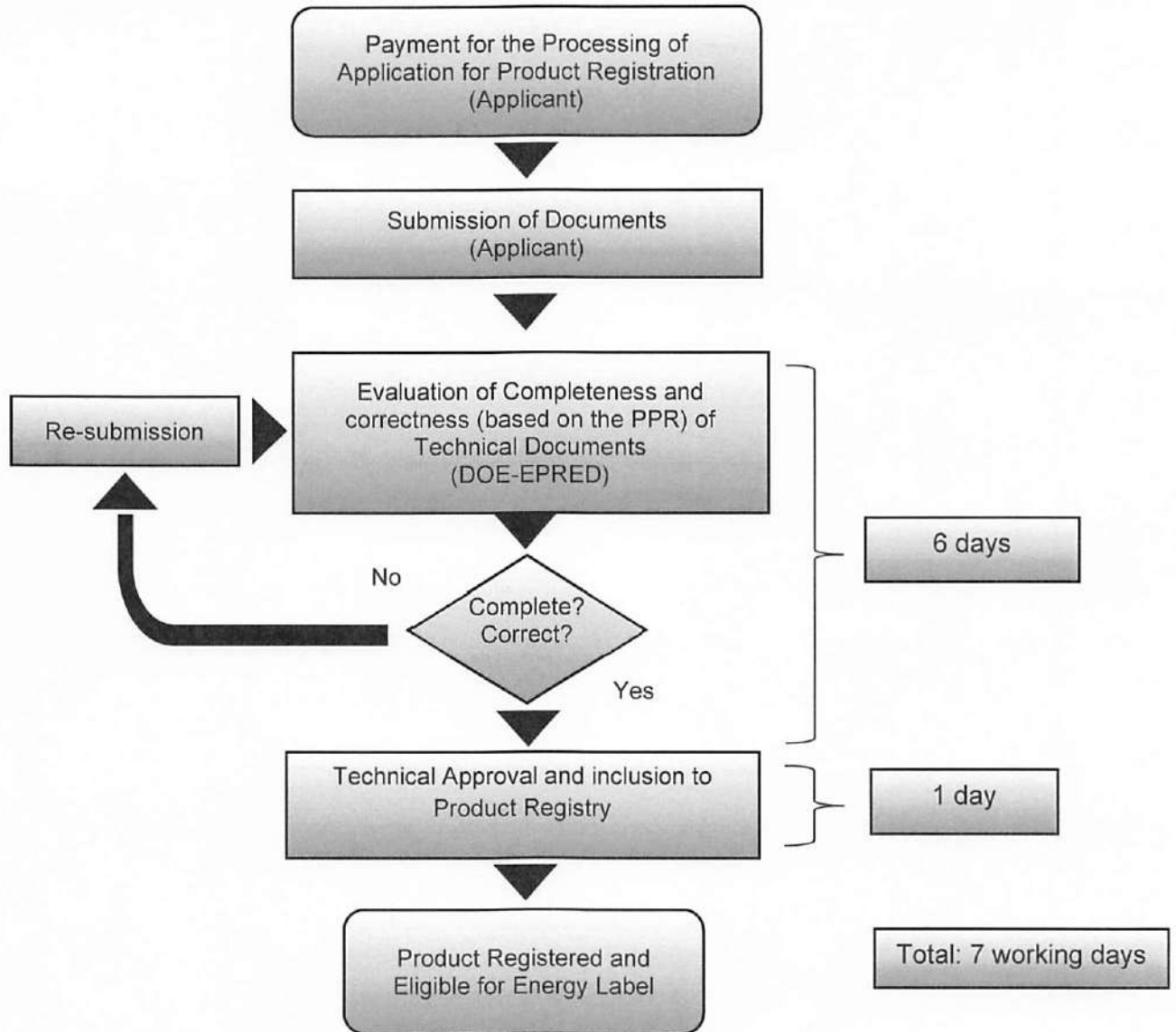
B. Product Registration

The following refers to the general procedure for product registration under the PELP, as administered by DOE. These procedures shall apply to all products and equipment covered under the PELP IGs, including both manufactured and imported institutional products.

ACTIVITY	WORKING DAYS	DETAILS
Payment for the processing of the application		<p>Applicant shall fill-out an online form through a link found in the PELP System.</p> <p>DOE shall issue an OoP to the applicant through e-mail.</p> <p>Applicant shall pay the corresponding amount indicated in the OoP and provide the photocopy/digital copy of the official receipt/confirmation receipt to DOE.</p>
Submission of documents to DOE-EPRED	6	<p>Applicant shall fill-out the Application for Product Registration under the PELP System Online Registration</p> <p>Applicant shall submit the Certified True Copies of the following documents to DOE:</p> <ul style="list-style-type: none"> • Valid Test Report issued by an ISO 17025 Accredited testing facility (or with an on-going Application for Accreditation) or a DOE-Recognized Testing Laboratory (DOE-RTL) (applies to Company-owned or 3rd Party Laboratories). <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Validity of the test report shall be based on the respective PELP IG for the ECP.</i> • <i>Test Reports from ISO 17025 Accredited facilities abroad are acceptable.</i> • Certificate of ISO 17025 Accreditation (or application for Accreditation) • Scope of Accreditation covering the specific test standards applicable (as stated in the appropriate Implementing Guidelines) for the ECP

		<ul style="list-style-type: none"> • Appendix E: Declaration of Generic Models (if applicable) • Product Specifications (with photos) • Photocopy/digital copy of the official receipt/confirmation receipt and order of payment. <p><i>Notes:</i> <i>The applicant may request for an Official Receipt through the following:</i></p> <ul style="list-style-type: none"> • <i>Directly from the DOE's Treasury Division: present the Printed copy of the Order of Payment and Proof of Payment</i> • <i>Email request through EUMB-EPRED: Attach the Certified True Copies of the Order of Payment and Proof of Payment</i>
Evaluation of completeness and correctness of submitted technical documents		<p>DOE-EPRED staff shall evaluate the completeness and correctness (based on the PPR) of the submitted technical documents.</p> <p>In case of incomplete applications, the DOE-EPRED will notify applicant of the required document and/or data.</p>
Approval and Inclusion	1	DOE-EPRED shall approve the Product Application and include it in the Product Registry.
Notification on Evaluation Results		DOE-EPRED shall inform the applicant on the result of the evaluation.
Total No. of Days	7	

B.1 Process Flowchart for Product Registration



B.2. Applicability of Test Reports

- B.2.1** Product test reports shall be required during product registration with the exemption of applications for Certificate of Exemptions or Certificate of Conditional Approval.
- B.2.2** The validity period of test reports per ECP shall be based on what is stated on their respective PELP IG for the ECP.
- B.2.3** For product model/s declared as generic model/s of a particular base model (as declared in Appendix E), the test report of the base model may be used during the product registration of its generic model/s, *Provided That:* the test report is valid as indicated in B.2.2.

B.2.4 The submission of an updated test report is only required if changes affecting the contents of the label have been applied to the product model. This process will trigger the expiration of the current energy label and shall therefore require the applicant to pay the fees for the product registration update (due to product re-evaluation) and energy label issuance (due to the re-issuance of a valid label).

B.2.4.1 Upon successful product registration, the applicant is not required to do a re-test or to submit an updated test report to the DOE when the validity period of the said report has lapsed.

B.3. Declaration of Phased-Out Models

To declare that a registered model is already phased out, an applicant shall send an official letter, addressed to the EUMB Director, stating the model code, the PELP Control No. and the reason for the phase-out. Please refer to Section I, C.3 for the changes in the label renewal requirements for Phased-out products.

B.4. Conditional Product Approval

If a product registration application pertains to models that are still undergoing or queued for testing, DOE shall allow the processing of the product registration application provided that the applicant shall, in lieu of a test report, attach supporting documents that can attest to the status (on-going testing or on queue) of the models and shall be signed by the representative of the test facility/laboratory.

Models that will go through this process shall, in lieu of an energy label, receive a Certificate of Conditional Approval. The Certificate is valid for 6 months from the date of issuance and, in the interim, shall serve as a substitute for the Energy Label during Monitoring and Enforcement activities.

The Applicant shall be responsible for completing the process of product registration as soon as the test report is available and then proceed with the request for an energy label. The issuance of the energy label shall immediately invalidate the Certificate of Conditional Approval.

C. MEPP Energy Label Exemption

C.1 Product models that have been in the market prior to the launch of the PELP System Online Registration for the ECP may apply for a Certification of Exemption, instead of an Energy Label, if the product model has been discontinued prior to the launch of the PELP System Online Registration of the product type.

C.2 Whenever applicable, product models that are already in the market prior to the launch of the product registration but are below the prescribed MEPP shall be phased-out/discontinued.

C.3. Models applying for a Certificate of Exemption shall be exempted from the MEPP and testing requirements (test reports are not required during product registration and are exempted from verification testing) for that product until

such time that the declared stocks have been sold out / exhausted in the market. A letter declaring the year the product model was phased out and the remaining quantity of the product shall be submitted in lieu of the test report.

C.4 The product models for exemption need to be properly declared in the initial Product Inventory Report (PIR) submitted to DOE during company registration.

C.5 No additional / new stocks of the product model / batch / series will be produced, distributed, or sold to retailers or consumers.

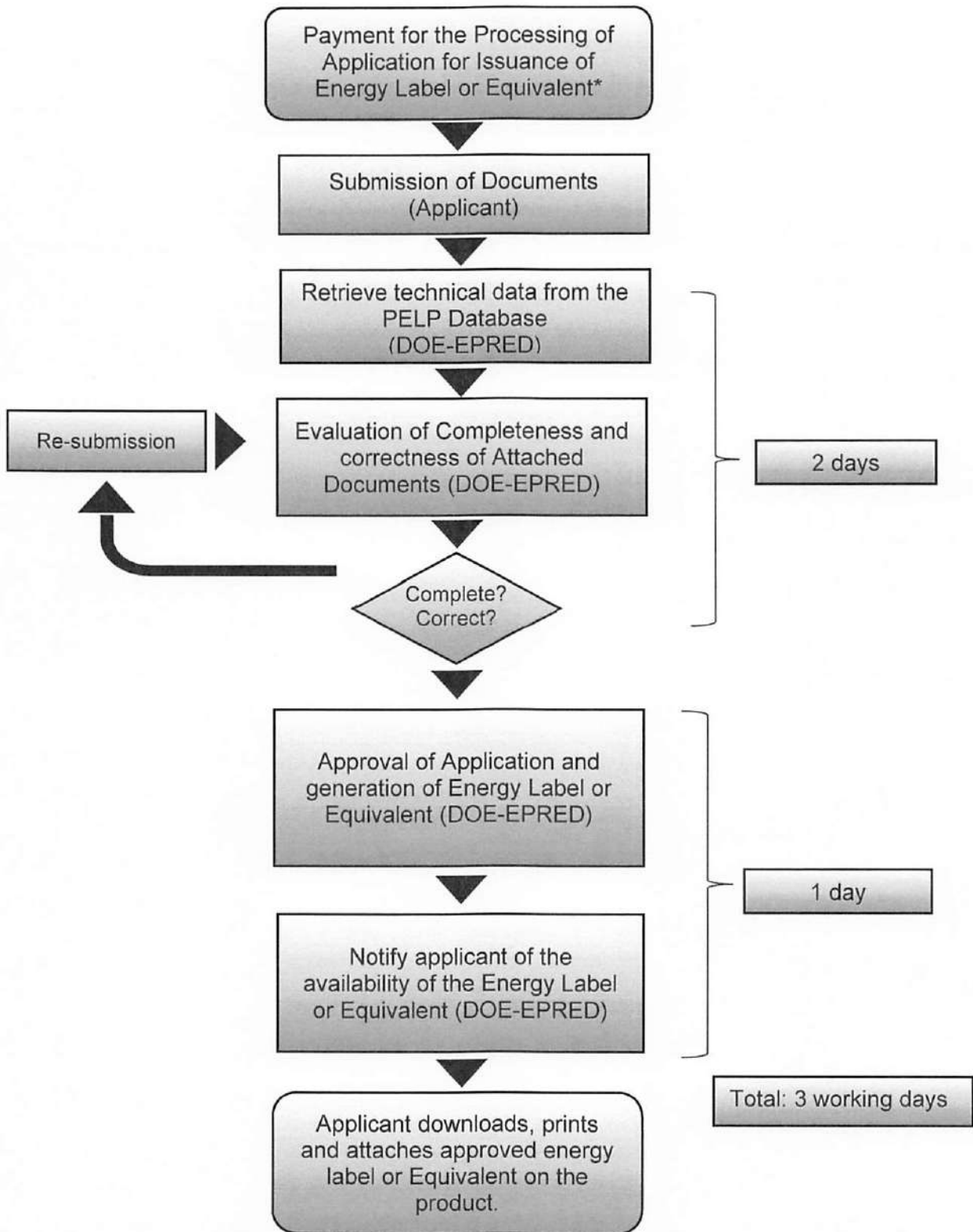
D. Request for Energy Label Issuance

The following refers to the general procedure for the request for energy labels issuance, as administered by DOE. These apply to all products and equipment covered under the PELP.

Activity	Working Days	Details
Payment for the processing of the application		<p>Applicant shall fill-out an online form through a link found in the PELP System.</p> <p>DOE shall issue an OoP to the applicant through e-mail.</p> <p>Applicant shall pay the corresponding amount indicated in the OoP and provide the photocopy/digital copy of the official receipt / confirmation receipt to DOE.</p> <ul style="list-style-type: none"> - Photocopy/digital copy of the official receipt / confirmation receipt and order of payment. <p><i>Notes:</i> <i>The applicant may request for an Official Receipt through the following:</i></p> <ul style="list-style-type: none"> • <i>Directly from the DOE's Treasury Division: present the Printed copy of the Order of Payment and Proof of Payment</i> • <i>Email request through EUMB-EPRED: Attach the Certified True Copies of the Order of Payment and Proof of Payment</i>
Request for Energy Label	2	<p>Applicant requests for the issuance of an Energy Label through the PELP System</p> <p>Applicant submits a Certified True Copy of the Proof of Payment and Order of Payment</p>
Processing / Creation of Energy Label		<p>DOE-EPRED issues the generated energy label based on the product data retrieved from the PELP System, as validated by an</p>

		authorized DOE personnel during the product registration phase.
Approval of the Application	1	DOE-EPRED shall approve the Energy Label Request and the QR Code shall be automatically added to the generated energy label. DOE-EPRED informs applicant of the availability of the generated energy label.
Printing of Energy Labels		Applicant downloads, prints, and attaches energy label to the product.
Total No. of Days	3	

D.1 Process Flowchart for the Issuance and Renewal of Energy Label and Equivalent



*Energy Label equivalents pertain to the Certificate of Exemption or the Certificate of Conditional Approval

D.2 Information in the Label

D.2.1 The "Issuance Year of Energy Rating" refers to the date of issuance of the energy label.

D.2.2 The QR Code is linked to the product information page within the PELP System.

D.3 Validity of Energy Labels

Energy labels issued by DOE for a particular product model shall be valid for 12 months from the issuance date.

D.4 Renewal of Energy Labels

Expired energy labels may be renewed through the PELP System: *Provided That*, no change has been made in the product model that would affect its performance. The procedure for renewal of energy label shall use the same procedure for the energy label issuance.

In cases where the Applicant has declared that a registered model has been phased-out (please refer to Section I, B.3), the online label renewal process will no longer be necessary. However, no new or additional stocks of the phased-out model shall be produced, distributed, or sold to retailers or consumers.

D.5 Certificate of Conditional Approval

For models with Certificate of Conditional Approval, the Certificate shall only be valid for 6 months. Within this time period, the applicant must submit a valid test report to complete the PELP Product Registration and proceed with the request for an energy label. The applicable fees will apply for both the Product Registration and Label Issuance steps.

III. ENFORCEMENT

A. Start of Enforcement Activities

Enforcement activities, for a specific product type, shall commence six (6) months after DOE releases a Public Advisory for the said product type.

B. Public Advisory

B.1 For the expansion of the scope of enforcement, the DOE-EUMB shall issue an advisory, through the DOE Website, with regards to the availability of the online product registration and energy label issuance for a specific ECP in the PELP System.

B.2 Manufacturers, Importers and Distributors may apply for product registration and request for energy labels for their respective ECPs at least thirty (30) days after publication of the advisory as described in B.1.

B.3 The DOE-EUMB shall issue an advisory, through the DOE Website, indicating the start of the enforcement activities for specific ECP/s. The date of release of such advisories may be affected by the following:

B.3.1 Availability of DOE-RTLs with the appropriate testing facilities to conduct product testing

B.3.2 ISO 17025 Accreditation status of the DOE-RTLs

B.3.3 Other issues foreseen by the DOE or raised by PELP stakeholders relevant to the start of the enforcement activities of specific ECPs.

C. Enforcement Procedures

C.1 In cases when any person or entity has committed any of the prohibited acts indicated in Section 8 of DC2020-06-0015, as amended, the DOE shall initiate the appropriate enforcement actions:

C.1.1 The DOE Monitoring Team (DMT) shall indicate, in the PELP Monitoring Report, the details of the observed non-compliance or violation and provide a recommendation to resolve the said finding/s.

C.1.2 The DMT shall present a Show Cause Order, which shall clearly state the specific provision of law or regulation violated to either the applicant or retail store representative and inform the results of such findings for acknowledgement of the identified non-compliance or violation. If with findings, explain to such applicant or retail store representative the directive in the Show Cause Order to cease and desist from selling to the public the particular ECPs which are involved in the violations and to immediately institute and do corrective measures pertaining to the violations, and submit to the DOE proof of compliance within ten (10) days from receipt.

C.1.3 If after the period of ten (10) days, the applicant or establishment failed to institute the recommended corrective measures, a copy of the Show Cause Order and other relevant findings / records will be endorsed to the DOE-Legal Services for appropriate action.

C.2 If, after observing the enforcement measures, the applicant or establishment remains non-compliant and fails to adhere with the DOE-issued Order for Non-Compliance, the DOE shall impose the following administrative fines and penalties:

Violation	Penalties and Fines (in PHP)		
	100,000	500,000	1,000,000
Selling of unregistered ECPs			1 st offense
Removal, defacing, altering, absence of correct energy label of registered product	1 st offense	2 nd offense	3 rd offense

Failing to provide accurate information or provision of false or misleading energy information as required			1 st offense
Refusal to submit to on-site inspection	1 st offense		2 nd offense
Refusal to cooperate (drawing of product samples) during verification testing			1 st offense
Non-submission of annual reportorial requirements*		1 st offense	2 nd offense

The imposition of the administrative fines and penalties stated above shall be on a "per product model" basis.

*Annual reportorial requirements include documents pertinent to the annual updating of the PELP Registration, as may be applicable, such as business permit, Annual Product Inventory Report, updated product test report (if applicable), among others.

- C.3** The pertinent and applicable procedural provisions of Department Circular No. DC2002-07-004 or *The Rules of Practice and Procedure before the DOE* as well as future amendments or issuances thereto shall be observed.

IV. MONITORING

A. Monitoring Procedure

Monitoring of PELP-covered ECPs shall be conducted by the DMT in physical retail stores and online selling platforms. During monitoring, the DMT leader shall coordinate with the store manager or authorized representative and initiate the following actions:

- A.1** Introduce members of the DMT and provide proper identification;
- A.2** Present a copy of the DOE monitoring / inspection order and special assignment;
- A.3** Explain the mechanics of the monitoring activity.
- A.4** During the conduct of monitoring activity, the DMT may take photos and videos of the store, displayed products, energy labels, among others, for documentation purposes;
- A.5** Fill-out the monitoring sheet to reflect the results / findings during the monitoring activity;
- A.6** The DMT leader shall finalize and sign the monitoring report and;

- A.7** Provide a copy of the monitoring report to the store manager/supervisor or authorized representative for acknowledgement.

B. Monitoring Frequency

Monitoring the compliance of retailers with the PELP requirements in various regions of the country shall be scheduled by the DMT and shall be conducted at least once a year.

DMT shall inform, at least five (5) working days prior to the conduct of the monitoring activity, the retail store representatives that they have been included in the list of physical stores to be monitored under the PELP.

C. Monitoring and Enforcement Forms

The Market Monitoring and Enforcement Forms, included in the Appendices of this Annex, shall be used by the DMT during the conduct of monitoring activities.

D. Monitoring Checklist

The checking of compliance for each product shall be in accordance with the specifications indicated in the respective IGs of each ECPs. The following checklists shall be referred to during the conduct of monitoring of compliance of ECPs covered by PELP:

- D.1** Presence and visibility of Energy Labels / PELP Promotional Mark (described in Section VI, A.3) / Certificates of Exemption / Certificates of Conditional Approval on the display units.

Note: For more details on the compliance mechanism, please refer to Section VI. Compliance Mechanism

- D.2** Accuracy of information in the energy label

- D.3** Validity of the energy label

- D.4** QR code readability

E. Monitoring Reports

- E.1** The head of the DMT shall be responsible for the accomplishment, consolidation, and presentation of the PELP On-site Monitoring Report to the store representative at the end of the monitoring activity of each store.

- E.2** All PELP Monitoring reports generated by either DOE-EPRED and DOE Field Offices shall be submitted to DOE-EUMB within 15 working days after the conduct of the monitoring activity.

F. Inter-Agency Support

Monitoring of the products shall be conducted in coordination with the DTI- FTEB. The DOE-EUMB, DTI-BPS and DTI-FTEB shall exchange information on the list of valid labels, discontinued models, non-conformities with the relevant technical regulations found during enforcement, monitoring, and verification activities, for the appropriate action of the respective agencies.

V. VERIFICATION

A. Verification Procedure

Tagging of market samples, that will undergo verification testing, shall be conducted by the DMT in physical retail stores.

For the verification of claimed efficiency rating of a particular ECP, random samples of selected product models shall be tagged and signed by the DMT in the presence of the store representative.

A.1 Selection of Product for Verification Testing

A.1.1 The following criteria / factors shall be considered in the selection / prioritization of product models to be tagged for verification testing:

- Consistency of Product Information
- Market Shares
- Generic Models
- Products tested by Applicants using their own company's laboratory
- Products tested by Laboratories with an on-going application for ISO 17025 Accreditation at the time the test was conducted
- Reports and/or complaints from other applicants and/or consumers
- Models with either a 1-star efficiency rating or an exceptionally high claimed efficiency rating

A.1.2 Sampling location will be based on the proximity of the store to the DOE-LATL or the nearest DOE-RTL. Applicant may suggest, through the ATS, other retail stores in the targeted vicinity that would be most accessible to the testing facility.

A.1.3 DOE shall only tag a maximum of 10 product models per PELP-Registered Company per annum.

A.1.4 Verification will be conducted once for every product model and no double verification will be made. However, if any changes / modifications / improvements have been made that may affect the energy performance, then the product model may be tagged again for verification testing.

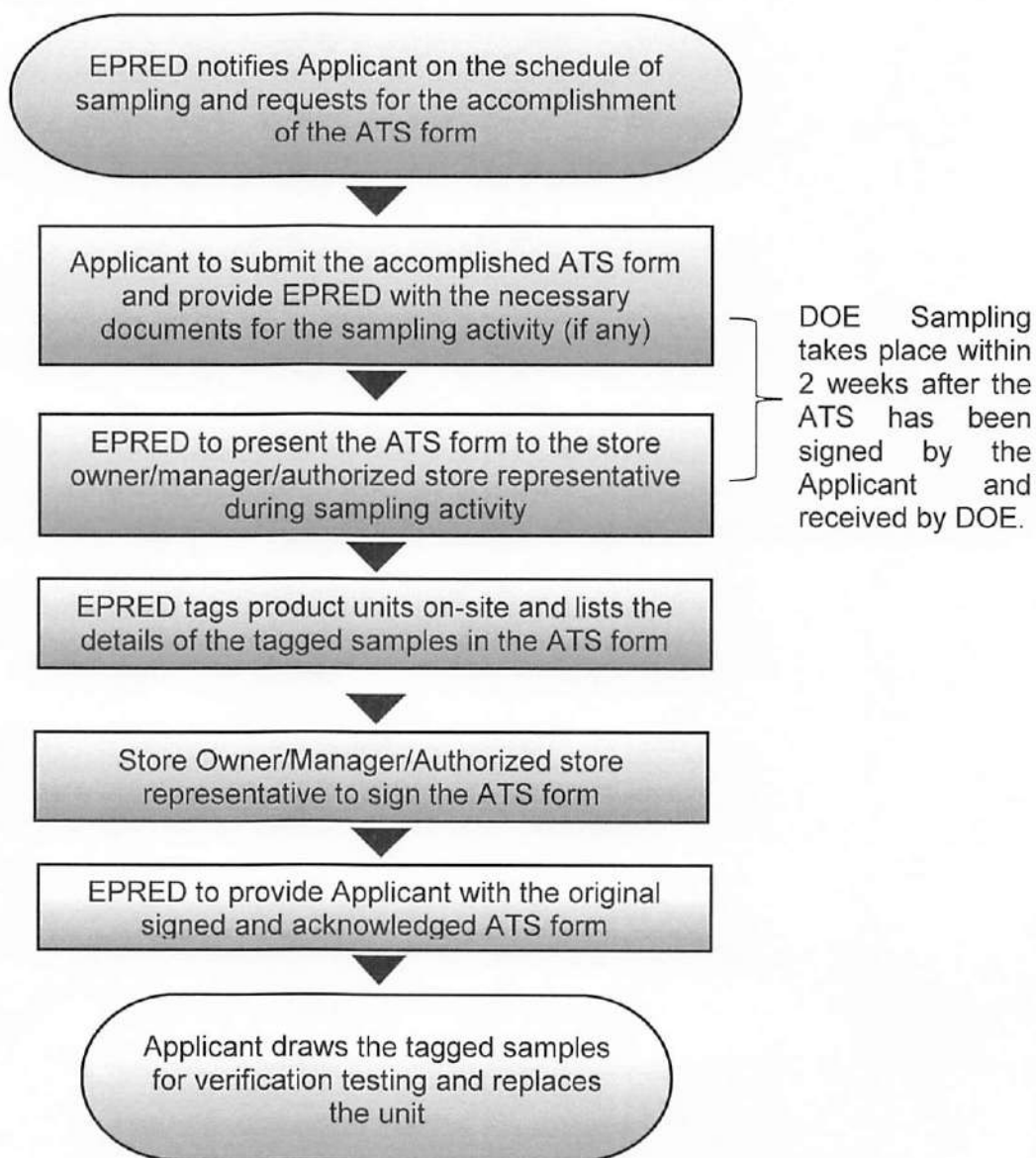
A.2 Tagging of Samples

A.2.1 Upon DOE's request, the Applicant shall accomplish the Acknowledgement of Tagged Samples (ATS) form prior to the tagging

of the samples. The DMT shall present the ATS form to the designated representative of the retail store before proceeding with the tagging of samples.

- A.2.2 The DMT may access the store's stock room when selecting a specific unit to tag for verification testing.
- A.2.3 DOE shall submit a copy of the signed ATS form to the Applicant to inform them of the items that were tagged for verification. The said items need to be transported to the DOE-LATD or DOE-RTL for verification testing within fifteen (15) days from the day that the sample was tagged. The Applicant shall then coordinate with the retail store for the replacement of samples that have been subjected to verification testing, as indicated in the ATS form.
- A.2.4 Failure to deliver the tagged verification samples to either the DOE-LATD or a DOE-RTL within 15 days of being first tagged by the DMT shall result to the removal of the approved status of the model's product registry entry and the expiration of the issued energy label.

A.3 Process Flowchart for Tagging of Samples



A.4 Collection of Products for Verification Testing

- A.4.1** During verification activities, samples shall be tagged by the DMT from the retail stores or the Applicant's warehouse. The DOE shall inform the applicant about the details of the tagged samples and the applicant shall be responsible for transporting these samples, from the retail stores, to either the DOE-LATL or a DOE-RTL and have them undergo verification testing. The number of samples to be collected shall be in accordance with the testing methodology indicated in the respective PPR of the products. Samples may be tagged from different retail stores, as may be necessary.
- A.4.2** For products with generic models, the DMT shall have the prerogative to tag samples for verification testing of either the base model or the generic model as declared by the Applicant. A model cannot be considered generic if:
- A.4.2.1** There is a difference in its major components.
- A.4.2.2** There are other variations that may affect energy performance.

A.5 Testing of Samples

- A.5.1** Verification samples shall be transported by the applicant, within fifteen (15) days from the date that it was tagged, to either the DOE-LATL or a DOE-RTL.
- A.5.2** The applicant shall have the option to choose the DOE-RTL that shall conduct the verification test. A list of active DOE-RTLs, containing a link with relevant information about each RTLs (address, scope of accreditation, facility status, testing queue, etc.) shall be available at the DOE Website.
- A.5.3** Test methods and procedures shall be in accordance with the standard method of testing specified in the respective PPR of the product sample.

A.6 Test Reports

Test reports from verification testing shall contain at least the minimum information for DOE to adequately evaluate the compliance of a particular product with the requirements of the PPR.

A.7 Cost of Transportation and Testing of Market Samples

- A.7.1** The responsibility and costs for the transport of samples for verification testing shall be borne by the Applicant.
- A.7.2** The cost for market sample verification testing shall be borne by the Applicant.

A.8 Challenge Test

A.8.1 An applicant who has identified a misrepresentation of the energy ratings of a product model, as claimed by another applicant, after conducting a full and proper testing of the sample unit of the product model, in accordance with the standard test methods and tolerances provided in the PPRs, may initiate a challenge: *Provided That* a formal report shall be submitted to DOE-EUMB which would include, but shall not be limited to the following:

A.8.1.1 Brand and Model

A.8.1.2 Test method used and corresponding test results

A.8.1.3 Specifications/name plate rating of test samples, including pictures

A.8.1.4 Date and Place of Sampling

A.8.1.5 Date of Testing

A.8.1.6 Name and address of the Testing Laboratory where the test was conducted.

A.8.2 If the DOE finds that the report constitutes substantial proof of non-compliance to the PPRs, the said brand and model shall be subjected to Verification Testing, either by the DOE-LATD or a DOE-RTL that is independent of the Applicant: *Provided That* the following conditions shall be followed:

A.8.2.1 DOE-EUMB shall notify the challenged party that a party is challenging its claimed ratings. Thus, sampling for verification testing shall be conducted in the presence of both the challenging party and the challenged party, whenever possible.

A.8.2.2 Both parties may witness the conduct of the testing upon request to EUMB.

A.8.2.3 If the result of the challenge test is not in the favor of the challenged party, the challenged party shall shoulder all costs in connection with or incidental to the challenge test and the appropriate procedure for the imposition of penalties for the said non-compliance shall be imposed. The DOE-EUMB shall furnish a copy of the results of the challenge test to DTI-BPS for its appropriate action in relation to the implementation of the Mandatory Product Certification Schemes, when applicable.

A.8.2.4 If the result of the challenge test is in favor of the challenged party, all costs in connection with or incidental to the challenge test shall be shouldered by the challenging party.

A.8.3 The result of the Challenge Test shall be considered as a verification test result.

A.9 Retrieval and Disposal of Tested Samples

A.9.1 Applicant shall retrieve the samples after the conduct of testing by DOE-LATD or a DOE-RTL within thirty (30) days upon the Applicant's receipt of the Notice of Retrieval. If not claimed within the prescribed period, samples will be deemed abandoned and will be subjected to disposal.

A.9.2 If the test results show non-compliance with the requirements of the applicable standard, tested samples shall be kept by the laboratory for ready reference within sixty (60) days after testing. Applicant may contest the test result within sixty (60) days upon the receipt of the said results. This provision shall be applicable to products that are not subjected to destructive testing.

VI. COMPLIANCE MECHANISM

A. Guidelines for Compliance

Upon the notice of the availability of the product registration system and label issuance for a covered ECP, the following guidelines shall apply:

A.1 For Manufacturers, Importers and Distributors of ECPs

A.1.1 Mandatory registration of all covered product models that are active in the market, including product models present in the market prior to the implementation of the PELP. Likewise, all product models available in the market must be declared in the product inventory report, which will be submitted to DOE during company registration.

The Product Inventory Report shall be updated annually, on or before April 1 of the current year, covering the period of January to December of the previous year.

A.1.2 Retain a copy of the electronic file of the DOE Energy Label and/or Equivalents issued by the DOE-EUMB for each registered product model.

A.1.3 Provide a copy of the energy labels and/or PELP Exemption Certificates to their respective retailers for their reference and posting purposes.

A.1.4 Mandatory printing and attachment of the DOE Energy Labels on the visible side of the product itself or in its packaging if the product's area is too small for label attachment.

A.2 For Dealers and Retailers of ECPs

A.2.1 Ensure that the ECPs have the correct energy labels attached to the product at the prescribed locations and are visible to the buyers.

A.2.1.1 If the contents of the energy label does not correspond with information indicated within the PELP Product Information Page, then the DOE shall request the retailer to coordinate with the supplier for a copy of the valid label and display it accordingly.

A.2.1.2 If the contents of the energy label correspond with the information indicated within the PELP Product Information Page, then no further action is needed for compliance.

A.2.1.3 If an expired energy label is found, then the DOE shall request the retailer to coordinate with the supplier to renew the validity of the energy label.

During monitoring, if an expired energy label is observed on-site and the DMT has verified, using the PELP system, that the model has been declared as "Phased-Out" by the applicant, then the validity of the energy label shall be waived.

A.2.2 For items with PELP Exemption Certificates, the Certificate shall be printed in at least 14.8cm x 21.0cm size of print material (half the size of a crosswise A4 paper) and attached to the displayed items and should be visible to the buyers.

A.2.3 If the area available on the product or on the packaging material is too small for the placement of the energy label such that the information or the QR code will be difficult to read/scan, the label may be printed in at least 14.8cm x 21.0cm size of print material (half the size of a crosswise A4 paper) and placed in a location near the item on display.

A.2.4 As an option to save space in physical stores, printed energy labels and/or certificates of exemption may be grouped together and displayed as posters, flipcharts, swatches or as digital display.

A.2.5 Retain a copy of the issued DOE Energy Label and/or PELP Exemption Certificate for each product model being sold at their stores, which could be requested from their respective suppliers.

A.3 For products that are not yet registered in the PELP System, the retailer may act as the distributor of the said item to secure an energy label. In this case, the retailer shall register in the PELP system as the distributor and submit to the registration procedures indicated in Section I of this IG.

A.4 For Printed / Digital Advertisements

A.4.1 The energy label shall be included in the printed materials such that the number of stars and the numerical value of the Energy Efficiency Rating is readable.

A.4.2 The energy label shall be placed in such a way that it will be evident to the reader as to what model is being addressed or referred to by a specific energy label.

A.4.3 As an alternative to the DOE Energy Label, the PELP Promotional Mark may be used on printed advertisements to optimize space in the printed material.

A.4.4 The alternate design of the DOE Energy label shall comprise of the following details:

A.4.4.1 PELP QR Code

A.4.4.2 EE Rating

A.4.4.3 Model Number

A.4.4.4 Energy Efficiency Performance Rating / Star Rating

A.4.4.5 DOE Logo

A.4.5 Presentation of the PELP Promotional Mark:



Swatches



A.4.6 The dimensions of the PELP Promotional Mark shall be at least 35mm x 35mm in the minimum



A.4.7 The use of the PELP Promotional Mark, in lieu of the DOE Energy Label, shall only be applicable for printed/digital advertisements to optimize the layout. The PELP System shall issue the DOE Energy Label and the template of the PELP Promotional Mark upon completion of the Energy Label Issuance Process.

A.5 For Online Selling Platforms

A.5.1 The energy label shall be present in the product photos available within the product website.

A.5.2 A link, directing the user to the PELP Product Information Page of the product model, should be available in the product page of the platform.

B. Publication of Compliance

B.1 DOE shall publish the list of compliant products at the DOE website, which shall be updated biannually.

B.2 Non-compliant products shall be published at the DOE website within seventy-two (72) hours from the date of issuance of the Show Cause Order and biannual in newspapers of wide circulation, including the name of the Applicant or Retailer with the brand name and model to whom the violation applies and who failed to remedy the citation received from the DOE.

B.3 The outcome of the implementation of the PELP shall be included in the Annual Report of the DOE, highlighting the improvement in the compliance rate of Applicants and Retailers with the energy labeling requirements, as well as improvement in the energy efficiency of products sold to consumers in the Philippines.

VII. REPEALING CLAUSE

All other Orders, Issuances and Guidelines inconsistent herewith are hereby repealed or modified accordingly.

VIII. OTHER PROVISIONS

Effectivity. This IG shall take effect fifteen (15) days after its publication in at least two (2) newspapers of general circulation or the Official Gazette. Copies of this IG shall be filed with the University of the Philippines Law Center – Office of the National Administrative Register.

Issued at Energy Center, Bonifacio Global City, Taguig City.


PATRICK T. AQUINO, CESO III
Director, Energy Utilization Management Bureau



MAY 25 2023

**Appendix A:
Application for Company Registration under the Philippine Energy Labeling Program
for Energy Consuming Products**

Note to Applicant: This document is confidential when completed. If corrective actions needed for this application remain unresolved for one (1) week upon submission, it will be considered void.

Date: _____

The Director
Energy Utilization Management Bureau
Department of Energy
Energy Center, Rizal Drive
Bonifacio Global City, Taguig
1632 Manila

Sir,

In accordance with the Philippine Energy Labeling Program (PELP) Guidelines, promulgated pursuant to Republic Act No. 11285, we hereby apply our business in the registry of importers/manufacturers/distributors under the PELP for Energy Consuming Products.

1. **Name of Applicant Company:** _____
2. **Office Address:** _____

3. **Office Telephone and Fax No.:** _____
4. **Office E-mail Address:** _____
5. **Factory Address (if applicable)** _____

6. **Tax Identification Number** _____ **Date of Issue:** _____
7. **Name of Company President /
General Manager** _____
8. **Name of PELP Compliance
Representative (PCR)** _____
9. **Designation of PCR** _____
10. **Telephone and Fax No. of PCR** _____
11. **Email address of PCR** _____

We hereby submit the required documents (in English Language) listed below to support our application for the Philippine Energy Labeling Program for Energy Consuming Products:

- a. Certified True Copy of Certificate of Business Name Registration (for sole proprietorship) or Certified True Copy of Certificate of Registration and Articles of

Incorporation issued by the Securities and Exchange Commission (for corporation/partnership) or Certificate of Registration from Cooperative Development Authority (for cooperative);

- b. Certified True Copy of Partnership Agreement specifying the name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary;
- c. Certified True Copy of Permit to Operate issued by the local government unit;
- d. Certified True Copy of Bureau of Internal Revenue Registration;
- e. Duly accomplished undertaking to abide the Terms and Conditions of PELP; and
- f. Letter of Authorization for PELP Compliance Representative

Furthermore, we hereby agree to abide by all the Terms and Conditions thereof and all other rules and regulations, including amendments thereto, prescribed in the PELP Guidelines.

Signature over Printed Name
President / General Manager

Subscribed and sworn to before me this _____ day of _____, 20____ affiant exhibiting to me his/her government-issued identification card no. _____ issued at _____ on _____.

Notary Public: _____

Doc No. _____
Page No. _____
Book No. _____
Series of _____

**Appendix B:
Undertaking to Abide by the Terms and Conditions of the
Philippine Energy Labeling Program**

I, (Surname), (First Name, MI) of (Name of Company) with principal address at _____ is duly authorized by this company and its Board of Directors / Partners through Board Resolution No. _____ dated _____, as attached herein, to hereby undertake to abide by the following terms and conditions of the Philippine Energy Labeling Program (PELP) for the importation / manufacture / distribution of _____.

1. We shall abide by the PELP Guidelines and orders which the EUMB issues in pursuant with its authority under the Law.
2. We shall ensure that our certified product/s conform/s, at all times, to specific performance requirements pursuant to existing Philippine laws and regulations on quality management system
3. We will declare all products, including product models/batch/series that are available in the market prior to PELP implementation and are qualified for exemption, in the initial product inventory report and register them accordingly in the PELP Registration System. We will ensure that no additional stocks of the exempted product model/batch/series will be produced, distributed or sold to retailers or consumers.
4. We shall display our PELP-covered products with the appropriate DOE Energy Labels.
5. We shall establish and maintain a system of addressing complaints filed by customers concerning the certified products and shall maintain records thereof. The minimum information required would be: a) product/s covered by the complaint, b) Nature of the complaint, c) Corrective action/s done, d) Place of purchase.
6. As part of the annual market verification, and whenever possible, samples of certified products shall be drawn from the market in coordination with our representatives. All expenses incurred during the drawing of samples from the market shall be shouldered by our company.
7. We shall inform DOE, in writing, of any change/s in management, legal status, identification file reference, authorization of compliance representative/s, number of the product, content related to energy labels (i.e., any change significantly affecting the product's performance and efficiency, business name, brand and/or other product literature, etc.) within thirty calendar (30) days after the effectivity of such changes. Also, we will submit the requirements that need to be updated yearly (i.e. Business Permit).
8. We shall pay the applicable fees and charges as billed or stipulated by DOE.
9. We shall comply with the PELP Guidelines, Republic Act 11285 and the EE&C-IRR on the use of Energy Labels

Witnesseth my hand this _____ of _____ 20____ at _____.

Signature over Printed Name
President / GM

r

Subscribed and sworn to before me this _____ day of _____, 20____ affiant exhibiting
to me his/her government-issued identification card no. _____ issued at
_____ on _____.

Doc No. _____

Page No. _____

Book No. _____

Series of _____

**Appendix C:
Authorization of PELP Compliance Representative (PCR) and PELP Assistant
Compliance Representative (PACR)**

(Company Logo)

(Date)

The Director
Energy Utilization Management Bureau
Department of Energy
Energy Center, Rizal Drive
Bonifacio Global City, Taguig City

Dear Director:

This is to authorize Mr./Ms. (Name of PCR),
(Designation), and Mr./Ms. (Name of PACR),
(Designation), as the Philippine Energy Labeling Program (PELP)
Compliance Representative (PCR) and PELP Assistant Compliance Representative (PACR)
for (Company name).

As the PCR and PACR, they shall be authorized to register products under the PELP and to represent the company in matters related to PELP. Any data inputs made by the PCR/PACR relative to compliance with PELP, including payment, validation and coordination activities, shall be deemed authorized by the undersigned.

Thank you.

Sincerely,

(Signature)
(Name)
(President/CEO/General Manager)

**Appendix D:
Product Inventory Report**

The Director
Energy Utilization Management Bureau
Department of Energy
Energy Center, Rizal Drive
Bonifacio Global City, Taguig
1632 Manila

Sir,

In accordance with the Philippine Energy Labeling Program (PELP) Guidelines, promulgated pursuant to Republic Act No. 11285, we hereby submit our product inventory within the period of (Month and Year) to (Month and Year)^a.

Product			Year of First Market Entry ^b	Model No.	No. of Units ^c		Power Input (Watts)	PELP Control No. (if applicable)
Name	Country of Origin	OEM			Local	Imported		
								PPP- CCCC- XXXXXX

Signature over Printed Name
President / General Manager / PCR / PACR

**Note to Applicant: This document shall be treated as confidential.*

Additional notes:

- a. *Period covered:*
 - *For first time registration, product inventory shall cover a at least 24 months (if applicable) from the date of submission and PELP Control Numbers are not required.*
 - *For companies operating for less than 24 months, product inventory shall cover products from the start of marketing / operation up to the month of registration.*
 - *For companies who have not engaged in local trading of products prior to registration, indicate N/A in all fields.*
 - *The period covered for annual submissions should not overlap. For example, if the first submission covers January 2022 – February 2023 then the next submission (for the succeeding year) should start with March 2023 – February 2024.*
- b. *Indicate the year when the product model has initially entered the market. For products not yet in the market, indicate "In transit"*
- c. *For the No. of units, please refer to the equation below:*
 - *No. of Units = [In transit] + [In stocks] + [Units sold]**
 - **Units sold refers to the units that were already sold to the Applicant's Clients or Customers.*
 - *Avoid double counting when calculating the No. of Units.*
 - *The purpose for calculating the No. of Units is for DOE to track the general movement / trends of the product models and assess the impact of the PELP.*
- d. *Please use separate forms for each product type.*

**Appendix E:
Declaration of Generic Models**

The Director
Energy Utilization Management Bureau
Department of Energy
Energy Center, Rizal Drive
Bonifacio Global City, Taguig
1632 Manila

Base Model	Generic Model	Product Type	Specifications

Signature over Printed Name
President / General Manager / PCR / PACR

Note to Applicant: This document shall be treated as confidential.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENERGY
Energy Utilization Management Bureau



The Department of Energy (DOE)
through the Energy Utilization Management Bureau (EUMB)
hereby grants this

CERTIFICATE OF EXEMPTION

for

(Brand Name) – (Product Name)
Model: (Product Model)

The said product did not meet the prescribed Minimum Energy Performance (MEP) set by the DOE for *(product type)*. However, after assessment and evaluation of the DOE-EUMB, the said product was identified as already available in the market prior to the implementation of the Philippine Energy Labeling Program (PELP). As such, the particular product model/batch/series is hereby exempted from the PELP and may be sold without the DOE-issued Energy Label until existing inventory has been depleted.

For more information about this product, please scan this QR Code:



This certificate is issued this ___ day of *[Month]* *[Year]*.

Signed at Taguig City, Metro Manila.

EUMB DIRECTOR
Director IV



Republic of the Philippines
DEPARTMENT OF ENERGY
Energy Utilization Management Bureau

FORM No. _____

**Appendix H:
PELP Monitoring Report**

Date of Inspection: _____
Name of Store: _____
Address: _____
Email Address: _____ Contact No.: _____

DOE Monitoring Team: _____ Office: _____

Types of ECPs available	Number of ECP Brands	Number of ECP Models	Number of ECPs with EL	Number of ECPs with COE	ECPs registered but w/out EL	ECPs with expired EL
Air conditioner						
Refrigerating Appliances						
Television Sets						
Lighting Products						

Observations:

Recommendations:

Team Leader: _____
Signature over printed name

Noted by: _____
Signature over printed name

Designation: _____
(DOE Monitoring Team)

Designation: _____
(Store Representative)



SHOW CAUSE ORDER

You are hereby directed to SHOW CAUSE in writing under oath within ten (10) days from receipt of this Report why no administrative action/fines/penalties and/or criminal action should be imposed or instituted against you for the violations written/stated above. Please submit your sworn explanation to the [Director, Energy Utilization Management Bureau, Department of Energy, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City.]

You are further ordered to CEASE and DESIST from selling to the public, your Energy Consuming Products that are part of, or result from, or are involved in the violations mentioned/stated above, and as explained to you by the DOE inspectors. The continued sale/distribution of your Energy Consuming Products despite the violation(s) hereinabove written/stated, without having performed the necessary corrective measures or unless allowed by the DOE to so sell/distribute as warranted, may subject you or your retail store to more severe penalties/fines/action.

You are, therefore, hereby directed to immediately institute and do corrective measures pertaining to the violations written/stated above, and as explained to you by the DOE inspectors, and to submit to the DOE proof of compliance within ten (10) days from receipt hereof. Your compliance herewith is, however, without prejudice to any fines, penalties or action that the DOE may impose or file against you.

Signature over Printed Name of
DOE Representatives/Inspectors

CONFORME:

I hereby certify that the inspection was conducted in this retail store was conducted with my knowledge and under the authority of the owner/operator hereof. I further certify that I have read this entire Inspection/Investigation Testing Report and I attest that all the foregoing statements/information written herein have been thoroughly explained to me and are true and correct.

Signature over Printed Name of
Owner/Operator/Representative