



July 19, 2021

OFFICE ORDER No. 2021-82
Series of 2021

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

Effectively immediately, in connection to Office Order No. 2020-082 and the Energy Efficiency and Conservation Law (RA 11285), 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

HERNANDO N. GABOTERO

Members

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

Secretariat

TRANQUILINO CHARLES M. RUBIS III

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

Members:

Area of Responsibility	Member
B1 and B2	Transport Operations Services Chief B
Ground Floor	Justino S. Calvez/Lenard V. Garcia
Second Floor, Right Wing	Lovejoy Donato C. Fernandez, Jr.
Second Floor, Left Wing	Ulysses C. Bibon
Third Floor, Right Wing	Sittie Jonaily B. Mama
Third Floor, Left Wing	Norman P. Mirasol
Fourth Floor, Right Wing	Jubane P. De Pedro
Fourth Floor, Left Wing	Efren B. Marcelino
Fifth Floor, Right Wing	Ma. Yvette M. Pallogan
Fifth Floor, Left Wing	Ricardo D. Ilustrisimo
Sixth Floor, Right Wing	Richard B. Flores
Sixth Floor, Left Wing	Eric B. Campoto
Seventh Floor, Right Wing	James B. Panado
Seventh Floor, Left Wing	Louie Andrew L. Puntod
Penthouse, Roof Deck, and Machine Room	Building & Grounds Maintenance Head B

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 regulation 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

