



**EXECUTIVE ORDER NO. PCG-06**  
**SERIES OF 2023**

**AN EXECUTIVE ORDER INSTITUTIONALIZING POLICIES ON ENERGY EFFICIENCY AND CONSERVATION IN PASIG CITY GOVERNMENT FACILITIES, INCLUDING THE PROMOTION OF EFFICIENT AND JUDICIOUS UTILIZATION OF ENERGY FOR MOTOR VEHICLES**

**WHEREAS**, on 12 April 2019, President Rodrigo Duterte signed into law Republic Act No. 11285 entitled – “Energy Efficiency and Conservation Act (EEC); Institutionalizing Energy Efficiency and Conservation, Enhancing the Efficient Use of Energy, Granting Incentives to Energy Efficiency and Conservation Projects”. The law seeks to establish a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation, including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

**WHEREAS**, on 09 May 2020 the Department of Interior and Local Government (DILG) issued Memorandum Circular No. 2020-082 regarding Guidelines in Implementing Republic Act No. 11285 or the Energy Efficiency and Conservation Act and its Implementing Rules and Regulations. The issuance directed all LGUs to implement the mandated responsibilities provided for in the said law in coordination with the Department of Energy (DOE) Regional and Field Offices;

**WHEREAS**, the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) issued Resolution No. 4, s. 2021; enjoining the Council of Good Local Governance to consider, include and Adopt the ECC as one of the areas in the criteria for the Seal of Good Local Governance (Section 7, Republic Act No. 11292, Seal of Good Local Governance Act of 2019); the IAEECC subsequently issued Resolution No. 5, s. 2022, directing all Government Entities, including the Local Government Units (LGUs) and Foreign Service Posts to observe the approved Government Energy Management Program (GEMP) Guidelines;

**WHEREAS**, the DOE was tasked to monitor the adherence to GEMP (Section 5 of ECC Act). The said energy program aims to reduce the government’s monthly consumption of electricity and petroleum products through electricity efficiency and conservation, and the efficiency and conservation of fuel used by government vehicles, among others;

**WHEREAS**, during the recent Energy Audit Report conducted by the DOE on 12 May 2022 for Pasig City Hall, a score of 92, with a 5-Star Rating or Grade “A,” was garnered by the City Government. Hence, in order to sustain a high rating and in consideration of the increasing cost of fuel and oil prices, the issuance of internal guidelines on energy management and conservation is necessary.



**NOW THEREFORE, I, VICTOR MA. REGIS N. SOTTO**, Mayor of the City of Pasig, by virtue of the powers vested in me by law, do hereby order:

**Section 1. COVERAGE.** – All Offices under the Executive Branch of the City Government of Pasig, including the Legislative Branch (City Vice Mayor and Sangguniang Panlungsod Members) are covered by this order. Barangays are likewise enjoined to adopt the same policies.

**Section 2. DEFINITION OF TERMS.**

- a. **Energy conservation** refers to the reduction of losses and wastage in various energy stages from energy production to energy consumption through the adoption of appropriate measures that are technologically feasible, economically sound, environmentally-friendly, and socially affordable;
- b. **Energy efficiency** refers to the way of managing and restraining the growth in energy consumption resulting in the delivery of more services for the same energy input or the same services for less energy input;
- c. **Government Energy Efficiency Projects.** Government agencies and LGUs are authorized to enter into different financial arrangements for energy efficiency projects following the procedures laid down in any of the following measures: Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act"; Republic Act No. 6957, otherwise known as "An Act Authorizing the Financing, Construction, Operation and Maintenance of Infrastructure Projects by the Private Sector, and For Other Purposes", as amended by Republic Act No. 7718; Republic Act No. 7160, otherwise known as the "Local Government Code of 1991"; the 2013 NEDA Joint Venture Guidelines, as may be amended in the future; the applicable LGU charter; related laws, rules, regulations; and other modalities.

**Section 3. GENERAL GUIDELINES AND PROCEDURES**

a. **Efficiency and Conservation in Electricity Use**

- i. Adopt and implement an electricity efficiency and conservation program to reduce monthly electricity consumption by at least ten percent (10%) benchmarked on the average monthly consumption during the first semester of CY2023;
  - a. The City Government of Pasig (CGP) shall use energy efficient LED lamps in the office buildings and facilities, school buildings, hospitals and health centers, market, parks, street lights and other public places (Section 39 General Provisions of RA No. 11518);
  - b. Ensure that only energy efficient LED lamps that are compliant with the Minimum Energy Performance Products (MEPP) will be installed or used in government construction and retrofit projects (IAEECC Resolution No. 2, s 2021); and



- c. Use of energy efficient air-conditioning units, including inverter types, solar assisted units and those with similar technologies that are compliant with Cooling Seasonal Performance Factor (CSPF) consistent with MEPP of the DOE Circular No. DC2020-06-0016, installed in government buildings/offices and air-conditioning system retrofit projects (IAEECC Resolution No. 3, s 2021).
- ii. The following measures shall be implemented by the CGP for particular appliance, equipment and accessories:
    - a. Operate air-conditioning (AC) systems (unitary type or centralized) as follows:
      - i. Limit their operation/use to **six (6) hours, preferably 9:00 AM to 4:00 PM.** The operation/use of air-conditioning systems may be extended to a maximum of duration of eight (8) hours during summer months (March to May) upon the discretion of the Local Chief Executive or Head of Office. In sensitive and customer service areas, their operation/use beyond eight (8) hours may be allowed such as hospital, or health facility, medicine stock areas, computer server rooms and data bank centers, Central Command Center (C3), among others;
      - ii. Close all windows and doors when the AC is on. Seal all gaps, place weather strips or install automatic door closers in order to prevent hot air from coming inside a cooled room;
      - iii. Under normal condition, set the **thermostat control to achieve room temperature to not lower than 24 degrees Celsius;** prolonged use of AC at lower temperature settings results in a significant increase in electricity consumption;
      - iv. Set a **fan mode from 12:00 noon to 1:00 pm;** and
      - v. Observe regular preventive maintenance servicing and regular cleaning and replacement of filters as necessary.
    - b. If available, electric fans, blowers and other cooling devices may be used during the 12:00 noon to 1:00 pm break period in lieu of air-conditioning units;
    - c. Mandatory replacement of:
      - i. All 40-watt fluorescent lamp tubes with **36 watt or less slim lamp tubes;**
      - ii. All 20-watt fluorescent lamp tubes with **18 watt or less slim type lamp tubes;**
      - iii. All rapid start electromagnetic ballasts with **preheat type electromagnetic ballasts or electric ballasts;** and
      - iv. All incandescent bulbs and compact fluorescent lamps (CFLs), with **LED lamps;**
    - d. **Lights shall be turned off during lunch breaks and after office hours, except**



in offices/areas where continuous work and service or “No Noon Break” policy is being implemented. Practice the use of natural daylight whenever available;

- e. Computers are strictly for official use only and shall be shut down when not in use; Avoid idle power by completely switching off or unplugging of appliances/consumer electronics after use;
- f. Replace old and inefficient appliances with more efficient ones, such as those with high energy efficiency ratio (EER) and coefficient performance (COP);
- g. Perform regular preventive maintenance of appliances, office equipment; motors, etc. not just to ensure efficiency of units but also to prolong their service life; and
- h. The use of stairs instead of elevator in going one floor “up” or “down” shall be encouraged. Elevators shall be set to service alternate floors, and a sign to this effect shall be placed conspicuously at the entrance of the elevator for the proper guidance of agency employees and visitors; Provided that the physically-challenged and those with heavy loads shall not be prevented from using the elevator to reach each floor.

**b. Efficiency and Conservation in Fuel Use in Government Vehicles**

- i. Adopt and implement a program that will reduce its fuel consumption by at least ten percent (10%) benchmarked on the average monthly consumption during the first semester of CY2023.
  - a. Monthly fuel consumption per vehicle shall be monitored by the Office of General Services (OGS);
  - b. To ensure that fleets are fuel efficient, a re-fleeting program shall be implemented; and
  - c. Upgrade the motor pool facility and services by engaging highly trained automotive mechanic that will oversee the regular maintenance of each City-owned vehicles and equipment.
- ii. The following measures shall be implemented for CGP vehicles;
  - a. Use and purchase or lease of vehicles capable of using Alternative Fuel;
  - b. **Motorpool Division and ALL Drivers to adopt the maintenance and driving tips** such as, but not limited to the following:
    - i. Proper inflation and alignment of tires and proper alignment and balancing of wheels;
    - ii. Periodic/regular change oil and oil filter replacement;



- iii. Regular engine tune-up and replacement of air and fuel filters;
- iv. Proper scheduling of daily trips to avoid unnecessary short trips;
- v. Smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary and repetitious speeding up and slowing down;
- vi. Strict prohibition of idling of engines when vehicles is parked; and
- vii. Prohibition of overloading of vehicle.

iii. To sustain an effective program for the rational use of energy, the following acts are hereby prohibited:

- a. The use of government vehicles for purposes other than **official business**; provided, that in every case, the trip ticket authorizing the use of the vehicle shall be displayed in a conspicuous place on the vehicle;
- b. The use of government vehicles on Saturdays, Sundays, legal holidays, or out of the regular office hours or outside the route of the officials or employees authorized to use them, or by any person other than such official or employee, shall, unless properly authorized, be prima-facie evidence of the violation of this paragraph.

c. **Energy Performance for Buildings**

To ensure appropriate and effective implementation of energy efficiency and conservation for new and existing buildings for commercial and industrial use such as hospitals, educational facilities, exhibition centers, government offices, and other facilities, the LGUs shall implement the following measures in accordance with building permit issuances:

- i. Adherence to the National Building Code, Green Building Code and the Guidelines for Energy Conserving Design for Buildings issued by the DOE, in consultation with the DPWH, which may be revised to reflect new and emerging energy efficiency and conservation technologies for new construction and/or retrofitting of existing buildings and facilities: *Provided*, that City-owned and leased buildings and facilities shall comply with the GEMP and other such guidelines issued by the IAEECC;
- ii. Use of building materials with low solar radiation absorption rates and reflective surface, e.g. white or light color in walls and roofs;
- iii. Provide a shade and properly ventilate all outdoor condensing units of ACs;
- iv. Conduct annual inventory of air-conditioning units and lighting equipment;
- v. Implement an Energy Efficient Lighting/Lighting Systems (EELs) in Government Facilities (*Palit-Ilaw Program*);

**Section 4. CREATION OF ENERGY EFFICIENCY & CONSERVATION OFFICE (EECO)**

The LGUs shall establish their respective EECOs headed by an EEC Officer as MANDATED UNDER Section 28 of the EEC-iRR and DiLG Memorandum Circular No. 2020-082. The EECO may be part of the planning and development office using appropriations from General Funds, or it can stand



separately. The remuneration of the EEC Officer's services shall be charged from existing LGU Funds. An Administrative Order, Special Order or Memorandum Order will be issued to designate an EEC Officer. The order can also be extended to appoint the Technical Working Group to facilitate the LGU's EEC programs and activities.

The EECO with the assistance of the DOE and in coordination with the DILG, shall develop and implement their respective Local Energy and Efficiency Conservation Plan (LEE CP) and incorporate these in their local development plans. Furthermore, the LGUs shall assist the DOE in monitoring compliance with the obligations of designated establishments under this Act for input in the NEECD.

The EECO shall promote the use of energy conservation and energy efficient technology through the conduct of appropriate information, education and communication campaign, energy audits/surveys, and spot checks without prejudice to the employees/officials' productivity and performance of employees and officials. Likewise, the EECO shall monitor the proper and effective implementation of the government's energy conservation program and austerity measures under AO 103, AO 110 and AO 126.

The EECO during monitoring and the conduct of spot checks shall be assisted by the following offices of the PCG:

- a. Engineering Department;
- b. Office of General Services;
- c. Internal Audit Services; and
- d. City Environment and Natural Resources Office

The conduct of periodic spot check by Energy Audit Team (EAT) requires the submission of relevant data/document as follows:

- a. Monthly Electricity Consumption Report (MECR) – "Annex A"
- b. Monthly Fuel Consumption Report (MFCR) – "Annex B"
- c. Annual Inventory Report of Air-conditioning Units, Lighting Equipment, and Motor Vehicles
- d. Posting of agency rating as a result of spot check

The annual electricity and fuel consumption reports and savings for one (1) year period shall be submitted to the EAT for reporting to DOE not later than the 15<sup>th</sup> of January each year.

**Section 5. USE OF DATA FOR GREENHOUSE GAS INVENTORY (GHGI) FOR LGU** - The data (receipts, records) generated from energy efficiency and conservation program monitoring shall be used for the GHGI. The EECO and concerned offices shall share the data for use in the GHGI.



**Section 6. SEPARABILITY CLAUSE** – If, for any reason, any provision of this Order is declared unconstitutional or contrary to law, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**Section 7. REPEALING CLAUSE** - All other orders, decrees, resolutions, and rules and regulations or parts thereof which are inconsistent with this Order are hereby deemed repealed, amended or modified accordingly.

**Section 8. DISSEMINATION** - Copies of this Executive Order shall be furnished, within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for information and guidance, pursuant to Sec. 455(1)(xii) of the Local Government Code as amended.

**Section 9. EFFECTIVITY** - This Order shall take effect immediately.

**DONE** this 10<sup>th</sup> day of January 2023, at the City of Pasig, Metro Manila.

  
**VICTOR MA. REGIS N. SOTTO**  
City Mayor

