



ADMINISTRATIVE ORDER NO. 2024 – 002

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**DESIGNATING ENERGY EFFICIENCY AND CONSERVATION (EEC) OFFICER AND FOCAL PERSONS IN THE CITY GOVERNMENT OF NAGA**

**WHEREAS**, Republic Act No. 11285, also known as the “Energy Efficiency and Conservation Act” (EEC Act), institutionalizes energy efficiency and conservation, enhances the efficient use of energy, and grants incentives to energy efficiency and conservation programs and projects;

**WHEREAS**, Section 9 of the EEC Act provides for the creation of the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) to evaluate and approve government energy sufficiency projects, and provide strategic direction in the implementation of the Government Energy Management Program (GEMP);

**WHEREAS**, the GEMP is a government-wide program covering all government entities, including Local Government Units (LGUs), to reduce the government’s monthly consumption of electricity and petroleum products through electricity efficiency and conservation, including fuel use of government vehicles, among others;

**WHEREAS**, the IAEECC Resolution No. 01, s. 2020 directs all government entities to comply with the GEMP, and orders the Department of Energy (DOE) to conduct energy audits, spot checks, surveys, technical analyses, and other research activities related to energy efficiency projects of all government entities;

**WHEREAS**, to fully address the thrusts of GEMP in the local level, there is a need to designate an Energy Efficiency and Conservation (EEC) Officers and Focal Persons to oversee the overall implementation of the GEMP in the City Government of Naga;

**NOW THEREFORE, I, NELSON S. LEGACION**, by virtue of the powers vested in me by law, do hereby order the following:



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**SECTION 1. DESIGNATING OF EEC OFFICER AND FOCAL PERSONS.** The following personnel shall constitute the Energy Efficiency and Conservation (EEC) Officer and Focal Persons:

**EEC Officer:** **Engr. Jarwin Evangelista**  
Head, Building Maintenance Office

**EEC Focal Persons:**

- **Mr. Jose Cuyo**  
CMO (Fuel Consumption)
- **Mr. Marvin Joseph Fernandez**  
BMO (Electricity)
- **Engr. Alfre Manosa**  
SWMO (Vehicle Usage)
- **One (1) Administrative Officer** of each of the offices of the City Government of Naga

**SECTION 2. FUNCTIONS OF THE EEC OFFICER.** The EEC Officer shall have the following functions:

- a. Ensure LGU compliance with the EEC Act;
- b. Oversee the preparation and formulation of energy efficiency and conservation plans and programs consistent with the GEMP;
- c. Facilitate the submission of annual energy efficiency and conservation program, monthly energy performance reports, and duly accomplished inventory forms to the Department of Energy (DOE);
- d. Ensure the implementation and improvement of energy efficiency measures within offices/buildings/facilities.

**SECTION 3. FUNCTIONS OF THE EEC FOCAL PERSONS.** The EEC Focal Persons shall have the following functions:

- a. Assist the EEC Officer in the preparation, formulation, and submission of their annual energy efficiency and conservation programs;
- b. Submit to the DOE their annual energy efficiency and conservation program and energy performance report;





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- c. Administer the energy monitoring and control within the offices/buildings/facilities
- d. Prepares and regularly review the periodic energy consumption and energy conservation program reports
- e. Recommend to the EEC Officer any measures for implementation and improvement
- f. Participate in the EEC activities and programs conducted by the DOE

**SECTION 4. EFFECTIVITY.** This Administrative Order shall become effective immediately upon its approval.

**Issued** this 26<sup>th</sup> day of January, 2024 in the City of Naga, Republic of the Philippines.

Attested by:

**ELMER S. BALDEMORO**  
City Administrator

**NELSON S. LEGACION**  
City Mayor