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ENERGY SECURE PHILIPPINES (ESP) ACTIVITY

DESIGNATED ESTABLISHMENT PORTAL SYSTEM USER'S GUIDE

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ENERGY SECURE PHILIPPINES (ESP) ACTIVITY

DESIGNATED ESTABLISHMENT (DE) PORTAL SYSTEM USER'S GUIDE

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LIST OF ACRONYMS

AEECR	Annual Energy Efficiency and Conservation Report
AEUR	Annual Energy Utilization Report
CECO	Certified Energy Conservation Officer
CEM	Certified Energy Manager
DE	Designated Establishments
FAQ	Frequently Asked Questions
ESP	Energy Secure Philippines
PSIC	Philippine Standard Industry Classification

UNITS AND CURRENCIES

kg	Kilogram
kW	Kilowatt
kWh	Kilowatt-Hour
kWhe	Kilowatt-Hour Equivalent
l	Liter
m ²	Square Meters
m ³	Cubic Meters
MMBtu	1-Million British Thermal Units

MT Metric Tons
Peso/PHP Philippine Peso

INTRODUCTION

BACKGROUND

In 2021, the U.S. government, through the U.S. Agency for International Development (USAID), launched its flagship project to support a more competitive, secure, and resilient Philippine energy sector. The five-year, Php1.6-billion (\$34 million) Energy Secure Philippines (ESP) project will promote the country's key energy sector priorities and support its climate mitigation goals. One task within this project was supporting DOE in creating Designated Establishments (DE) Online Portal.

On April 12, 2019, Republic Act 11245: The Energy Efficiency and Conservation Act was signed into law. The Energy Efficiency and Conservation Act tasked the Department of Energy (DOE) with creating a National Energy Efficiency and Conservation Plan (NEECP). As part of the NEECP Database holding information on energy consumption and the application of energy efficient and renewable energy technologies was also established.

OVERVIEW OF THIS GUIDE

This guide provides information regarding the use and submission of data encoders, Certified Energy Conservation Officers (CECOs) and Certified Energy Managers (CEMs) through the Designated Establishments (DEs) Online Submission Portal.

This guide consists of three main parts:

- Overview of all features and functions within the Reporting section of the DE Portal.
- Use of System by Designated Establishment (DE) users
- Submission process for current and previous year Annual Energy Efficiency Conservation Report (AEECR) and Annual Energy Utilization Report (AEUR) reports

This guide is intended for use by CECOs and CEMs using the DE Portal to submit their respective annual AEECR, and AEUR reports, and upload their respective energy audit (EA) reports on behalf of the DEs they represent.

This guide is part of the final set documents that have to be submitted to USAID Energy Secure Philippines (ESP) Activity upon completion of the DE Portal enhancement.

OVERVIEW OF THE DESIGNATED ESTABLISHMENTS ONLINE PORTAL

The Designated Establishments (DE) Online Portal, or DE Portal for short, is a web-based application facilitating the registration of Certified Energy Managers and Certified Energy Conservation Officers, their associated Designated Establishments in the Commercial, Industrial, and Transportation sectors, and their completion and submission of their respective AEURs, AEECRs, and EA reports.

The DE Portal also provides an administration and reporting interface to allow registered administrative users from the Department of Energy (DOE) to analyze and export reported establishment AEECR/AEUR data, as well as manage all registered users, establishments, and reports submitted to and through the system.

TECHNICAL OVERVIEW

The DE Portal is a web application and is intended for use via web browser. It supports the latest versions of the Chrome, Edge, Firefox, and Safari web browsers as of the time of the writing of this guide.

INTRODUCTION TO THE DE PORTAL REPORTING INTERFACE

The DE Portal’s Reporting and Interface provides encoders, CECOs and CEMs the ability to enter or encode online the energy use and energy efficiency program data for Commercial, Industrial, and Transportation (CIT) Sectors' Designated Establishments to comply with their reportorial obligations under Republic Act 11285 or the Energy Efficiency and Conservation (EEC) Act of 2019.

DE PORTAL URL

The DE Portal Reporting and Administration interfaces are accessible via web browser at your configured application URL.

At the time of writing, the current DE Portal URL is:

<https://de.doe.gov.ph/>

DE PORTAL USER REGISTRATION

When initially accessing the DE online submission portal, first-time users will need to register to obtain login credentials to the site. You can reach the user registration page using the **Register Your User** button on the landing/home page, or via the “**Not registered? Register here**” link

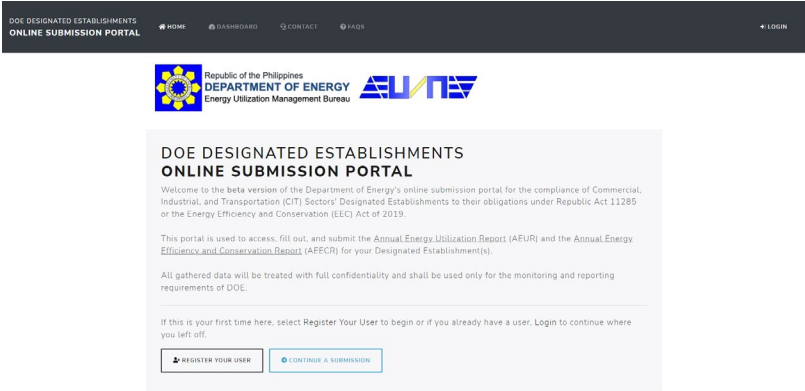
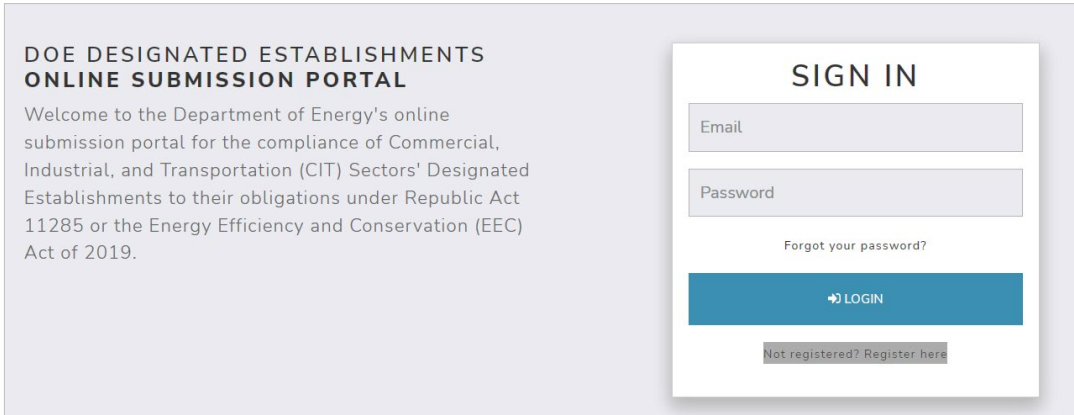


Figure 1. “Register Your User” button found in the home page



below the login button on the User Sign In page.

Figure 2. User Login page

When you register as a user you will enter your first and last name, phone number, company name, choose whether you are registering for an enterprise (an organization with multiple DEs), choose if you are a encoders, CECO or a CEM, enter your department name and email, and select a password and confirm that password. You will also complete the reCAPTCHA verification, agree to the Data Privacy and click the register user button. At this point, an email will be sent to the email address provided for you to confirm your account (if confirmation message cannot be found in your “Inbox”, you may check your “Spam” folder). You can then return to the login page to login to your account.

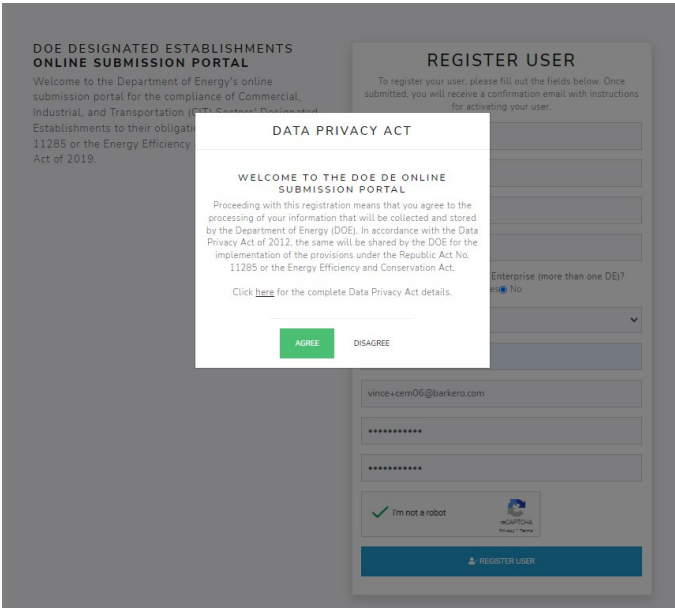


Figure 3. User Registration page with Data Privacy Act prompt

DE PORTAL USER LOGIN

A user may login to the DE Portal via the Sign In page, accessible directly at <https://de.doe.gov.ph/auth/login> or via the **Login** button at the top right of the landing/home page.

To login, enter your registered email and password and click **Login**.

To reset a forgotten password, click the **“Forgot your password?”** link, enter the user’s email address, and select the **Submit** button. If the user’s email address is registered within the system, it will receive an email with instructions for resetting the user’s password.

DE PORTAL FREQUENTLY ASKED QUESTIONS (FAQ)

In this section, users will find answers to common questions about DE Portal. FAQs are designed to provide quick access to important information and help reduce the need for customer support inquiries.

The FAQ page can be found on the header and footer menu.

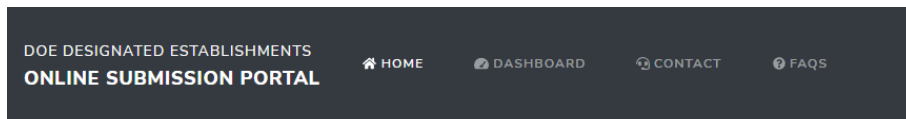


Figure 4. FAQ link on header

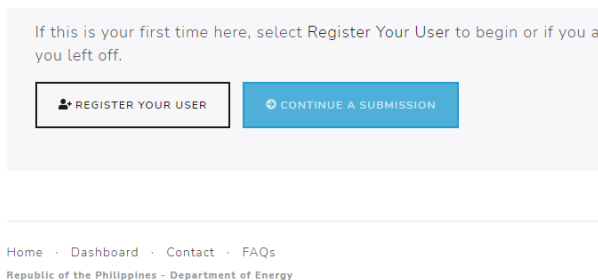


Figure 5. FAQ link on footer


USER DASHBOARD

INTRODUCTION

After you successfully logging-in to the DE Online Submission Portal, you will be automatically taken to your User Dashboard. The top of the dashboard contains a description of what is included in the dashboard: the User Dashboard shows all currently registered Enterprises, Designated Establishments that your user has access to, and provides access to functions to create a new enterprise, register a new designated establishment, view a designated establishment dashboard, or start and/or continue an AEECR or AEUR submission or upload Energy Audit (EA) report.

YOUR ENTERPRISES

In the first section of the dashboard, you can register your enterprise if you have multiple DEs within your organization. To register a new enterprise, you will click **Add New Enterprise** and on the next page enter your enterprise name and click submit.



REGISTER NEW ENTERPRISE

An enterprise is a group of designated establishments that are part of the same enterprise. Use this form to add an enterprise to the portal. Please provide your enterprise's Name.

Select Submit when done or go back without saving.

* indicates a required field

NAME *

Enter enterprise name

SUBMIT

Figure 6. Manage Establishment Users page

You will be directed back to the dashboard where you will see your enterprise name listed in the **Your Enterprises** Section.

YOUR DESIGNATED ESTABLISHMENTS

The next section on the dashboard you will create the designated establishments that you are submitting data for. To register a new DE, you will click **Add New Designated Establishment** to open the **Register New Designated Establishment** page. On this page you will enter the following fields:

- Enterprise
 - Choose from the list of enterprises that were entered in the **Register New Enterprise** section
- Name
- Classification
 - Choose from the three options: Other, Type 1 or Type 2

- Sector Type
 - Choose from the three (3) sector options: Commercial, Industrial or Transportation
- Business Type
 - Drop down list based on your selection in Sector Type
- Region
- Province
- City
- Year Established/Created

After you filled-out the name field, the system will check the database if there is already an existing name for the DE that you wish to register. If the system finds that there is already existing name, an error notification will appear on top of the name field, and you cannot proceed to the registration. Otherwise, if no duplicate was found, you can proceed in completing the fields and click the submit button. Then, you will be directed to the **View Designated Establishment** page for the newly created DE. If you return to the User Dashboard, your DEs will be listed in the **Your Designated Establishments** section. In the top right corner of the section for each DE there is a three-bar icon that you can select with two options:

- View Establishment Profile/Past Submission
 - Directs you to the Designated Establishment Dashboard (see *Designated Establishment Dashboard* section)
- Add User to Establishment (see *Assign New User* section)

The screenshot shows a registration form with the following fields and error messages:

- ENTERPRISE ***: A dropdown menu with the selected option "-- Not a Part of an Enterprise / Not Applicable --". Below it is a note: "Note: If this establishment is part of an enterprise and you do not see it in the list, go to the Add Enterprise form."
- NAME ***: A text input field containing "Designated Establishment B". A red error message "Designated Establishment Already Exists" is displayed above the field.
- CLASSIFICATION ***: A dropdown menu with the selected option "Type 2".
- SECTOR TYPE ***: A dropdown menu with the selected option "Industrial".

Figure 7. Designated Establishment Already Exists Error

The screenshot shows a dashboard for a designated establishment with the following information and options:

- Establishment Name: Example Designated Establishment
- Enterprise: Example Enterprise
- Address: Test Address
- AEUR Status: [Empty field]
- Actions:
 - View Establishment Profile / Past Submissions
 - Add User to Establishment

Figure 8. Designated Establishment Dashboard options

Additionally, you can select to start either an AEUR, AEECR or upload EA Report for the DE.

VIEW DESIGNATED ESTABLISHMENT
BARKERO DEVELOPERS

START FY2022 AEUR SUBMISSION

START FY2022 AEECR SUBMISSION

START FY2022 ENERGY AUDIT REPORT SUBMISSION

START PAST YEAR SUBMISSION

ASSIGN NEW USER

Address:	Unit 308 Samui Building, Acacia Estates Royal Palm Residences
City	City of Taguig
Province	NCR, FOURTH DISTRICT (Not a Province)
Region	NCR
Sector	Industrial
Type of Business	Cement Manufacturing
Year Founded	2017
Total Energy Consumption	0 kWhe (Classification: TYPE 2)

Figure 9. AEUR, AEECR or an Energy Audit Report submission for the DE user interface

DESIGNATED ESTABLISHMENT DASHBOARD

INTRODUCTION

You can reach the Dashboard for a given Designated Establishment by selecting the **View Establishment Profile/Past Submission** button in the dropdown menu for an establishment in the Designated Establishments section of your User Dashboard. The DE Dashboard shows all information within the system for the given establishment and allows the user to view past AEECR/AEUR / EA Report submissions as well as start a Past Year submission for years before the reporting cycle.

START CURRENT YEAR AEUR SUBMISSION

Select the **Start FY[YEAR] AEUR Submission** button to begin your AEUR submission for the current year. See the *Completion of current year AEUR* section for more information on completing this section of the portal.

START CURRENT YEAR AEECR SUBMISSION

Select the **Start FY[YEAR] AEECR Submission** button to begin your AEECR submission for the current year. See the *Completion of current year AEECR* section for more information on completing this section of the portal.

START CURRENT YEAR ENERGY AUDIT REPORT SUBMISSION

Select the **Start FY[YEAR] Energy Audit Report Submission** button to begin your submission for the current year. See the *Completion of current year Energy Audit Report Submission* section for more information on completing this section of the portal.

START PAST YEAR SUBMISSION

Select the **Start Past Year Submission** button to begin your AEUR submission for the current year. See the *Completion of past year AEECR/AEUR* section for more information on completing this section of the portal.

VIEWING/RETURNING AEUR/AEECR/EA REPORT SUBMISSIONS

From a Designated Establishment's summary page (see *Viewing and Managing Designated Establishments* in this section), all submitted AEUR, AEECR and EA Report are listed under **AEUR/AEECR/EA Report Submissions** on the bottom left of the page.

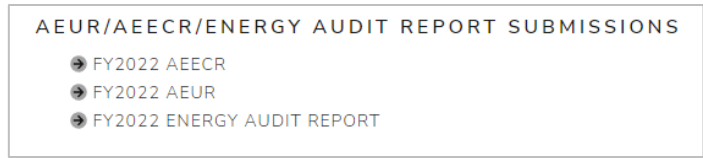


Figure 10. Establishment AEUR/AEECR/EA Report submission list

Select a submission year/form to view the submission summary detail page with all associated data submitted as part of that form and year.

An administrator may select **Return Submission** to the right of a submission list entry to return this submission to the preparer for modification and review. Note that this will remove the data associated with this form submission from all administrative reporting until the form is once again finalized and resubmitted.

However, the **Energy Audit Report submission cannot be returned**. You may only submit the Energy Audit report once (i.e., required report submission is every three (3) years for Types 1 and 2 DEs).

COMPLETION OF CURRENT YEAR AEECR

The AEECR describes your establishments' energy efficiency and conservation plans, programs, activities, and projects implemented and ongoing including the target value of investment and savings or improvement in productivity in lieu of energy saving.

This report consists of multiple parts where each part may have one or more pages. Select Next beneath the page to navigate to the next page within a part or if you are at the end of the part select Save and Continue to save the information in that part to the system and continue to the next part. Select Previous to go to the previous page within the part. Select Go to Previous Part or select a part from the progress list to go to a previous part.

PRELIMINARY INFORMATION

The first part of the report is where you enter the dates that the report is inclusive of. The begin date should be January of the current reporting year and the end date should be December of the current reporting year (referring to the previous year), although these may slightly differ based on the data you have for your facility (e.g., if the facility started its operation only in the previous year but starting, say, a month other than January of that said reporting year).

Next you will enter the number of male and female employees in your DE. There are hover icons next to the field titles that can help you better understand the required information in the specific field.

The screenshot shows a web form titled "INCLUSIVE DATES OF SUBMISSION" with a help icon. It contains four dropdown menus for "MONTH BEGIN", "YEAR BEGIN", "MONTH END", and "YEAR END", each with a "Choose..." option. Below these is a "TO" label. Underneath is a section titled "TOTAL NUMBER OF EMPLOYEES" with two input fields: "NUMBER OF MALE EMPLOYEES" and "NUMBER OF FEMALE EMPLOYEES". The male field has a placeholder "Enter the number of the male employees" and the female field has a placeholder "Enter the number of the female employees".

Figure 11. Preliminary Information Page I

Figure 12. Hover help icons to help user better understand the required information

Then you click next at the bottom of the page to move to the **Define Establishment Production Lines or Activities** page. You will enter the name of your first production line/activity in the text entry field on the form. To enter additional production lines or activities, click the **Add Production Line/Activity** button. Click **Save and Continue** to save your production lines/activities and advance to *Part A: Energy Conservation Projects and Measures*.

PART A: ENERGY CONSERVATION PROJECTS AND MEASURES

In this section of the report, you will enter the energy conservation projects and measures undertaken at the designated establishment. The first form is for entering on-going projects, projects that are already in-place during the reported year but are not yet completed by the time the report is submitted to the Department of Energy (DOE). To add an ongoing project, click the **Add On-Going Project/Measure** button in the bottom right. If you do not have an on-going energy conservation project or measure, click **Next** to advance to the form for completed projects.

[NOTE; CHANGE ALL “ON-GOING” TO “**ONGOING**”...INCLUDING THE ONES IN THE FIGURES.

Figure 13. Add Ongoing Project/Measure

For an ongoing energy conservation project or measure you will enter the following fields into the form

- Energy Conservation Project/Measure (Name)
- Date Started
- Estimated date of Completion (Should be later than end month/year entered in preliminary information section)

- Energy Saving – Current (Number)
- Unit (dropdown list of units)
- Energy Savings – Upon Completion
- Total Investment (Pesos)

To delete the project information, click the **Remove Project/Measure** button on the left immediately below the data entry fields. To add an additional ongoing project/measure at your DE, click the **Add Ongoing Project/Measure** button at the bottom right of the form. If you have entered all your ongoing projects/measures click the **Next** button at the bottom left of the form.

Figure 14. Ongoing Energy Conservation Project/Measure Entry Form

The next form is for entering completed projects, projects that have already ended by the time that the report is submitted. This shall also establish the baseline investment cost on EEC projects, including technology used, or process improvement done. To add a completed project, click the **Add Completed Project/Measure** button in the bottom right. If you do not have a completed energy conservation project or measure, click **Next** to advance to the form for recommended energy conservation measures in the office.

Figure 15. Add Completed Project/Measure

For a completed energy conservation project or measure you will enter the following fields into the form

- Energy Conservation Project/Measure (Name)
- Date Started
- Date Completed (Should be earlier than end month/year entered in preliminary information section)

- Energy Savings – Current (Number)
- Unit (dropdown list of units)
- Energy Savings – Upon Completion
- Total Investment (Pesos)

To delete the project information, click the **Remove Project/Measure** button on the left immediately below the data entry fields. To add an additional complete project/measure at your DE, click the **Add Completed Project/Measure** button at the bottom right of the form. If you have entered all your completed projects/measures click the **Next** button at the bottom left of the form.

The screenshot shows a web form titled "ENERGY CONSERVATION PROJECT/MEASURE". At the top is a text input field labeled "Describe the project or measure". Below this are two date pickers: "DATE STARTED" and "DATE COMPLETED", both with "mm/dd/yyyy" placeholders. Next are "ENERGY SAVINGS" (with a placeholder "Input savings in selected unit") and "UNIT" (a dropdown menu with "Choose..." selected). Below these is "TOTAL INVESTMENT (PESOS)" with a placeholder "Input investment in P". At the bottom left is a dark grey button labeled "REMOVE PROJECT/MEASURE". At the bottom right is a blue button labeled "ADD COMPLETED PROJECT/MEASURE". At the very bottom are two blue buttons: "PREVIOUS" and "NEXT".

Figure 16. Completed Energy Conservation Project/Measure Entry Form

The next form is for entering recommended energy conservation measures in the office. To add a recommended measure, click the **Add New Measure** button in the bottom right. If you do not have a recommended energy conservation measure, click **Save and Continue** to advance *Part B: Target and Actual Energy Consumption*.

The screenshot shows a web form titled "RECOMMENDED ENERGY CONSERVATION MEASURES IN THE OFFICE". It contains the instruction: "Enter specific energy efficiency and conservation measures that may be carried out or implemented in the company/establishment. Select Add New Measure to add a new Project or Measure to the list." Below this instruction, the text "No recommended energy conservation measures defined." is displayed. At the bottom right is a blue button labeled "ADD NEW MEASURE". At the bottom left are two blue buttons: "PREVIOUS" and "SAVE AND CONTINUE".

Figure 17. Add Recommended Measure

For a recommended energy conservation project or measure you will enter the following fields into the form

- Energy Conservation Project/Measure (Name)
- Estimated Energy Savings (Number)
- Unit (dropdown list of units)
- Estimated Expenses/Investment (Pesos)

- Problems/Constraints

To delete the project information, click the **Remove Measure** button on the left immediately below the data entry fields. To add an additional recommended measure at your DE, click the **Add Recommended Measure** button at the bottom right of the form. If you have entered all your recommended measures click the **Save and Continue** button at the bottom left of the form.

Figure 18. Ongoing Energy Conservation Project/Measure Entry Form

PART B: TARGET AND ACTUAL ENERGY CONSUMPTION

In this section of the report, you will enter the energy use in your DE for the previous five (5) reporting years and the current reporting year, by fuel type. In the first form within this section, you will enter the energy consumption at the DE for the previous 5 years, ending with the year previous to the current year’s submission. If your establishment is less than five (5) years old, you will be prompted only for years since the establishment’s founding date or start date of the establishment’s operation. The data will be entered by fuel type, and each fuel type specifies the units that it should be reported in. To enter additional fuel types, click the **Add Fuel Type** button to the left below the fuel type entry field.

Figure 19. Energy Consumption for the last 5 years data entry

Once you have entered all of your DE's energy consumption data for the previous 5 years, click next to advance to the form to report energy consumption for the current year. The form for energy consumption for the current year is the same as the form for energy consumption in previous years. You will enter the consumption of energy for each fuel type for the current year in the units specified in the fuel type dropdown menu.

PART C: TARGET ENERGY CONSUMPTION IN PRODUCTION

In this section of the report, you will enter the energy usage per unit of activity at your DE. On the first page of this section, you will enter the energy consumption by energy source and production line/activity. The columns of the data input screen will be pre-populated with the activities/production line that were entered on the *Define Establishment Production Lines or Activities* page of the preliminary information section. You will select the energy source from the dropdown list of fuel types with the required units specified for the quantity of fuel used. To enter additional fuel types, click the **Add Fuel Type** button to the left below the fuel type entry field. Once you have entered the energy consumption for all fuel types and activities/production lines, click the **Next** button at the bottom of the page.

Figure 20. Energy Consumption by Energy Source and Activity/Production Line

On the next page you will enter the production volume for each activity/production line at your DE. For this you will specify the quantity produced, the units that quantity is measured in, the rated capacity and the Philippine Standard Industrial Classification (PSIC) code for each activity/production line in your DE. The activities/production lines in your DE will be pre-populated with the activities/production line that were entered on the *Define Establishment Production Lines or Activities* page of the preliminary information section.

Figure 21. Production Quantity by Activity/Production Line

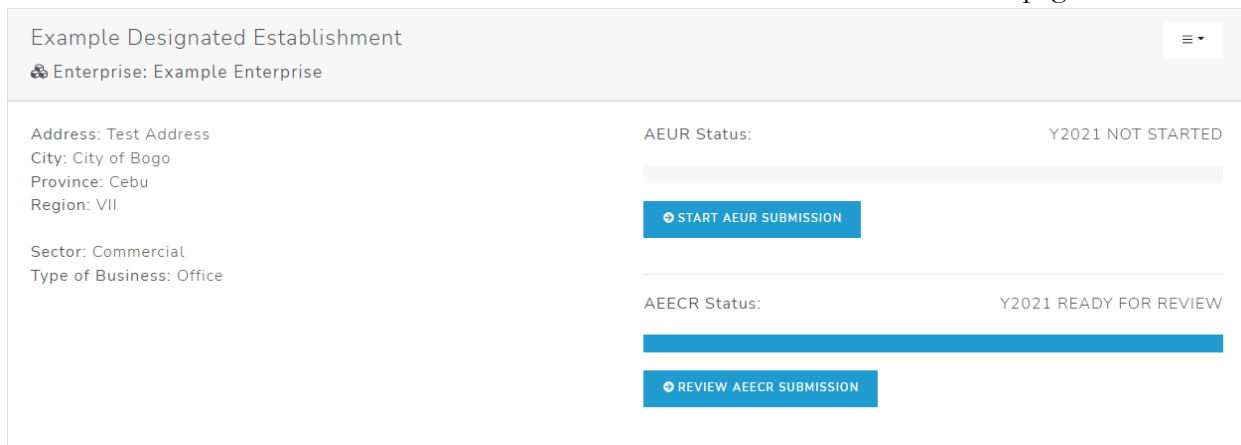
When you finish entering the production quantity data for your DE, click the **Save and Continue** button at the bottom of the page.

REVIEW AND SUBMIT

After you complete the first four sections of the AEECR submission form you will reach the review and submit section. This section will display a summary of the data entered in the other sections of the AEECR. You will review the data entered in each section to ensure that it is correct. If any of the data needs to be adjusted, you can go to the submission progress section at the top of the page and click on the section that you would like to return to.

Once you have reviewed and verified all of the data you can submit the report for review by clicking the **Submit Report** button at the bottom of the page. This will submit the report and return you to the user dashboard page.

To finalize the AEECR report, the CECO or CEM of your DE should login to the Online Submission Portal, navigate to the DE of the AEECR submission and click the Review AEECR Submission button. This will direct the user to the **Review AEECR Submission** page.



The screenshot displays a user interface for reviewing an AEECR submission. At the top, it identifies the 'Example Designated Establishment' and the 'Enterprise: Example Enterprise'. Below this, the submission details are organized into two columns. The left column lists location and business information: Address (Test Address), City (City of Bogo), Province (Cebu), Region (VII), Sector (Commercial), and Type of Business (Office). The right column shows the submission progress for two categories: 'AEUR Status' is 'Y2021 NOT STARTED' with a grey progress bar and a blue 'START AEUR SUBMISSION' button; 'AEECR Status' is 'Y2021 READY FOR REVIEW' with a full blue progress bar and a blue 'REVIEW AEECR SUBMISSION' button.

Figure 22. Review AEECR Button

Once the CECO or CEM has reviewed the AEECR submission, he or she will either click the **Return to Preparer** button to allow the encoder to edit the report, or he or she will click **Finalize and Submit** to complete the entry of the AEECR into the Online Submission Portal.

COMPLETION OF CURRENT YEAR AEUR – COMMERCIAL ESTABLISHMENT

This section describes the process of completing an AEUR submission for a DE in the commercial sector.

PRELIMINARY INFORMATION

The first section of the report is where you enter the dates that the report is inclusive of. The begin date should be January of the current reporting year and the end date should be December of the current reporting year, although these may differ slightly based on the data you have for your facility.

Next you will enter the number of male and female employees at your DE.

The screenshot shows a web form titled "INCLUSIVE DATES OF SUBMISSION". It contains four dropdown menus: "MONTH BEGIN", "YEAR BEGIN", "MONTH END", and "YEAR END", each with a "Choose..." option. Below these is a "TO" label. Underneath is a section for "TOTAL NUMBER OF EMPLOYEES" with two input fields: "NUMBER OF MALE EMPLOYEES" (with a placeholder "Enter the number of the male employees") and "NUMBER OF FEMALE EMPLOYEES" (with a placeholder "Enter the number of the female employees").

Figure 23. Preliminary Information Page 1

This screenshot shows a close-up of the "TOTAL NUMBER OF EMPLOYEES" field, which has a help icon (a circle with an 'i'). A tooltip box is visible, containing the text: "Total number of employees, regardless of the nature of employment, involved in the operation of your establishment." Below it is the "NUMBER OF MALE EMPLOYEES" field, which contains the number "5". At the bottom left is a blue "NEXT" button.

Figure 24. Hover help icons to help user better understand the required information

Then you click **Next** at the bottom of the page to move to the **Define Establishment Business/Activities** page. You will enter the name of your first business/activity in the text entry field on the form. To enter additional production lines or activities, click the **Add Business/Activity** button. If you have completed this section for the DE in previous years, or in the AEECR form, the fields will be pre-populated. Click next to move to the next page where you will enter any auxiliary areas in your DE.

An auxiliary service area is defined as an area inside the building or outside but within the perimeter of the main building such as utility area (electrical/mechanical room, generator set room, carpentry room, stockroom, etc.), motor pool, perimeter lighting area, etc. This area of the building provides operational support to the core business function of the building or establishment. To add an auxiliary service area, click the **Add Auxiliary Service Area** button at the bottom of the page. Once you have entered all of the auxiliary areas in your DE, click **Save and Continue** to save your production lines/activities and advance to *Part A: Energy Consumption Per Activity*.

PART A: ENERGY CONSUMPTION PER ACTIVITY

In this section you will enter the electricity use in kWh for each of the businesses/activities that you entered on the **Define Establishment Business/Activities** page. Once you have entered the electricity use for each of the businesses/activities in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part B: Business Activity*.

PART B: BUSINESS ACTIVITY

In this section you will enter the specified metrics for each business/activity in your DE. For this you will specify the floor area in square meter (m²), the annual hours of operation, the annual hours shutdown and the rated stream hours (hours of operation in one full year) for each business/activity in your DE. The businesses/activities in your DE will be pre-populated with the businesses/activities that were entered on the *Define Establishment Business/Activity* page of the preliminary information section.

Figure 25. Metrics by Business/Activity

For better understanding of each field, you can move your mouse pointer on the hover-icon to display the help-text. When you finish entering the metrics data for your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part C: Electricity Generation*.

PART C: ELECTRICITY GENERATION

In this section you will enter data on the electricity generating units located in your DE. To enter a new generating unit, click the **Add Generating Unit** button at the bottom of the page. If your DE does not have any electricity generation units, click the **Save and Continue** button to advance to the next section. Select the appropriate Generating Unit and indicate Capacity Rating in kW. Then, select the Fuel Type used by the generating unit and indicate the amount of fuel used by the unit in the indicated unit value. If the generating unit is solar, the consumption quantity will remain blank. Finally, list the hours of operation and amount of electricity generated by the units. The consumption quantity based on the fuel type you have selected will be automatically converted into kWh. When you finish entering the electricity generation data for your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part D: Steam/Hot Water Generation*.

PART D: STEAM/HOT WATER GENERATION

In this section you will enter data on the steam/hot water generating units located in your DE. To enter a new generating unit, click the **Add Water Heating Unit** button at the bottom of the page. If your DE does not have any water heating units, click the **Save and Continue** button to advance to the next section. Select the appropriate Water Heating Unit and indicate Quantity and Capacity Rating in kg/hr. Then, select the Fuel Type used by the generating unit and indicate the amount of fuel used by the unit in the indicated unit value. Finally, list the hours of operation and amount of steam generated by the units in metric tons. This should be expressed in terms of equivalent evaporation from and to 100°C at 1 atm. When you finish entering the steam generation data for your DE click **Next** to advance to the next page to enter data on district cooling system use. If your DE uses district cooling check “yes” and enter the name of your district cooling operator. If not, click “no” and no options will pop up.

Page 2 of 2

DISTRICT COOLING SYSTEM USE

IS THE ESTABLISHMENT PURCHASING COOLING LOAD FROM A DISTRICT COOLING SYSTEM (DCS)? *

Yes
 No

INDICATE THE DCS OPERATOR *

DCS operator

PREVIOUS SAVE AND CONTINUE

Figure 26. District Cooling System Use Page

When you finish entering the district cooling data for your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part E: Energy Consumption in Transportation*.

PART E: ENERGY CONSUMPTION IN TRANSPORTATION

In this section you will enter data on the transportation activities from vehicles owned by your DE. To enter a new transportation activity, click the **Add Transportation Activity** button at the bottom of the page. If your DE does not have any transportation activities, click the **Save and Continue** button to advance to the next section. Indicate the fuel type quantity and an activity description for any transportation activity where energy is consumed by vehicles owned by the establishment.

When you finish entering the transportation activity data for your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part F: Electricity Utilization At Auxiliary Service Area*.

PART F: ELECTRICITY UTILIZATION AT AUXILIARY SERVICE AREA

In this section you will enter the electricity use in kWh for each of the auxiliary areas that you entered in the **Auxiliary Areas** page. If you did not enter any auxiliary areas in the **Auxiliary Areas** page, the page will say “No auxiliary service areas defined”. Once you have entered the electricity use for each of the auxiliary areas at your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part G: Steam/Hot Water Utilization at Auxiliary Service Area*.

PART G: STEAM/HOT WATER UTILIZATION AT AUXILIARY SERVICE AREA

In this section you will enter the steam use in MT for each of the auxiliary areas that you entered in the **Auxiliary Areas** page. If you did not enter any auxiliary areas on the Auxiliary Areas page, the page will say “No auxiliary service areas defined”. Once you have entered the steam use for each of the auxiliary areas in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part H: Purchased Electricity*.

PART H: PURCHASED ELECTRICITY

In this section you will enter the total quantity of electricity purchased by your DE from the distribution utility. You will enter the name of the distribution utility you purchase electricity from, the total electricity you consumed during the period of this AEUR, and the start and end date of the period that you are reporting in this AEUR. The start and end date should be close to the start and end dates for the period of this report although these may slightly differ due to the billing data you have from your utility. Once you have entered the electricity purchased from your utility, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part I: Electricity Utilization*.

PART I: ELECTRICITY UTILIZATION

In this section you will enter the total quantity of electricity in kWh used by your DE in the business/activity areas, the auxiliary service areas and the quantity lost from sources at your DE.



The screenshot shows a web form with three input fields and a button. The first field is labeled 'ACTIVITY AREA (KWH)' and has a 'Value (kWh)' label on the right. The second field is labeled 'AUXILIARY SERVICE AREA (KWH)' and also has a 'Value (kWh)' label on the right. The third field is labeled 'LOSES (KWH)' and has a 'Value (kWh)' label on the right. At the bottom of the form is a blue button with the text 'SAVE AND CONTINUE'.

Figure 27. Electricity Utilization Page

Once you have entered the electricity use in each of these three categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part J: Steam/Hot Water Utilization*.

PART J: STEAM/HOT WATER UTILIZATION

In this section you will enter the total quantity of steam/hot water in metric tons (MT) used by your DE in the business/activity areas, the auxiliary service areas and the quantity lost from sources in your DE.

STEAM/HOT WATER UTILIZATION

Indicate the amount of steam in mt directly used for production operations in Activity Area, the portion of the steam consumption that went into offsite services such as maintenance shops, laboratories, perimeter lighting, administrative offices, canteens and staff houses in Auxiliary Services (the consumption for production should not be included), and the amount of energy source losses in Energy Consumption.
If there was no usage for a given area, please enter 0.0

ACTIVITY AREA (MT) Value (MT)

AUXILIARY SERVICE AREA (MT) Value (MT)

LOSES (MT) Value (MT)

[SAVE AND CONTINUE](#)

Figure 28. Steam/Hot Water Utilization Page

Once you have entered the steam/hot water use in each of these three categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part I: Waste Oil Utilization*.

PART K: WASTE OIL UTILIZATION

In this section you will enter the total quantity of waste oil in liters (l) used in your DE by the quantity collected sold and recycled in your DE. Additionally, you will report the quantity of lube oil in liters (l) consumed in your DE.

WASTE OIL UTILIZATION

Indicate the amount of waste oil collected, sold, and recycled in L. Indicate the amount of lube oil consumed in L.
If there was no usage for a given area, please enter 0.0

WASTE OIL COLLECTED (L) Value (L)

WASTE OIL SOLD (L) Value (L)

WASTE OIL RECYCLED (L) Value (L)

LUBE OIL CONSUMPTION (L) Value (L)

[SAVE AND CONTINUE](#)

Figure 29. Waste Oil Utilization Page

Once you have entered the waste oil use in each of these four categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Review and Submit*.

REVIEW AND SUBMIT

After you complete the first four sections of the AEUR submission form you will reach the review and submit section. This section will display a summary of the data entered in the other sections of the AEUR and the computed total kWhe. You will review the data entered in each section to ensure that it is correct. If any of the data needs to be adjusted, you can go to the submission progress section at the top of the page and click on the section that you would like to return to.

Once you have reviewed and verified all of the data you can submit the report for review by clicking the **Submit Report** button at the bottom of the page. This will submit the report and return you to the user dashboard page.

To finalize the AEUR report, the CECO or CEM of your DE should login to the Online Submission Portal, navigate to the DE of the AEUR submission and click the Review AEUR Submission button. This will direct the user to the **Review AEUR Submission** page.

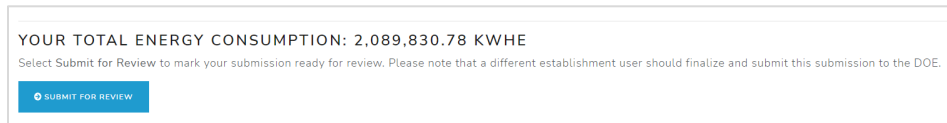
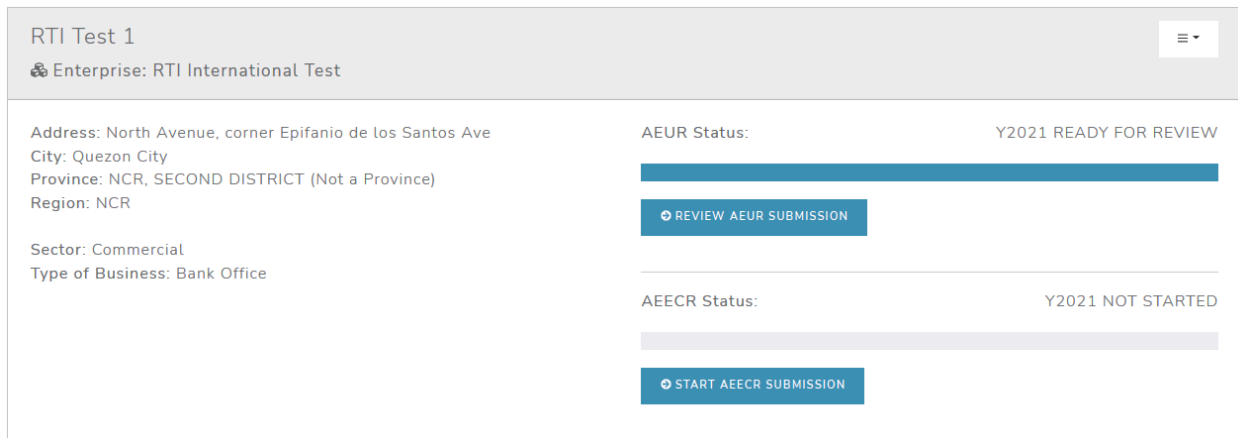


Figure 30. Review and Submit section with total kWhe



RTI Test 1
Enterprise: RTI International Test

Address: North Avenue, corner Epifanio de los Santos Ave
City: Quezon City
Province: NCR, SECOND DISTRICT (Not a Province)
Region: NCR

Sector: Commercial
Type of Business: Bank Office

AEUR Status: Y2021 READY FOR REVIEW

[REVIEW AEUR SUBMISSION](#)

AEECR Status: Y2021 NOT STARTED

[START AEECR SUBMISSION](#)

Figure 31. Review AEUR Button

Once the CECO or CEMP has reviewed the AEUR submission, he or she will either click the **Return to Preparer** button to allow the encoder to edit the report, or he or she will click **Finalize and Submit** to complete the entry of the AEUR into the Online Submission Portal.

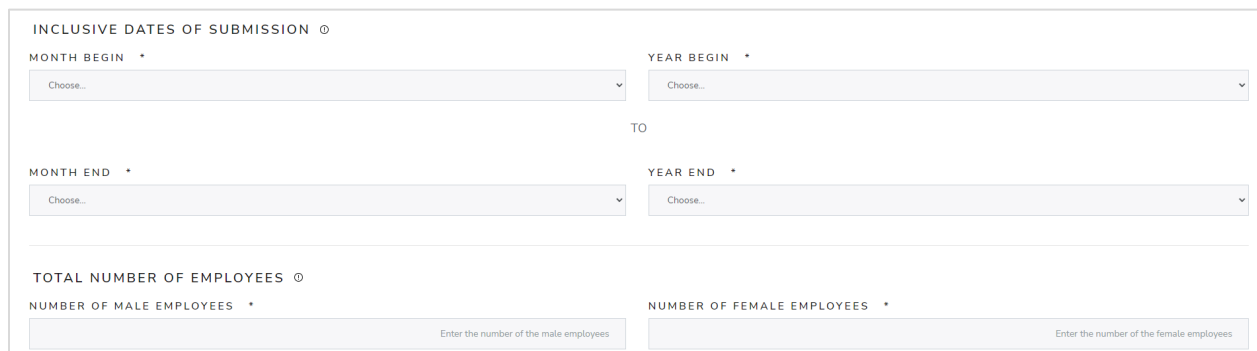
COMPLETION OF CURRENT YEAR AEUR – INDUSTRIAL ESTABLISHMENT

This section describes the process of completing an AEUR submission for a DE in the Industrial sector.

PRELIMINARY INFORMATION

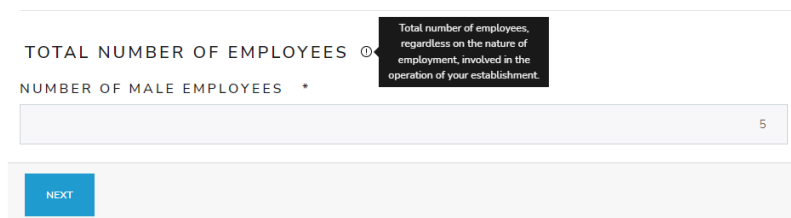
The first section of the report is where you enter the dates that the report is inclusive of. The begin date should be January of the current reporting year and the end date should be December of the current reporting year but may differ slightly based on the data you have for your facility.

Next you will enter the number of male and female employees at your DE.



The screenshot shows a web form titled "INCLUSIVE DATES OF SUBMISSION". It contains four dropdown menus for "MONTH BEGIN", "YEAR BEGIN", "MONTH END", and "YEAR END", each with a "Choose..." option. Below these is a "TO" label. At the bottom, there are two input fields: "NUMBER OF MALE EMPLOYEES" with a placeholder "Enter the number of the male employees" and "NUMBER OF FEMALE EMPLOYEES" with a placeholder "Enter the number of the female employees".

Figure 32. Preliminary Information Page I



This screenshot shows a close-up of the "TOTAL NUMBER OF EMPLOYEES" field. A tooltip is visible over the help icon, containing the text: "Total number of employees, regardless on the nature of employment, involved in the operation of your establishment." Below the field, the number "5" is entered. A blue "NEXT" button is visible at the bottom left.

Figure 33. Hover help icons to help user better understand the required information

Then you click **Next** at the bottom of the page to move to the **Define Establishment Product Line/Activities** page. You will enter the name of your first product line/activity in the text entry field on the form. To enter additional production lines or activities, click the **Add Product Line/Activity** button. If you have completed this section for the DE in previous years, or in the

AEECR form, the fields will be pre-populated. Click next to move to the next page where you will enter any auxiliary areas in your DE.

An auxiliary service area is defined as an area inside the building or outside but within the perimeter of the main building such as utility area (electrical/mechanical room, generator set room, carpentry room, stockroom, etc.), motor pool, perimeter lighting area, etc. This area of the building provides operational support to the core business function of the building or establishment. To add an auxiliary service area, click the **Add Auxiliary Service Area** button at the bottom of the page. Once you have entered all of the auxiliary areas in your DE, click **Save and Continue** to save your production lines/activities and advance to *Part A: Energy Consumption Per Activity*.

PART A: ENERGY CONSUMPTION PER PRODUCT LINE OR ACTIVITY

In this section of the report, you will enter the energy usage per product line or activity in your DE. On the first page of this section, you will enter the energy consumption by energy source and production line/activity. The columns of the data input screen will be pre-populated with the activities/production line that were entered on the *Define Establishment Production Lines or Activities* page of the preliminary information section. You will select the energy source from the dropdown list of fuel types with the required units specified for the quantity of fuel used. To enter additional fuel types, click the **Add Fuel Type** button to the left below the fuel type entry field. Once you have entered the energy consumption for all fuel types and activities/production lines, click the **Next** button at the bottom of the page.

Energy Source (Unit) *	Example Activity *	Example Activity 2 *	Example Production Line *
Choose...	Value	Value	Value

ADD FUEL TYPE

NEXT

Figure 34. Energy Consumption by Energy Source and Activity/Production Line

On the next page you will enter the electricity use in kWh for the main office of your DE. When you complete this field, click the **Save and Continue** button at the bottom of the page.

PART B: PRODUCTION PER PRODUCT LINE OR ACTIVITY

In this section you will enter the specified metrics for each business/activity in your DE. For this you will specify the quantity produced, the unit of measurement, the annual hours of operation, the annual hours shutdown, the rated capacity, and the rated stream hours (hours of operation in one full year) for each product line/activity in your DE. The product line/activities in your DE will be pre-populated with the product line/activities that were entered on the *Define Establishment Product Line/Activity* page of the preliminary information section.

PRODUCTION PER PRODUCT LINE OR ACTIVITY

For each product line or activity, please indicate quantity, unit, hours of operation, hours shutdown and rated stream hours.
If there was no value for a given field, please enter 0.0

	Unit of Measurement	Quantity	Hours of Operation (annual hours)	Hours Shutdown (annual hours)	Rated Capacity	Rated Stream Hours (hours of operation in one full year)
Test activity	<input type="text" value="Unit"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>
Test product line	<input type="text" value="Unit"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>

Figure 35. Metrics by Product Line/Activity

When you finish entering the metrics data for your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part C: Electricity Generation*.

PART C: ELECTRICITY GENERATION

In this section you will enter data on the electricity generating units located in your DE. To enter a new generating unit, click the **Add Generating Unit** button at the bottom of the page. If your DE does not have any electricity generation units, click the **Save and Continue** button to advance to the next section. Select the appropriate Generating Unit and indicate Capacity Rating in kW. Then, select the Fuel Type used by the generating unit and indicate the amount of fuel used by the unit in the indicated unit value. If the generating unit is solar the consumption quantity will remain blank. Finally, list the hours of operation and amount of electricity generated by the units. When you finish entering the electricity generation data in your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part D: Steam/Hot Water Generation*.

PART D: STEAM/HOT WATER GENERATION

In this section you will enter data on the steam/hot water generating units located in your DE. To enter a new generating unit, click the **Add Water Heating Unit** button at the bottom of the page. If your DE does not have any water heating units, click the **Save and Continue** button to advance to the next section. Select the appropriate Water Heating Unit and indicate Quantity and Capacity Rating in kg/hr. Then, select the Fuel Type used by the generating unit and indicate the amount of fuel used by the unit in the indicated unit value. Finally, list the hours of operation and amount of steam generated by the units in metric tons. This should be expressed in terms of equivalent evaporation from and to 100°C at 1 atm. When you finish entering the steam generation data for your DE click **Next** to advance to the next page to enter data on electricity/steam generation at your DE. If your DE generates electricity and steam check “yes” and enter the quantity of steam generated and the quantity of recovered steam used in the generation process in mt. If not, click “no” and no options will pop up.

ELECTRICITY/STEAM GENERATION

IS THE PLANT GENERATING ELECTRICITY AND STEAM? *

Yes
 No

RECOVERED STEAM USED IN PRODUCTION (MT) *

RECOVERED STEAM USED IN THE PROCESS (MT) *

Figure 36. Electricity/Steam Generation Page

When you finish entering the electricity and steam generation data in your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part E: Energy Consumption in Transportation*.

PART E: ENERGY CONSUMPTION IN TRANSPORTATION

In this section you will enter data on the transportation activities from vehicles owned by your DE. To enter a new transportation activity, click the **Add Transportation Activity** button at the bottom of the page. If your DE does not have any transportation activities, click the Save and Continue button to advance to the next section. Indicate the fuel type quantity and an activity description for any transportation activity where energy is consumed by vehicles owned by the establishment.

When you finish entering the transportation activity data for your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part F: Electricity Utilization At Auxiliary Service Area*.

PART F: ELECTRICITY UTILIZATION AT AUXILIARY SERVICE AREA

In this section you will enter the electricity use in kWh for each of the auxiliary areas that you entered on the **Auxiliary Areas** page. If you did not enter any auxiliary areas on the **Auxiliary Areas** page, the page will say “No auxiliary service areas defined”. Once you have entered the electricity use for each of the auxiliary areas in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part G: Steam/Hot Water Utilization at Auxiliary Service Area*.

PART G: STEAM/HOT WATER UTILIZATION AT AUXILIARY SERVICE AREA

In this section you will enter the steam use in MT for each of the auxiliary areas that you entered on the **Auxiliary Areas** page. If you did not enter any auxiliary areas on the Auxiliary Areas page, the page will say “No auxiliary service areas defined”. Once you have entered the steam use for each of the auxiliary areas in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part H: Purchased Electricity*.

PART H: PURCHASED ELECTRICITY

In this section you will enter the total quantity of electricity purchased by your DE from the distribution utility. You will enter the name of the distribution utility you purchase electricity from, the total electricity you consumed during the period of this AEUR, and the start and end date of the period that you are reporting in this AEUR. The start and end date should be close to the start and end dates for the period of this report although these may slightly differ due to the billing data you have from your utility. Once you have entered the electricity purchased from your utility, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part I: Electricity Utilization*.

PART I: ELECTRICITY UTILIZATION

In this section you will enter the total quantity of electricity in kWh used in your DE in the business/activity areas, the auxiliary service areas and the quantity lost from sources at your DE.

ACTIVITY AREA (KWH)

Value (kWh)

AUXILIARY SERVICE AREA (KWH)

Value (kWh)

LOSES (KWH)

Value (kWh)

SAVE AND CONTINUE

Figure 37. Electricity Utilization Page

Once you have entered the electricity use in each of these three categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part J: Steam/Hot Water Utilization*.

PART J: STEAM/HOT WATER UTILIZATION

In this section you will enter the total quantity of steam/hot water in MT used in your DE in the business/activity areas, the auxiliary service areas and the quantity lost from sources in your DE.

STEAM/HOT WATER UTILIZATION

Indicate the amount of steam in mt directly used for production operations in Activity Area, the portion of the steam consumption that went into offsite services such as maintenance shops, laboratories, perimeter lighting, administrative offices, canteens and staff houses in Auxiliary Services (the consumption for production should not be included), and the amount of energy source loses in Energy Consumption.

If there was no usage for a given area, please enter 0.0

ACTIVITY AREA (MT)

Value (MT)

AUXILIARY SERVICE AREA (MT)

Value (MT)

LOSES (MT)

Value (MT)

SAVE AND CONTINUE

Figure 38. Steam/Hot Water Utilization Page

Once you have entered the steam/hot water use in each of these three categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part I: Waste Oil Utilization*.

PART K: WASTE OIL UTILIZATION

In this section you will enter the total quantity of waste oil in l used in your DE by the quantity collected sold and recycled in your DE. Additionally, you will report the quantity of lube oil in liters (l) consumed in your DE.

WASTE OIL UTILIZATION

Indicate the amount of waste oil collected, sold, and recycled in L. Indicate the amount of lube oil consumed in L.
If there was no usage for a given area, please enter 0.0

WASTE OIL COLLECTED (L)

WASTE OIL SOLD (L)

WASTE OIL RECYCLED (L)

LUBE OIL CONSUMPTION (L)

SAVE AND CONTINUE

Figure 39. Waste Oil Utilization Page

Once you have entered the waste oil use in each of these four categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Review and Submit*.

REVIEW AND SUBMIT

After you complete the first four sections of the AEUR submission form you will reach the review and submit section. This section will display a summary of the data entered in the other sections of the AEUR and the computed total kWhe. You will review the data entered in each section to ensure that it is correct. If any of the data needs to be adjusted, you can go to the submission progress section at the top of the page and click on the section that you would like to return to.

Once you have reviewed and verified all of the data you can submit the report for review by clicking the **Submit Report** button at the bottom of the page. This will submit the report and return you to the user dashboard page.

To finalize the AEUR report, the CECO or CEM of your DE should login to the Online Submission Portal, navigate to the DE of the AEUR submission and click the Review AEUR Submission button. This will direct the user to the **Review AEUR Submission** page.

YOUR TOTAL ENERGY CONSUMPTION: 2,089,830.78 KWHE

Select Submit for Review to mark your submission ready for review. Please note that a different establishment user should finalize and submit this submission to the DOE.

[SUBMIT FOR REVIEW](#)

Figure 40. Review and Submit section with total kWhe

Example DE - Industrial

Enterprise: Example Enterprise

Address: Test Address
 City: City of San Fernando (Capital)
 Province: La Union
 Region: I

Sector: Industrial
 Type of Business: Bottle Manufacturing

AEUR Status: Y2021 READY FOR REVIEW

REVIEW AEUR SUBMISSION

AEECR Status: Y2021 NOT STARTED

START AEECR SUBMISSION

Figure 41. Review AEUR Button

Once the CECO or CEM has reviewed the AEUR submission, he or she will either click the **Return to Preparer** button to allow the encoder to edit the report, or he or she will click **Finalize and Submit** to complete the entry of the AEUR into the Online Submission Portal.

COMPLETION OF CURRENT YEAR AEUR – TRANSPORTATION ESTABLISHMENT

This section describes the process of completing an AEUR submission for a DE in the transportation sector.

PRELIMINARY INFORMATION

The first section of the report is where you enter the dates that the report is inclusive of. The begin date should be January of the current reporting year and the end date should be December of the current reporting year but may be different based on your reporting system.

Next you will enter the number of male and female employees in your DE.

INCLUSIVE DATES OF SUBMISSION ⓘ

MONTH BEGIN * Choose... YEAR BEGIN * Choose...

TO

MONTH END * Choose... YEAR END * Choose...

TOTAL NUMBER OF EMPLOYEES ⓘ

NUMBER OF MALE EMPLOYEES * Enter the number of the male employees

NUMBER OF FEMALE EMPLOYEES * Enter the number of the female employees

Figure 42. Preliminary Information Page I

TOTAL NUMBER OF EMPLOYEES ⓘ

NUMBER OF MALE EMPLOYEES * 5

Next

Total number of employees, regardless of the nature of employment, involved in the operation of your establishment.

Figure 43. Hover help icons to help user better understand the required information

Then you click **Next** at the bottom of the page to move to the **Define Establishment Business/Activities** page. You will enter the name of your first business/activity in the text entry field on the form. To enter additional production lines or activities, click the **Add Business/Activity** button. If you have completed this section for the DE in previous years, or in the AEECR form, the fields will be pre-populated. Click next to move to the next page where you will enter any auxiliary areas in your DE.

An auxiliary service area is defined as an area inside the building or outside but within the perimeter of the main building such as utility area (electrical/mechanical room, generator set room, carpentry room, stockroom, etc.), motor pool, perimeter lighting area, etc. This area of the building provides operational support to the core business function of the building or establishment. To add an auxiliary service area, click the **Add Auxiliary Service Area** button at the bottom of the page. Once you have entered all of the auxiliary areas in your DE, click **Save and Continue** to save your production lines/activities and advance to *Part A: Energy Consumption Per Activity*.

PART A: ENERGY CONSUMPTION PER ACTIVITY

In this section of the report, you will enter the energy usage per activity in your DE. On the first page of this section, you will enter the energy consumption by energy source and activity. The columns of the data input screen will be pre-populated with the activities that were entered on the *Define Establishment Business or Activities* page of the preliminary information section. You will select the energy source from the dropdown list of fuel types with the required units specified for the quantity of fuel used. To enter additional fuel types, click the **Add Fuel Type** button to the left below the fuel type entry field. Once you have entered the energy consumption for all fuel types and activities/production lines, click the **Next** button at the bottom of the page.

ENERGY CONSUMPTION PER ACTIVITY

Indicate energy consumption by Fuel/Energy Type and amount for each business activity area.
If there was no usage for a given area, please enter 0.0

Fuel Type (Unit) *	Test *	Test Activity *
<input type="text" value="Choose..."/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>

Figure 44. Energy Consumption by Energy Source and Activity

On the next page you will enter the electricity use in kWh for the main office of your DE. When you complete this field, click the **Save and Continue** button at the bottom of the page.

PART B: BUSINESS ACTIVITY

In this section you will enter the specified metrics for each business activity area in your DE. For this you will specify the floor area in m², quantity of vehicle units, number of riders, cargo weight in mt, distance travelled in km, hours of operation, hours shutdown and rated stream hours for each business activity in your DE. The business activities in your DE will be pre-populated with the business activities that were entered on the *Define Establishment Business Activities* page of the preliminary information section.

ACTIVITY AREA METRICS

For each business activity area, please indicate floor area in m², quantity of vehicle units, number of riders, cargo weight in mt, distance travelled in km, hours of operation, hours shutdown and rated stream hours.
If there was no value for a given field, please enter 0.0

	Floor Area (m ²)	Quantity of Vehicle Units	Number of Riders	Cargo Weight (mt)	Distance Travelled (km)	Hours of Operation (annual hours)	Hours Shutdown (annual hours)	Rated Stream Hours (hours of operation in one full year)
Test	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>
Test Activity	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>

Figure 45. Metrics by Business Activity

When you finish entering the activity area metrics data in your DE, click the **Next** button at the bottom of the page to advance to the **Main Office Metric Page**. On this page you will report the floor area in m², quantity of vehicle units, hours of operation, hours shutdown and rated stream hours for the main office in your DE.

MAIN OFFICE METRICS

For the main office, please indicate floor area in m², quantity of vehicle units, hours of operation, hours shutdown and rated stream hours. If there was no usage for a given area, please enter 0.0

	Floor Area (m ²)	Quantity of Vehicle Units	Hours of Operation (hours)	Hours Shutdown (hours)	Rated Stream Hours (hours of operation in one full year)
Main Office	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>	<input type="text" value="Value"/>

PREVIOUS SAVE AND CONTINUE

Figure 46. Main Office Metrics Page

When you finish entering the main office metrics data for your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part C: Electricity Generation*.

PART C: ELECTRICITY GENERATION

In this section you will enter data on the electricity generating units located in your DE. To enter a new generating unit, click the **Add Generating Unit** button at the bottom of the page. If your DE does not have any electricity generation units, click the **Save and Continue** button to advance to the next section. Select the appropriate Generating Unit and indicate Capacity Rating in kW. Then, select the Fuel Type used by the generating unit and indicate the amount of fuel used by the unit in the indicated unit value. If the generating unit is solar the consumption quantity will remain blank. Finally, list the hours of operation and amount of electricity generated by the units. When you finish entering the electricity generation data in your DE, click the **Save and Continue** button at the bottom of the page to advance to *Part D: Electricity Utilization at Auxiliary Service Area*.

PART D: ELECTRICITY UTILIZATION AT AUXILIARY SERVICE AREA

In this section you will enter the electricity use in kWh for each of the auxiliary areas that you entered on the **Auxiliary Areas** page. If you did not enter any auxiliary areas on the **Auxiliary Areas** page, the page will say “No auxiliary service areas defined”. Once you have entered the electricity use for each of the auxiliary areas in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part E: Purchased Electricity*.

PART E: PURCHASED ELECTRICITY

In this section you will enter the total quantity of electricity purchased by your DE from the distribution utility. You will enter the name of the distribution utility you purchase electricity from, the total electricity you consumed during the period of this AEUR, and the start and end date of the period that you are reporting in this AEUR. The start and end date should be close to the start and end dates for the period of this report although these may slightly differ due to the billing data you have from your utility. Once you have entered the electricity purchased from your utility, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part F: Electricity Utilization*.

PART F: ELECTRICITY UTILIZATION

In this section you will enter the total quantity of electricity in kWh used in your DE in the business/activity areas, the auxiliary service areas and the quantity lost from sources in your DE.

ACTIVITY AREA (KWH)

Value (kWh)

AUXILIARY SERVICE AREA (KWH)

Value (kWh)

LOSES (KWH)

Value (kWh)

SAVE AND CONTINUE

Figure 47. Electricity Utilization Page

Once you have entered the electricity use in each of these three categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Part G: Waste Oil Utilization*.

PART G: WASTE OIL UTILIZATION

In this section you will enter the total quantity of waste oil in liters (l) used in your DE by the quantity collected sold and recycled in your DE. Additionally, you will report the quantity of lube oil in l consumed in your DE.

WASTE OIL UTILIZATION

Indicate the amount of waste oil collected, sold, and recycled in L. Indicate the amount of lube oil consumed in L. If there was no usage for a given area, please enter 0.0

WASTE OIL COLLECTED (L)

Value (L)

WASTE OIL SOLD (L)

Value (L)

WASTE OIL RECYCLED (L)

Value (L)

LUBE OIL CONSUMPTION (L)

Value (L)

SAVE AND CONTINUE

Figure 48. Waste Oil Utilization Page

Once you have entered the waste oil use in each of these four categories in your DE, click the **Save and Continue** button at the bottom of the page to advance to the next section: *Review and Submit*.

REVIEW AND SUBMIT

After you complete the first four sections of the AEUR submission form you will reach the review and submit section. This section will display a summary of the data entered in the other sections of the AEUR and the computed total kWh. You will review the data entered in each section to ensure that it is correct. If any of the data needs to be adjusted, you can go to the submission progress section at the top of the page and click on the section that you would like to return to.

Once you have reviewed and verified all of the data you can submit the report for review by clicking the **Submit Report** button at the bottom of the page. This will submit the report and return you to the user dashboard page.

To finalize the AEUR report, the CECO or CEM at your DE should login to the Online Submission Portal, navigate to the DE of the AEUR submission and click the Review AEUR Submission button. This will direct the user to the **Review AEUR Submission** page.

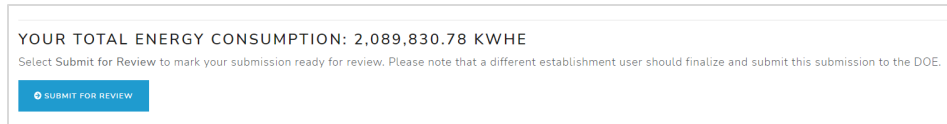


Figure 49. Review and Submit section with total kWhe

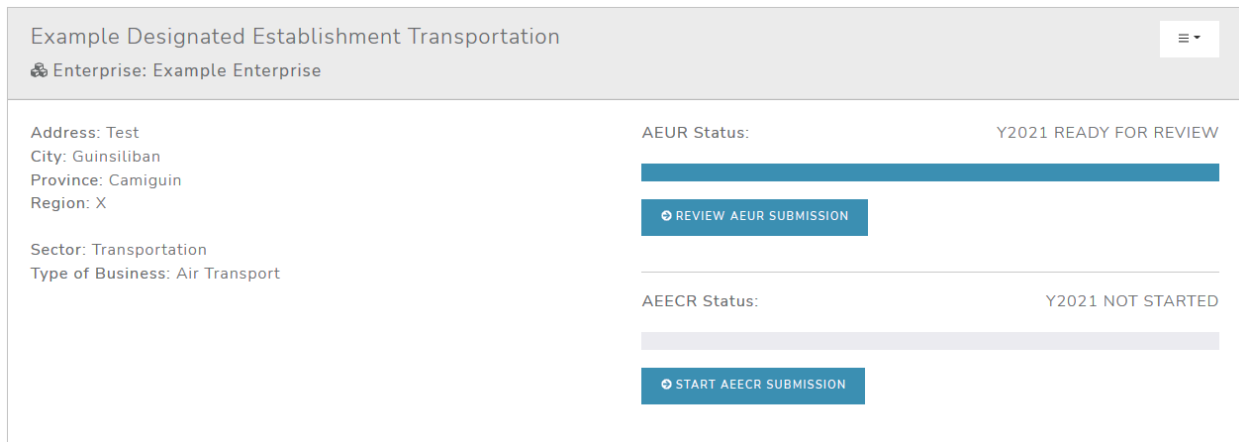


Figure 50. Review AEUR Button

Once the CECO or CEM has reviewed the AEUR submission, he or she will either click the **Return to Preparer** button to allow the first user to edit the report, or he or she will click **Finalize and Submit** to complete the entry of the AEUR into the Online Submission Portal.

COMPLETION OF CURRENT YEAR ENERGY AUDIT REPORT SUBMISSION

This section describes the process of completing an Energy Audit Report submission for a DE.

AUDIT INFORMATION

The first and only section of the report is where you enter all the information related to the Energy Audit (EA) Report. You will notice that all the input fields can be filled up using the values that are stated inside the EA Report.

AUDIT INFORMATION

Kindly provide all necessary information pertaining to your DE's energy audit report and make sure to compress the PDF file to minimum possible size.

ⓘ An asterisk (*) next to a field label indicates a required field

UPLOAD THE ENERGY AUDIT REPORT FILE (PDF) (MAXIMUM FILE SIZE: 50MB) *

DE NAME *	DE ADDRESS *
<input type="text"/>	<input type="text"/>
NAME OF PERSON SUBMITTING THE REPORT *	EMAIL ADDRESS *
<input type="text" value="Choose..."/>	<input type="text"/>
LEVEL OF ENERGY AUDIT CONDUCTED *	ENERGY AUDIT CONDUCTED BY *
<input type="text" value="Choose..."/>	<input type="text" value="Choose..."/>
NAME OF ENERGY AUDITOR *	YEAR THE ENERGY AUDIT WAS CONDUCTED *
<input type="text"/>	<input type="text"/>
TOTAL ENERGY SAVINGS BASED ON ENERGY AUDIT REPORT (KWH) *	TOTAL INVESTMENT BASED ON THE IMPLEMENTED ENERGY EFFICIENCY PROJ. (PHP) *
<input type="text"/>	<input type="text"/>
DE'S EEI/EUI/SEC VALUE * ⓘ	DE'S EEI/EUI/SEC UNIT * ⓘ
<input type="text"/>	<input type="text" value="Choose..."/>

Figure 51. Energy Audit Report Submission page.

After filling out all the information in Figure 51, the bottom part of the submission contains the recommendation part.

RECOMMENDATIONS BASED ON THE CONDUCTED ENERGY AUDIT *

- Replacement of Conventional ACU into Inverter Types ACU
- Replacement of Conventional Lighting into LED
- Install higher efficiency motors (HEMs)
- Install higher efficiency of rectifiers/UPS
- Conduct Thermal Scanning for further evaluation of electrical system
- Conduct Power Quality Analysis for further evaluation of electrical system
- Turning-off ACU
- Setting of temperature to comfort cooling (24°C) in offices
- It is advised that frequent Preventive Maintenance Service (PMS) be performed to optimize efficiency
- An integrated and efficient building envelope with appropriate window, glazing design, insulated walls and roof can not only reduce the energy and operating cost of a facility
- Installation of lighting controls and motion sensors will also help to reduce energy consumption, because it can detect human presence that will control lights on and off
- Clean air filters, condenser, evaporator coil, and fins
- Optimization of Pumps through variable primary pumping
- Fix and replace worn out insulations of chilled water lines, chiller evaporators, chilled water pumps, air ducts and air handling units
- Preventive Maintenance for equipment in Fuel Oil Systems are scheduled regularly and is being implemented by the plant
- Calibration on their instruments and metering devices
- Installation of flow meters for Circulating Water System
- Provision of Variable Frequency Drives (VFDs)
- Installation of Energy Management System (EMS)
- Installation of Building Management System (BMS)

OTHER RECOMMENDATION #1 (OPTIONAL)

OTHER RECOMMENDATION #2 (OPTIONAL)

OTHER RECOMMENDATION #3 (OPTIONAL)

OTHER RECOMMENDATION #4 (OPTIONAL)

OTHER RECOMMENDATION #5 (OPTIONAL)

**** PLEASE MAKE SURE TO REVIEW BEFORE SUBMITTING ENERGY AUDIT REPORT. YOU CAN ONLY SUBMIT ONCE A FISCAL YEAR.**

Figure 52. Recommendations Based on the conducted energy audit

After selecting the applicable recommendations for the DE, the CECO or CEM have to click the **Submit** button. Please make sure to review before submitting energy audit report. You can only submit once per year calendar year (Note: Concerned Types 1 and 2 DEs have to submit EA reports once every three (3) years).

**** PLEASE MAKE SURE TO REVIEW BEFORE SUBMITTING ENERGY AUDIT REPORT. YOU CAN ONLY SUBMIT ONCE PER CALENDAR YEAR.**

Figure 53. Submit button with a note that states “Please make sure to review before submitting energy audit report. You can only submit once per calendar year.”

COMPLETION OF PAST YEAR AEECR/AEUR/ENERGY AUDIT REPORT

If you need to complete AEECR, AEUR, or Energy Audit Report submissions for a year previous to the current reporting year, navigate to the Designated Establishment Dashboard for the DE for which the submission will be prepared (see the section *Designated Establishment Dashboard*).

From an establishment's DE Dashboard, select the **Start Part Year Submission** button in the left side of the top section of the dashboard.

Once the **Past Year Submission** dialogue appears, select the form type (*AEECR, AEUR or Energy Audit Report*) and select the past year in which the submission is for.

Click the **Go** button to begin the past year submission.

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