



DEC 16 2022

OFFICE ORDER No. 2022-289  
Series of 2022

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

Effectively immediately, in connection to Office Order No. 2021-082 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)

**LEILA B. BONIFACIO**

EEC Focal Person

**HERNANDO N. GABOTERO**

Members

**CHONA O. DELA CRUZ  
CESAR F. JACINTO  
ESTANISLAO D. LAXA, Jr.  
GEVERGLO S. SOTTO**

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:

<b>Area of Responsibility</b>	<b>Member</b>
B1 and B2	<b>Transport Operations Services Chief B</b>
Ground Floor	<b>Justino S. Calvez</b>
Second Floor, Right Wing	<b>Joel DC. Domingo</b>
Second Floor, Left Wing	<b>Ulysses C. Bibon</b>
Third Floor, Right Wing	<b>Sittie Jonaily B. Mama</b>
Third Floor, Left Wing	<b>Norman P. Mirasol</b>
Fourth Floor, Right Wing	<b>Jubane P. De Pedro</b>
Fourth Floor, Left Wing	<b>Efren B. Marcelino</b>
Fifth Floor, Right Wing	<b>Yves Bobet S. Concepcion</b>
Fifth Floor, Left Wing	<b>Ricardo D. Ilustrisimo</b>
Sixth Floor, Right Wing	<b>Richard B. Flores</b>
Sixth Floor, Left Wing	<b>Amelita D. Acasio</b>
Seventh Floor, Right Wing	<b>James B. Panado</b>
Seventh Floor, Left Wing	<b>Sheryl V. Ubas</b>
Penthouse, Roof Deck, and Machine Room	<b>Building &amp; Grounds Maintenance Head B</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.

  
**ANTONIO MARIANO C. ALMEDA**  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION  
Office of the Administrator



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