



July 16, 2020

OFFICE ORDER NO. 2020-082
Series of 2020

Subject : Energy Efficiency and Conservation Committee and the Energy Conservation Team

Effective immediately, in connection to Office Order No. 2018-263 and the Energy Efficiency and Conservation Law (RA 11295), the Energy Efficiency and Conservation Committee and the Energy Conservation Team are hereby reconstituted.

I. ENERGY EFFICIENCY and CONSERVATION COMMITTEE (EECC)

Chair/Energy Efficiency and Conservation Officer (EECO) **SONIA B. SAN DIEGO**

EEC Focal Person **ESTRELLITA S. VOLANTE**

Members **MARCELINO D. CACDAC
CHONA O. DELA CRUZ
CESAR F. JACINTO
ESTANISLAO D. LAXA Jr.**

Secretariat **HERNANDO N. GABOTERO**

Hereunder are the functions of the EECO, EEC Focal Person and the EECC:

A. EECO

1. Shall prepare, formulate and submit to the Administrator the design, plan, implementation, monitoring and evaluation scheme for the Energy Efficiency and Conservation Plan (EECP) consistent with the Government Energy Management Program (GEMP); and
2. Shall submit a monthly energy performance report to the Department of Energy (DOE).

B. EEC Focal Person

1. Shall assist the EECO in the implementation of the GEMP;
2. Shall lead in the implementation of the EECP; and
3. Shall provide reports to the EECO such as the monthly electricity and fuel consumptions

C. EECC

1. Shall submit to the undersigned a proposal on policies and guidelines, drafting of EECP, best practices and procedures, strategies of implementation, monitoring and evaluation, periodic comparative analysis report on energy savings by units, among others.
2. Shall submit monthly reports to determine efficiency in the use of energy for the duration of the implementation.

II. ENERGY CONSERVATION TEAM

Team Leader : **Division Manager, General Services Division**

Assistant Team Leaders : **Administrative/General Services Chief**
Building & Grounds Maintenance Head B

Members :


Area of Responsibility	Member
1. B1 and B2	Joel C. Somera - Transport Operations Services Chief B
2. Ground Floor	Justino S. Calvez
3. Second Floor, Right Wing	Mark Exequiel A. Ablen
Second Floor, Left Wing	Kriselda S. Lumapas
4. Third Floor, Right Wing	Jerico G. Largodizimo
Third Floor, Left Wing	Aejay T. Almanzor
5. Fourth Floor, Right Wing	Dencio A. Ramos
Fourth Floor, Left Wing	Hernando N. Gabotero
6. Fifth Floor, Right Wing	Rey Vincent B. Manzano
Fifth Floor, Left Wing	Rica Angeline A. Ani
7. Sixth Floor, Right Wing	Richard B. Flores
Sixth Floor, Left Wing	John Paul S. Pagtalunan
8. Seventh Floor, Right Wing	James B. Panado
9. Seventh Floor (Left Wing) & Penthouse	Ryan John S. Forro

As such, the Team shall be under the oversight of the NEA's EECO and the Committee. The team members shall execute and monitor the implementation of energy conservation and energy measures. The following are the particulars of their responsibilities:

1. Supervise the proper switching of all lights and air conditioning units in their area of responsibility;
2. Oversee unplugging of all electrical appliances before the end of the office hours;

3. Report any breach in the infrastructure or existing guidelines, rules and regulations that may jeopardize the implementation of the energy conservation and austerity measures;
4. Monitor observance in the proper use of official vehicles and fuel; and
5. Recommend continuing energy conservation and austerity measures.

All expenses to be incurred in the performance of their duties shall be charged against the proper funds of this office subject to the usual accounting and auditing rules and regulations.



EDGARDO R. MASONGSONG

Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



NEA-0A265287

07/17/2020