



DEC 22 2023

OFFICE ORDER No. 2023-367
Series of 2023

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

Effective immediately, in connection to 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)

ATTY. VIC P. ALVARO
Deputy Administrator
Corporate Resources and Financial Services

EEC Focal Person

GEVERGLO S. SOTTO
Officer-in-Charge
Administrative/General Services Section

Members

**MA. CHONA O. DELA CRUZ
HERNANDO N. GABOTERO
NIELMA E. VERZOSA
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 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**
 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
Second Floor, Right Wing	Joel DC. Domingo
Second Floor, Left Wing	Ulysses C. Bibon
Third Floor, Right Wing	Sittie Jonaily B. Mama
Third Floor, Left Wing	Andrei Camille A. Corpuz
Fourth Floor, Right Wing	Jubane P. De Pedro
Fourth Floor, Left Wing	Efren B. Marcelino
Fifth Floor, Right Wing	Yves Bobet S. Concepcion
Fifth Floor, Left Wing	Gezean Shaira B. Mangrobang
Sixth Floor, Right Wing	Richard B. Flores
Sixth Floor, Left Wing	Amelita D. Acasio
Seventh Floor, Right Wing	James B. Panado
Seventh Floor, Left Wing	Sheryl V. Ubas
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.

This supersedes Office Order No. 2023 – 268 dated October 03, 2023.


ANTONIO MARIANO C. ALMEDA
Administrator

