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SUBMISSION OF QUARTERLY AND ANNUAL REPORT

DOE MEMORANDUM CIRCULAR NO. 93-03-05, March 24, 1993

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WHEREAS, energy primes industry and commerce thereby making it an important consideration in national development planning;

WHEREAS, there is a crucial need for information on the energy consumption of industrial, commercial and transport sectors;

WHEREAS, the setting-up of an energy monitoring program consistent with the government's policy of ensuring the judicious conservation and efficient utilization of energy has become imperative;

WHEREFORE, all companies consuming more than one million fuel oil equivalent liters (FOEL) of energy annually are hereby required to submit quarterly energy consumption reports to the Department of Energy. In addition to quarterly reports, companies consuming more than two million FOEL annually are also required to submit annual energy conservation reports.

For this purpose, CU1 and CU2 forms should be used in the preparation of the quarterly and annual reports, respectively. The report forms and the "General Instruction for the Preparation of Quarterly Energy Consumption Report and Annual Energy Conservation Report" can be freely reproduced. Reports should be signed by the designated Enercon Coordinator or Enercon Officer and countersigned by a responsible official of the company.

All reports should be submitted to the following address:

ENERGY EFFICIENCY DIVISION
ENERGY UTILIZATION
MANAGEMENT BUREAU
DEPARTMENT OF ENERGY
Merritt Road, Fort Bonifacio
Makati, Metro Manila

All clarification or request for assistance in the preparation of the reports can be coursed through the above mentioned address or call our Energy Efficiency Division at telephone nos. 87-76-33 or 85-10-21 to 31 locals 201, 214, 277 and 205.

The cooperation of all concerned is hereby enjoined.

Adopted: 24 Mar. 1993

(Sgd.) DELFIN L. LAZARO
Secretary

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