

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

Pursuant to Section 9 of Department Circular No. 2020-06-0015, 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 and Verification, and Compliance Mechanism are hereby issued for the information and guidance of all those concerned and for compliance by all manufacturers, importers, distributors, dealers and other key stakeholders.

I. REGISTRATION PROCEDURES

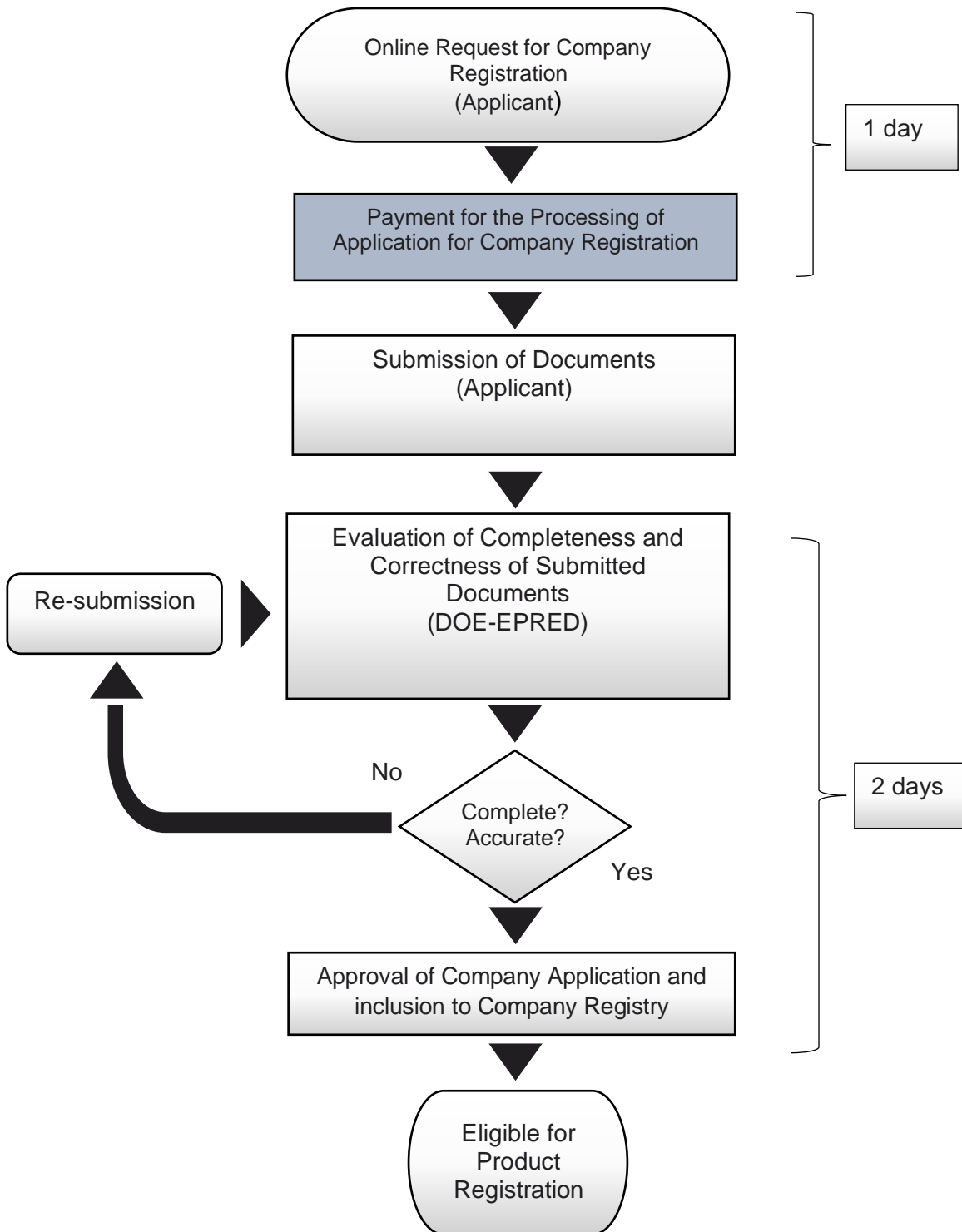
A. Company Registration

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

ACTIVITY	DAY	DETAILS
Request for Order of Payment	1	Applicant shall fill-out an online form, through a link found in the DOE Website, to request an Order of Payment (OoP) and provide basic information about their company.
Payment for the processing of the application		<p>DOE-EPRED shall issue an OoP to the applicant through e-mail.</p> <p>Applicant shall pay the corresponding amount indicated in the OoP to the DOE.</p> <p>Applicant shall provide the photocopy/electronic copy of the official receipt/confirmation receipt to DOE-EPRED.</p> <p>DOE-EPRED shall validate the payment through the DOE Treasury Division.</p>

Submission of pertinent documents to DOE-EPRED		<p>DOE-EPRED shall provide a link to the PELP Online System to the applicant.</p> <p>Applicant shall submit online the following duly accomplished documents to DOE:</p> <ul style="list-style-type: none"> • Application for Company Registration under the PELP (online form) • Undertaking to Abide by the Terms and Conditions of the PELP • Letter of Authorization for PELP Compliance Representative • Product Sales Inventory Report <p>In support of the application the applicant must submit online the Certified True Copies of the following documents:</p> <ul style="list-style-type: none"> • Certificate of Business Name Registration (<i>for sole proprietorship</i>) / Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission (<i>for corporation/ partnership</i>) / Certificate of Registration from the Cooperative Development Authority (CDA) (<i>for cooperative</i>) • Partnership Agreement (including the name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary) • Permit to Operate issued by the local government unit • BIR Registration
Evaluation of completeness and correctness of submitted documents	2	DOE-EPRED staff shall evaluate the completeness and correctness of the submitted documents. In case of incomplete and/or incorrect application, the DOE-EPRED will notify applicant of the required document and/or data.
Approval and Inclusion		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.
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 shall be conducted by DOE-EPRED within 30 working days after the approval of the application. 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.

A.3 Documentary Requirements for Company Registration

All applicants are required to accomplish and submit the following documents as part of the requirements for company registration. The Application for Company Registration shall be available as an online form to be accomplished through the PELP registration portal. Templates of the PELP Forms are available online through the DOE website and shall be submitted with the affixed signature of the company president or general manager.

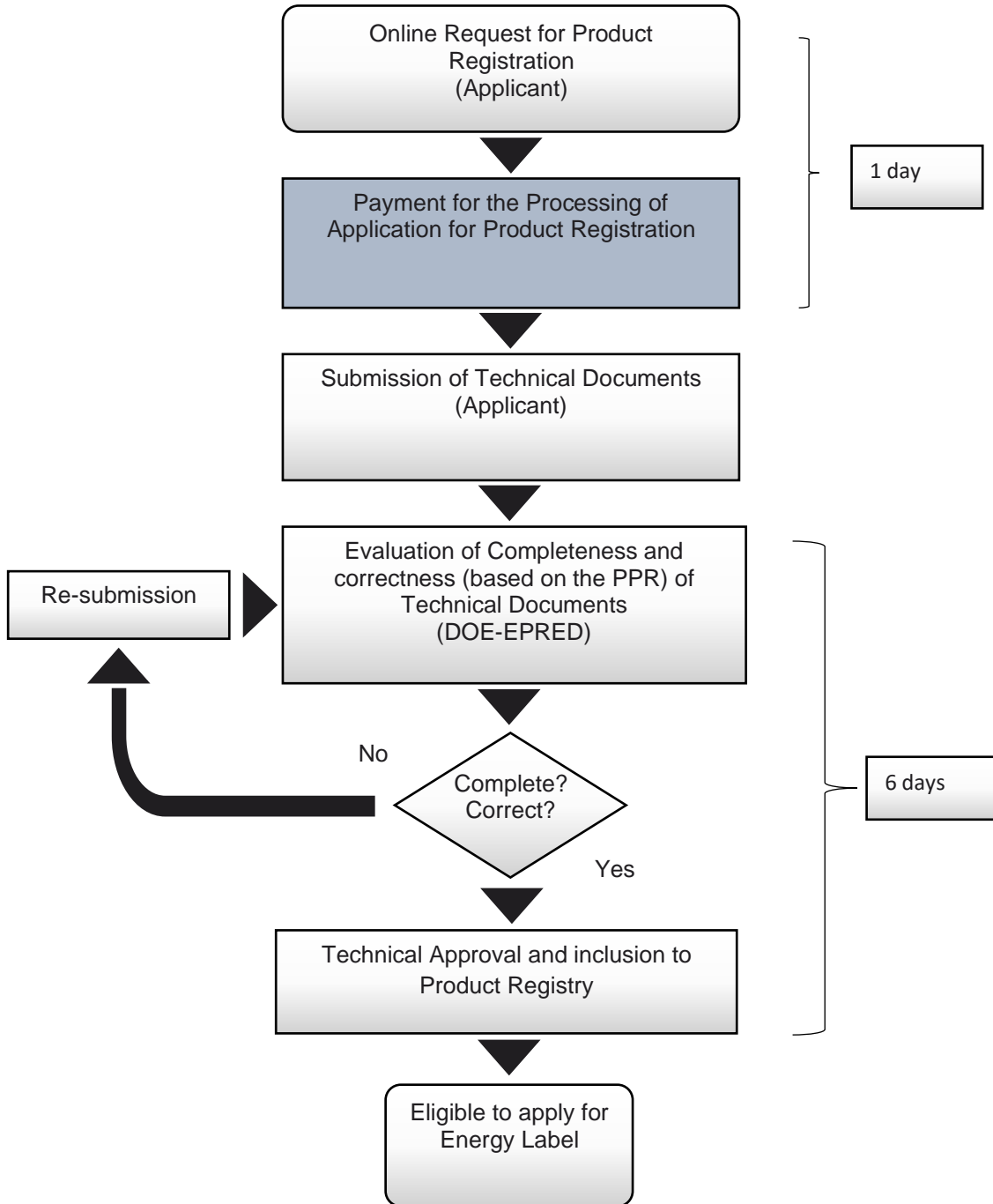
B. Product Registration

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 and its PPRs, including both manufactured and imported institutional products.

ACTIVITY	DAYS	DETAILS
Request for Order of Payment	1	Applicant shall fill-out an online form, through a link found in the DOE Website, to request an Order of Payment (OoP).
Payment for the processing of the application		DOE-EPRED shall issue an OoP to the applicant through e-mail. Applicant shall pay the corresponding amount indicated in the OoP to the DOE. Applicant shall provide the photocopy/electronic copy of the official receipt/confirmation receipt to DOE-EPRED. DOE-EPRED shall validate the payment through the DOE Treasury Division
Submission of documents to DOE-EPRED		Applicant shall submit online the following duly accomplished documents to DOE: <ul style="list-style-type: none"> • Product Registration Form • Declaration of generic models (if applicable) • Certified true copies of the following technical documents: <ul style="list-style-type: none"> ➢ Test Report from a testing laboratory (Test Reports issued by laboratories accredited by signatories to ILAC / APLAC (may be 3rd-party / Company-owned) or duly accredited and recognized by the PAB or if the Philippines is a signatory of the mutual recognition of those facilities internationally. Company-owned laboratories should be ISO 17025-accredited) ➢ Product Specification (with photos)
Evaluation of completeness and correctness of submitted technical documents	6	DOE-EPRED staff shall evaluate the completeness and correctness (alignment with the PPR) of the submitted technical documents. In case of incomplete applications, the DOE-EPRED will notify applicant of the required document and/or data. Applications with incorrect data/documents shall be denied.
Approval and Inclusion		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



Note: Product registration shall be on a per product model basis. For products belonging to the same family, test report submission and product registration will be done separately for each model.

B.2 Documentary Requirements for Product Registration

All applicants are required to accomplish and submit the following documents as part of the requirements for product registration.

B.2.1 Application of Particular Product Registration under the Philippine Energy Labeling Program for Energy Consuming Products

Applicants must accomplish the Product Registration Form indicated under the Section on Product Registration in the Implementing Guidelines for Air Conditioners/Refrigerating Appliances/Television Sets/ Lighting Products. The said form shall also be made available online through the DOE website.

B.2.2 Declaration of generic models

Whenever applicable, applicants shall also submit an accomplished "*Declaration of Generic Models*" (Appendix E). The template of the said form shall also be made available online through the DOE website.

B.2.3 Technical Documents

All applicants must submit the certified true copies of the product model's test report and specifications as an attachment for product registration application.

B.2.3.1 Laboratory Test Report

The test report must be issued by either of the following laboratories:

- a. Duly accredited by signatories to ILAC / APLAC (may be 3rd-party / Company-owned)
- b. Duly accredited and recognized by the by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB)
- c. If the Philippines is a signatory of the mutual recognition of those facilities internationally
- d. Company-owned laboratories that are ISO 17025-accredited

The validity of test reports shall be based on the following:

- a. For Air conditioners: test reports shall be valid for one (1) year
- b. For Refrigerating Appliances: test reports shall be valid for one (1) year and six (6) months
- c. For Television units: test reports shall be valid for one (1) year
- d. For Lighting products: test reports shall be valid for two (2) years.

B.2.3.2 Product Specification

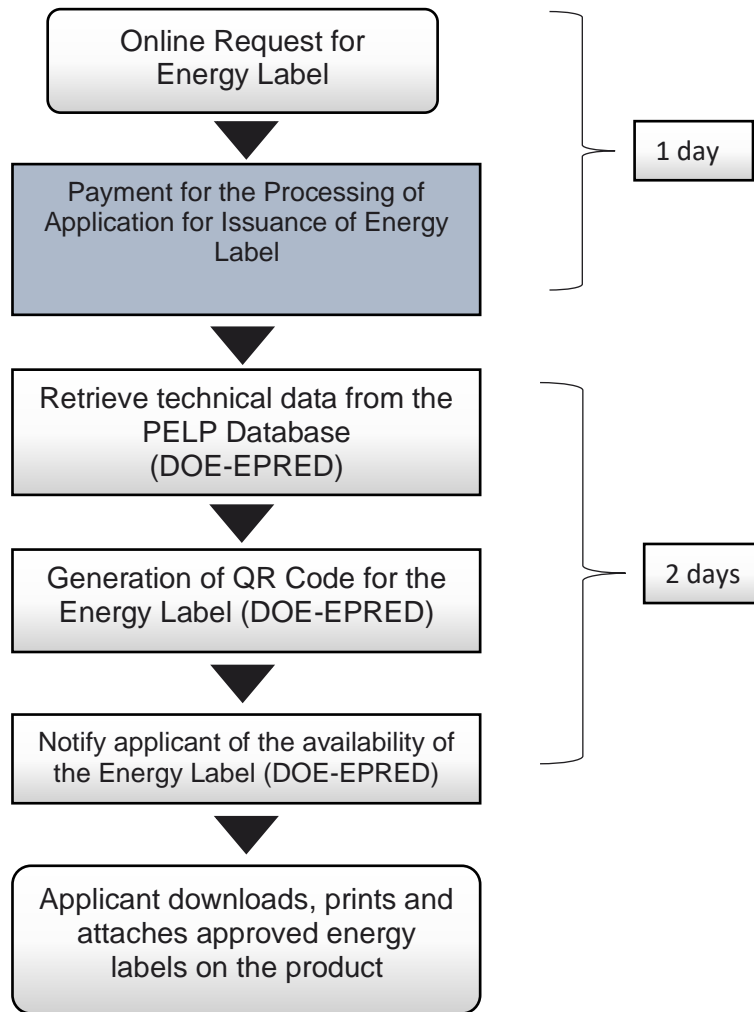
Documentation on the product's technical specifications must be submitted, including the picture of the actual product model being registered.

C. 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 PELP and its PPRs.

Activity	Day	Details
Request for Order of Payment	1	Applicant shall fill-out an online form, through a link found in the DOE Website, to request an Order of Payment (OoP).
Payment for the processing of the application		<p>DOE-EPRED shall issue an OoP to the applicant via e-mail.</p> <p>Applicant shall pay the corresponding amount indicated in the OoP to the DOE.</p> <p>Applicant shall provide the photocopy/electronic copy of the official receipt/confirmation receipt to DOE-EPRED.</p> <p>DOE-EPRED shall validate the payment through the DOE Treasury Division</p>
Processing / Creation of Energy Label	2	<p>DOE-EPRED generates the energy label based on the product data retrieved from the PELP Online platform, as validated by an authorized DOE personnel during the product registration phase.</p> <p>The QR Code shall be automatically generated and will be included in the energy label file.</p>
Notifying the Applicant		DOE-EPRED informs applicant of the availability of the Energy Label.
Responsibility of Applicant		Applicant downloads, prints and attaches energy label to the product
Total No. of Days	3	

C.1 Process Flowchart for the Energy Label Issuance



C.2 Validity of Energy Labels

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

C.3 Information in the Label

- C.3.1** The MMY in the label's control number shall be updated annually, based on the date of label issuance.
- C.3.2** The "Issuance Year of Energy Rating" refers to the date of issuance of the energy label.
- C.3.3** The QR Code is linked to the product information page within the PELP Online System.

II. ENFORCEMENT, MONITORING AND VERIFICATION (EMV)

A. Definition of Terms

For the purposes of EMV, the definitions of the terms 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 Drawn Samples (ADS) – for the purpose of verification, an ADS is a DOE form accomplished by the applicant and is presented to a retail store owner / representative notifying that he or she has been credited a replacement unit for the product that will be collected by the DOE monitoring team for verification testing.

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

Control Number – a set of numbers issued by the DOE for a particular model of product which is printed or stamped on the energy label.

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 PPR.

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.

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

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.

B. Monitoring

B.1 DOE Monitoring Team

The 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.

B.2 Monitoring Frequency

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

B.3 Monitoring Forms

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

B.4 Monitoring Checkpoints

The checking of compliance for each product shall be in accordance with the specifications indicated in the respective PPR of the ECPs and aligned with the collected market monitoring data. The following check points shall be referred to during the conduct of monitoring of compliance of energy consuming products (ECPs) covered by PELP:

1. Presence of the energy label in the product or its packaging
2. Display of the energy label in the area noticeable to consumers
3. Presence of the enlarged copy of the Energy Label, indicated in Section III A, item 3 of this IG, exhibited in the product display at the retail store, as part of the compliance of retailers.
4. Display of the energy label in advertisements, publications, brochures, online platforms, etc.
5. Accuracy of information indicated in the displayed energy label
6. Validity of the energy label

In cases wherein an expired energy label is observed, the DOE Monitoring Team shall verify, using the online PELP system, whether the product model wherein the expired label is attached to has been issued with an energy label for the current year.

- a. If an updated energy label has already been issued to a product model, DOE shall request the retailer to coordinate with the supplier for a copy of the updated label and display it accordingly.
- b. If an updated energy label has not been issued to that product model, the DOE shall initiate enforcement measures stated in Section 14 of DC2020-06-0015.

B.5 Monitoring Reports

B.5.1 The head of the DOE monitoring team shall be responsible for the consolidation and submission of the monitoring report.

B.5.2 Any monitoring activities conducted by the DOE Field Offices and other authorized agencies, shall be reported and submitted to the DOE-EUMB.

B.5.3 The monitoring report shall be submitted to the DOE-EUMB within 15 working days after the conduct of the monitoring activity.

B.6 Inter-Agency Support

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

C. Verification

For verification of claimed efficiency rating of a particular ECP, random samples of selected product models per specific brand shall be drawn by the DOE monitoring team at least once a year and subjected to verification testing.

C.1 Selection of product for verification testing

The following criteria shall be considered in the selection of product models for verification testing:

- Market entry
- Product records
- Sector-specific targets (based on retailer category)
- Energy savings
- Market shares
- Product tested by Applicants using their own company's laboratory
- Reports and/or complaints from other applicants and/or consumers

C.2 Collection of products for verification testing

C.2.1 During verification activities, samples shall be drawn from the retail stores or the Applicant's warehouse. 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 drawn from different retail stores, as may be necessary. In the case of verification at Applicant's warehouse, the DOE monitoring team shall identify the lot numbers of specific products for sampling and draw the identified samples from their respective storage locations.

C.2.2 For products with generic models, the team shall have the prerogative to draw samples for verification testing of either the base model or the generic model declared by the Applicant. A model cannot be considered generic if:

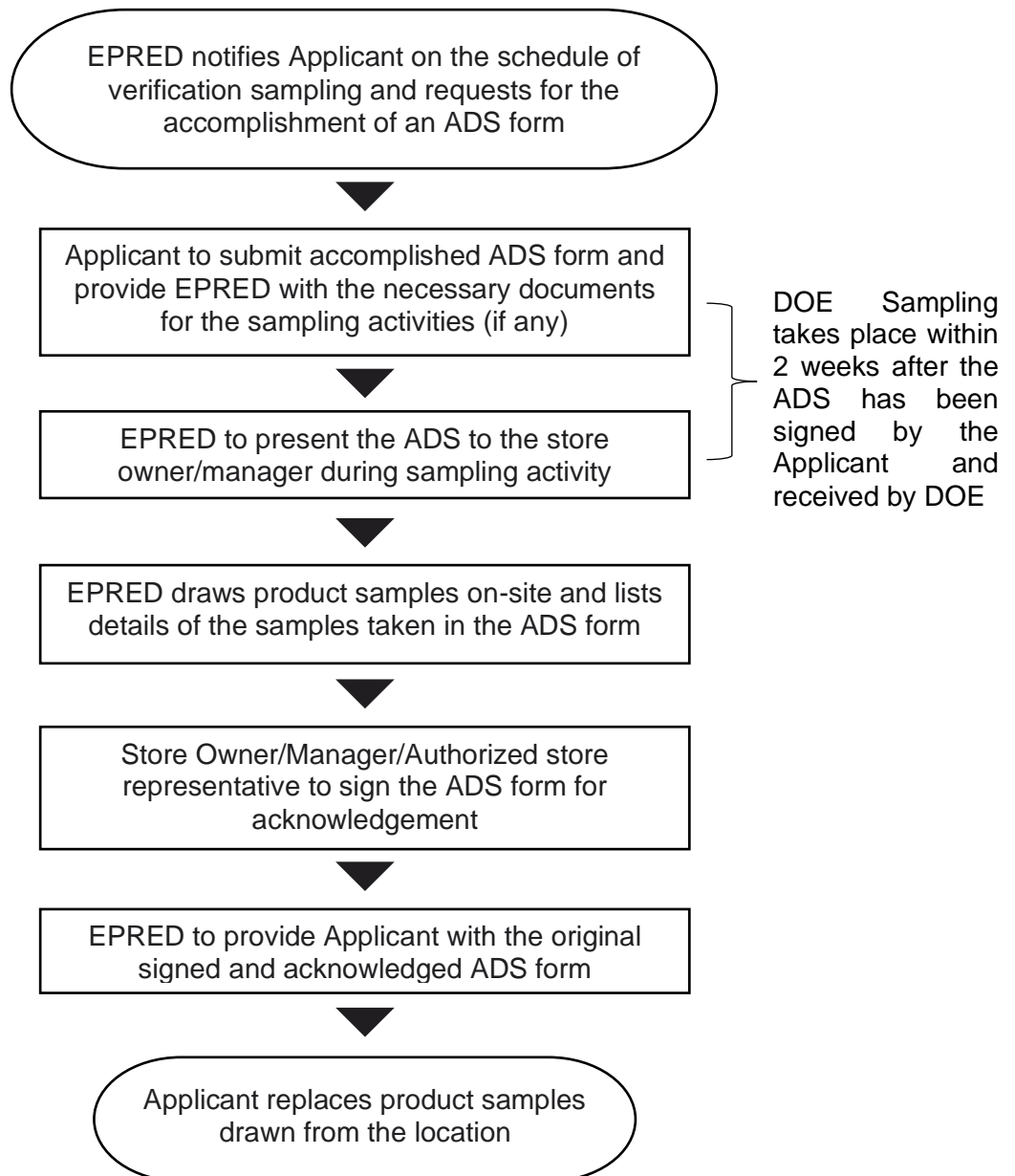
1. There is a difference in its major components
2. There are other variations that may affect energy performance.

C.3 Drawing of Samples

C.3.1 Upon DOE's request, the Applicant shall accomplish the "Acknowledgement of Drawn Samples" (ADS Form) prior to the sampling activity. The DOE Monitoring Team shall present the ADS to the duly designated representative of the retail outlet and proceed with the drawing of verification samples.

C.3.2 After the verification activity, DOE shall submit a copy of the signed and acknowledged ADS form to the Applicant. The Applicant shall replace the samples taken by the DOE monitoring team, as indicated in the ADS.

C.4 Process Flowchart for Drawing of Samples



C.5 Testing of Samples

- C.5.1** Verification samples shall be transported to either the DOE-LATD or a DOE-recognized testing laboratory, which is independent of the Applicant, for testing.
- C.5.2** The applicant shall have the option to choose the DOE-recognized testing laboratory that shall conduct verification test.
- C.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.

C.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.

C.7 Payment for Transport and Testing of Market Samples

- C.7.1** The cost for transport of samples for verification shall be borne by the Applicant at a computed cost and shall be supported with corresponding official receipts.
- C.7.2** The cost for market sample verification testing shall be borne by the Applicant.

C.8 Challenge Test

- C.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, and 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:
- Brand and Model
 - Test method used and corresponding test results
 - Specifications/name plate rating of test samples, including pictures
 - Date and Place of Sampling
 - Date of Testing
 - Name and address of the Testing Laboratory where the test was conducted
- C.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: *Provided That* the following conditions shall be followed:
- C.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.

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

C.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.

C.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.

C.9 Retrieval and disposal of tested samples

C.9.1 Applicant shall retrieve the samples after the conduct of testing by DOE-LATD or a DOE-recognized testing laboratory 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.

C.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.

D. Enforcement

D.1 In cases when any person or entity has committed any of the prohibited acts indicated in Section 8 of DC2020-05-0015, the DOE shall follow the enforcement measures outlined in Section 14 of the said issuance.

D.2 If, after observing the enforcement measures indicated in Sections 14.1 to 14.4 of DC2020-05-0015, 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 non-registered product			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.

D.3 The pertinent provisions of Department Circular No. DC2002-07-004 or The Rules of Practice and Procedure before the DOE shall also be observed.

D.4 Publication of Compliance

D.4.1 DOE shall publish the list of compliant products at the DOE website, which shall be updated biannually.

D.4.2 Non-compliant products shall be published at the DOE website within 72 hours from the date of issuance of the Order for Non-Compliance 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.

D.4.3 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.

III. COMPLIANCE MECHANISM

A. Guidelines for Compliance

Upon the notice of the availability of the product registration system 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 product models that are active in the market, including product models present in the market prior to the implementation of the PELP.

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

A.1.3 Provide a copy of the energy labels to their respective retailers for the reference and posting purposes (refer to item A.3).

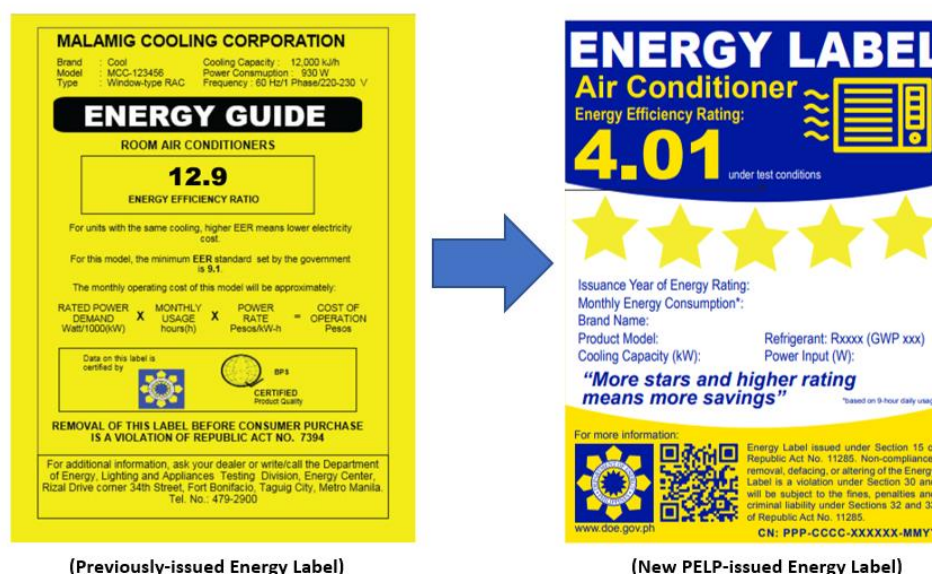
A.1.4 Mandatory printing and attachment of the DOE Energy Labels on the visible side of the product itself or in its packaging, if the product's area is too small for label attachment.

A.2 For Dealers and Retailers of ECPs

A.2.1 Retain a copy of the issued DOE Energy Label for each product model being sold at their stores, which could be requested from their respective suppliers. Dealers and retailers shall produce the label in at least 14.8cm x 21cm size of print material, about half the size of an A4 paper, or larger if necessary, for display near the product and in an area visible to customers.

A.2.1.1 For product models bearing the old energy label (prior to PELP), the copy of the old label shall be printed alongside the new energy label (as illustrated below) and posted on the product display, in an area most visible to customers.

PRODUCT NAME/MODEL: _____



(Previously-issued Energy Label)

(New PELP-issued Energy Label)

A.2.1.2 For product models without previously issued energy label, the new energy label shall be printed and posted on the product display, in an area most visible to customers.

A.2.2 For online trade practices, online retailers are required to display the DOE Energy Label for a particular product model being sold using online promotion and marketing activities.

A.3 All manufacturers, importers, distributors, dealers and retailers shall be required to display and/or exhibition of the DOE Energy Labels in all their publications, including advertisements in newspapers, television, social media, brochures, leaflets, and in all online trading activities.

A.4 The retailer shall serve as distributor and must apply for company registration and comply with the guidelines for manufacturers/importers/distributors in accordance to the PELP Implementing Guidelines for unregistered ECPs should said retailer wish to continue selling the said item.

B. Availability of Product Registration System

B.1 The DOE-EUMB shall make a public advisory at the DOE Website on the availability of the online product registration and energy label issuance for a specific ECP in the PELP Online System.

B.2 Manufacturers, Importers and Distributors should apply for product registration and request for energy labels for their respective ECPs within three (3) months upon publication of the advisory.

IV. OTHER PROVISIONS

Effectivity. This IG shall take effect fifteen (15) days following its publication in at least two (2) newspapers of general circulation. 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.

Approved by:

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

**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 _____

Note: If the applicant is a foreign entity, all documents submitted including this application shall be authenticated by the Philippine Embassy that covers the applicant.

**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 shall display our PELP-covered products with the appropriate DOE Energy Labels.
4. 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.
5. 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.
6. 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).
7. We shall pay the applicable fees and charges as billed or stipulated by DOE.
8. 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

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 _____

Note: If the applicant is a foreign entity, all documents submitted including this application shall be authenticated by the Philippine Embassy that covers the applicant

**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),
(Designation), and Mr./Ms. (Name),
(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 Sales 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 inventory of sales within the period of _____ to _____*.

Product			Year of Market Entry	Model No.	No. of Units Imported / Manufactured*	Batch Serial No.	DOE Control No.
Name	Country of Origin	OEM					
							PPP-CCCC-XXXXXX-MMY

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

- * For first time registration, product inventory shall cover a maximum span of 24 months (if applicable) and DOE Control Numbers are not required.
 - * For companies operating less than 24 months, product inventory shall cover products sold from start of marketing/operation up to month of registration.
 - * For companies who have not engaged in local trading of products prior to registration, indicate N/A in all fields.
 - * For the No. of units, please include all existing stocks, in transit and for order.
- Note to Applicant: This document shall be treated as confidential.

**Appendix E:
Declaration of Generic Models**

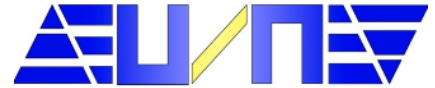
The Director

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.



Appendix F:
Market Monitoring Sheet for Air Conditioners
 Region / Province: _____

Name of Store: _____
 Address: _____
 Date: _____
 Brand Name: _____
 Model Number: _____

Type: Window Split Inverter Non-Inverter

Energy Label: Yes No

Checklist

1. Is the label in the right place? Yes No
 If "No", please specify where the label is located:

2. Are all the required information provided? Yes No
 If "Yes", please provide the following information:

Star Rating: _____
 Cooling Capacity: _____
 Power Input: _____
 Energy Consumption: _____
 Energy Efficiency: _____
 Refrigerant: _____
 Control No: _____

3. Is the overall design (color and layout) in accordance with the requirements?
 Yes No

If "No", please specify: _____

Remarks:

Prepared by:

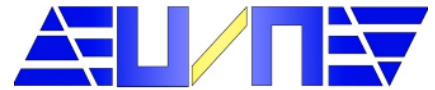
 DOE Staff

Noted by:

 Head of Team

Conformed by:

 Store Representative



Appendix G:
Market Monitoring Sheet for Refrigerating Appliances
 Region / Province: _____

Name of Store: _____
 Address: _____
 Date: _____
 Brand Name: _____
 Model Number: _____

Type: Single-Door Two-Door/Direct Cooling Frost-Free Inverter Non-Inverter

Energy Label: Yes No

Checklist

1. Is the label in the right place? Yes No

If "No", please specify where the label is located:

2. Are all the required information provided? Yes No

If "Yes", please provide the following information:

Star Rating: _____
 Refrigerant: _____
 Energy Consumption: _____
 Volume: _____
 Energy Efficiency: _____
 Freezing Capacity: _____
 Control No: _____

3. Is the overall design (color and layout) in accordance with the requirements?
 Yes No

If "No", please specify: _____

Remarks:

Prepared by:

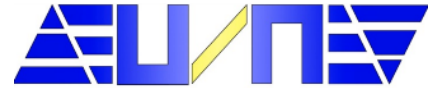
Noted by:

Conformed by:

 DOE Staff

 Head of Team

 Store Representative



Appendix H:
Market Monitoring Sheet for Television Sets
 Region / Province: _____

Name of Store: _____
 Address: _____
 Date: _____

Type of Product: CRT LCD-CCFL LCD-LED PLASMA OLED

Energy Label: Yes No

Checklist

1. Is the label in the right place? Yes No

If "No", please specify where the label is located:

2. Are all the required information provided? Yes No

If "Yes", please provide the following information:

Star Rating: _____
 Power Input: _____
 Energy Consumption: _____
 Energy Efficiency: _____
 Viewing Scree Size: _____
 Control No: _____

3. Is the overall design (color and layout) in accordance with the requirements?

Yes No

If "No", please specify: _____

Remarks:

Prepared by:

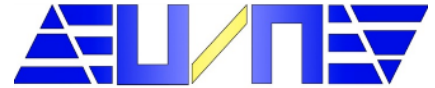
Noted by:

Conformed by:

 DOE Staff

 Head of Team

 Store Representative



Appendix I:
Market Monitoring Sheet for Refrigerating Appliances
 Region / Province: _____

Name of Store: _____
 Address: _____
 Date: _____

Type: Single-Door Two-Door/Direct Cooling Frost-Free Inverter Non-Inverter

Energy Label: Yes No

Checklist

1. Is the label in the right place? Yes No

If "No", please specify where the label is located:

2. Are all the required information provided? Yes No

If "Yes", please provide the following information:

Star Rating: _____
 Refrigerant: _____
 Energy Consumption: _____
 Volume: _____
 Energy Efficiency: _____
 Freezing Capacity: _____
 Control No: _____

3. Is the overall design (color and layout) in accordance with the requirements?

Yes No

If "No", please specify: _____

Remarks:

Prepared by:

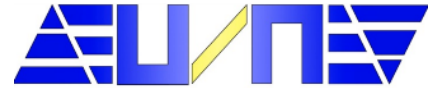
Noted by:

Conformed by:

 DOE Staff

 Head of Team

 Store Representative



**Appendix J:
 ACKNOWLEDGEMENT OF DRAWN SAMPLES**

In accordance with the Philippine Energy Labeling Program (PELP) Guidelines, promulgated pursuant to Republic Act No. 11285, we hereby acknowledge the authority of the Department of Energy and its representatives to draw the products listed below for the purpose of Verification Testing under the said program. The samples drawn shall be replaced.

The DOE Representatives shall be in proper DOE Field Uniforms and shall present their IDs to the retailer prior to the conduct of product sampling.

Note: Replacement of drawn products shall be coordinated by the brand owner to the retailer

Product Type	Brand

Date of Issuance: _____

Note: This document is valid within 2 weeks from the date of issuance

Sampling Location: _____

Authorized by: _____
(Signature over Printed Name)

Position: _____

Contact Details: _____

TO BE FILLED-UP DURING SAMPLING ACTIVITY

Actual Samples Drawn:

Type	Model No.	Brand	Quantity	DOE Control No.

Date of Sampling: _____

Members of DOE Monitoring Team: _____

Store / Retailer Representative: _____
(Signature over Printed Name)