



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2023-10-0024

GUIDELINES ON THE E-BIKE PROGRAM OF THE DEPARTMENT OF ENERGY

WHEREAS, Republic Act (RA) No. 7638 or the “Department of Energy (DOE) Act of 1992” states that it is the policy of the State to ensure continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country’s energy requirements through the integrated and intensive exploration, production, management, and development of the country’s indigenous energy resources, and through the judicious conservation, renewal, and efficient utilization of energy to keep pace with the country’s growth and economic development;

WHEREAS, RA 8749 or the “Philippine Clean Air Act of 1999” and its Implementing Rules and Regulations (IRR) provide that the State shall focus primarily on pollution prevention rather than on control and provide for a comprehensive management program for air pollution, such as the promotion of non-motorized transport, emphasis on public transport, and travel demand measures;

WHEREAS, RA 11285 or the “Energy Efficiency and Conservation Act” (EEC Act) institutionalizes energy efficiency and conservation as a national way of life geared toward the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country to cushion the impact of high prices of imported fuels to local markets and protect the environment in support of the economic and social development goals of the country;

WHEREAS, Section 3 of the EEC Act establishes 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, Section 85 of the IRR of the EEC Act (EEC-IRR) states that the DOE shall develop and undertake a national awareness and advocacy program covering energy efficiency and conservation and pursue partnerships with relevant stakeholders;

WHEREAS, RA 11697 or the “Electric Vehicle Industry Development Act” (EVIDA) declares that it is the policy of the Government to provide an enabling environment for the development of electric vehicles (EVs) including options for micro mobility, and light EVs (LEVs) as an attractive and feasible mode of transportation to reduce dependence on fossil fuels;

WHEREAS, the DOE is committed to working with the initiatives in the promotion and monitoring to accelerate the penetration of energy-efficient technologies to address the growing popularity of alternative mobility choices such as e-bikes and e-scooters to the reduction of greenhouse gas (GHG) emissions in the country in compliance with the United Nations (UN) – Sustainable Development Goal (SDG) on Climate Action

(SDG 13), as well as to the Nationally Determined Contributions (NDCs) under the Paris Agreement;

WHEREAS, the Philippine Development Plan 2023-2028 seeks to accelerate climate action and strengthen disaster resilience by adopting innovative and transformative low-carbon emitting technologies in the energy, agriculture, waste, industry, and transport sectors; and

WHEREAS, Presidential Decree No. 1145, titled "Ordaining and Instituting a Government Auditing Code of the Philippines", states that it is the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguard against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operation of government.

NOW, THEREFORE, for and in consideration of the foregoing premises, the following are hereby ordered:

Rule 1 General Provisions

Section 1. Title. This Department Order (DO) shall be known as the "DOE E-Bike Program".

Section 2. Objective. The DOE shall be the lead agency in the implementation of the EEC Act and the EEC-IRR. It shall be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs. This includes the power and function of DOE to develop and undertake a national awareness and advocacy campaign on energy efficiency and conservation in partnership with business, academe, nongovernment organizations, and other sectors.

REQUIREMENT	SPECIFICS
Employment Status	Must be a DOE employee, including detailed, COS, casual, contracted-out, and outsourced personnel Employees without an employer-employee relationship with DOE shall be liable for any damage aside from wear and tear of the unit
Physical Ability	Eligible employees must be physically fit and must know how to ride a bike
Availability	Employee residence from the DOE should be no more than 50 kms (<i>from residence to DOE and vice versa</i>) who regularly commute to and from his/her residence, and/or with safe space for storage of the e-bike
Other Specifics	Knowledgeable in basic cycling traffic laws, and basic road safety; and

REQUIREMENT	SPECIFICS
	Preferably a holder of a valid driver's license

The DOE E-Bike Program (Program) is an organizational initiative to promote e-bike as a sustainable transportation option.

Section 3. Scope and Coverage. This DO shall provide guidelines on the usage of e-bikes under the Program for DOE officials and employees, including Contract of Service (COS), casual, contracted-out, and outsourced personnel.

Section 4. Eligibility. DOE officials and employees may participate in the DOE E-Bike Program, provided that the following are met:

**Rule 2
DOE E-Bike Program Team**

Section 5. DOE E-Bike Program Team. To carry out the Program for the operation, administration, and maintenance of e-bikes, the DOE E-Bike Program Team is composed of representatives of the following units:

Project Team Lead : Energy Utilization Management Bureau - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EUMB-EPMPD)

Members : EUMB - Alternative Fuels and Energy Technology Division (EUMB-AFETD)

Dedicated Electric Vehicle Office (DEVO)

General Services Division (GSD)

Information Technology and Management Services (ITMS)

Section 6. Functions of the DOE E-Bike Program Team. The DOE E-Bike Program Team shall have the following functions:

- a. Oversee the implementation of this DO;
- b. Prepare, update, and implement related policies, including the user manual of the e-bike;
- c. Ensure that the e-bike is properly handled, maintained, and repaired, if necessary; and
- d. Handle the online reservation system.

Rule 3

E-Bike Registration, Training, Availment and Return Procedures

Section 7. Registration. All e-bike users shall register with the DOE E-Bike Program Team, which shall be renewed on a quarterly basis. Upon qualifying for the Program eligibility requirements under Section 4, the DOE e-bike user shall undertake a mandatory pre-orientation seminar (training) and shall comply with the following activities prior to usage of the e-bike in order to be registered:

- a. **Completion of E-Bike Training.** A brief instructional session shall be conducted by the DOE E-Bike Program Team before they are allowed to use the e-bike. The DOE E-Bike Program Team shall facilitate the conduct of face-to-face training sessions on how to operate the e-bike.
- b. **Safety Gears.** DOE e-bike users will be required to secure personal safety gear such as a helmet, reflective clothing, knee and elbow pads/shin, raincoat and lights if the bike will be used in low light conditions, to ensure their safety during the usage of the e-bikes.
- c. **Waiver of Liability.** DOE e-bike users shall be required to accomplish a waiver or Release of Liability Form (*Annex A*) before using the e-bike.

Section 8. E-Bike Program Instructor. To carry out the face-to-face training sessions consistent with the activities of the DOE E-Bike Program, the training shall be facilitated by a qualified instructor, such as a e-bike shop technician or experienced cyclist, or by someone with extensive knowledge and experience with e-bikes.

Existing DOE e-bike users may qualify as an instructor subject to the approval of the DOE E-Bike Program Team.

Section 9. Release Process. Subject to the pertinent accounting and auditing rules, the Procurement Management Division under the General Services Division (GSD) shall be in charge of the physical inventory taking and the issuance of Memorandum Receipts prior to the release of an e-bike.

Section 10. Return of E-bike. Upon return, the user shall accomplish the prescribed form (*Annex B*) and submit to the DOE E-Bike Program Team designated person for validation of its status and condition. Upon checking, the unit shall be parked in its designated parking spaces within the DOE Energy Compound to ensure that it will be regularly charged and ensure its safety.

Any issues with the e-bike or accidents that occur while it is being used must be reported to the DOE E-Bike Program Team designated person.

Rule 4

Online Reservation and User Manual

Section 11. Online Booking System. A Reservation System shall be utilized for the use of the e-bike through an online booking system that will be facilitated by the DOE E-Bike Program Team designated person.

A User Manual or Guide that outlines rules or requirements that a user needs to follow will be issued by the DOE E-Bike Program Team to properly disseminate the program mechanics. Additionally, a cancellation policy to ensure that the e-bike is not left unused if a confirmed/registered e-bike user needs to cancel his/her reservation will form part of the online booking system and user manual.

Rule 5 Safety Checklist, Maintenance and Servicing

Section 12. Safety Checklist. To provide safety to all confirmed/registered e-bike users who will use the unit, it is important to carry out the following safety checks:

- a. **Brakes.** Ensure the front and rear brakes work properly.
- b. **Wheel and Tires.** Ensure that the tires are inflated according to the recommended limit as displayed on the sidewall of the tire.
- c. **Steering.** Ensure that the handlebar and stem are tightened and adjusted correctly to allow proper steering.
- d. **Chain.** Ensure the chain is properly lubricated.
- e. **Crank and Pedals.** Ensure that the pedals are securely tightened to the cranks and the cranks to the axle.
- f. **Derailleurs.** Ensure the front and rear mechanisms are functioning and working properly when adjusted.
- g. **Frame and Fork.** Ensure the frame and fork are thoroughly maintained and ensure that it is not bent or broken.
- h. **Accessories.** Ensure that all accessories (reflectors, controls, monitor, signal light, and other electronics) are working, properly fitted, and not obscured.
- i. **Motor Drive Assembly and Throttle.** Ensure that all motor drive components are correctly mounted and functioning properly.
- j. **Battery Pack.** Ensure that the batteries are in good condition and kept fully charged.

Any issues with the e-bikes upon performing the safety checklists must be reported through the DOE E-Bike Program Team designated person.

Section 11. Maintenance and Servicing. To maintain properly the use of e-bikes, the following must be carried out:

- a. **Regular inspections.** Regular inspection of the e-bike shall be conducted using the prescribed form (*Annex B*) to check for wear and tear prior to usage.

- b. **Battery maintenance.** The e-bike's battery is an important component that requires regular maintenance to ensure it is in good working condition. Check the e-bike battery charge level regularly and ensure that it is fully charged before each use and the battery should also be stored in a cool and dry place when not in use to prevent damage.
- c. **Cleaning.** The e-bike must be cleaned regularly using a soft cloth and mild soap and water to prevent dirt and debris from building up and causing damage. Avoid using abrasive cleaners or harsh chemicals that can damage the bike's finish.
- d. **Parts replacement.** Over time, certain components of the e-bike may wear out and need to be replaced. This may include brake pads, tires, chains, and other parts. The assistance of the DOE E-Bike Program Team should be sought for checking, identifying and replacing worn parts to ensure the e-bike is always in good working condition.
- e. **Servicing.** Every month, the e-bikes will be subject to the check and service of a qualified bike mechanic, which will involve more comprehensive checks and adjustments to ensure the bike is working at peak performance.

Rule 6 Monitoring

Section 14. Program Monitoring. The following details will be monitored by the DOE E-Bike Program Team from the DOE E-Bike User:

- a. **Safe driving record.** The DOE E-Bike User's driving history shall be monitored by the DOE E-Bike Program Team.
- b. **Time of use.** Registered/confirmed e-bike users may only use the e-bike for a maximum of 14 days a month to allow another qualified user. The e-bike can be used outside of work hours for commuting or personal use.
- c. **Types of trips.** The e-bike may be used by registered user for any type of official and personal trip within 50 kms radius from DOE, but primarily for commuting to and from work. The e-bike user must ensure the safety of the unit, especially in certain areas/conditions such as type of terrain, or weather conditions.

Rule 7 Program Incentive and Promotion

Section 15. Incentive and Promotion of the Program. To encourage more DOE E-Bike Users to take part in DOE's E-Bike Program, the DOE-AS and EUMB shall recognize those who use the e-bike to reduce their carbon footprint in the form of a press release through DOE social media accounts or issuance of certificates or other forms of recognition under Item VII of the DOE System on the Program on Awards and Incentives for Service Excellence (PRAISE).

To promote the use of e-bike as a sustainable transportation option to the public, the DOE through the E-Bike Program Team reserves the right to put appropriate energy-campaign advertisements on the parts of an e-bike, including its accessories such as helmet.

Rule 8 E-Mobility and Support Facilities

Section 16. E-Mobility. At least (six) e-bikes will be allocated to facilitate e-mobility.

Section 17. Support Facilities. The DOE E-Bike Program Team and GSD shall endeavor to provide sufficient support facilities including but not limited to bike storage/parking, tune-up/quick repair area, shower facilities, and the like.

Rule 9 Liabilities and Disqualification

Section 18. Liabilities under the Program. Pursuant to Section 105 (1) of Presidential Decree No. 1445, every officer accountable for government property shall be liable for its money value in case of improper unauthorized use or misapplication thereof, by himself or any person for whose acts he may be responsible. He shall likewise be liable for all losses, damages, or deterioration occasioned by negligence in the keeping or use of the property (e-bike), whether or not it be at the time in his actual custody.

The aforementioned liability shall be subject to the principle of shared responsibility of both the accountable officer/employee (plantilla) and person upon whom the physical custody/possession of the property is entrusted.

The personnel mentioned above shall include detailed, COS, casual, contracted-out, and out-sourced personnel who are issued an e-bike in accordance with this DO.

The preceding principle shall mean that while the accountable officer/employee is liable to the Department in case of loss or damage to property which is issued under his/her name, any person upon whom the physical custody/possession of property is entrusted shall be liable to the accountable officer for any amount spent for the settlement of the latter's liability.

In this regard, the DOE E-Bike Program Team shall maintain a log with supporting documents to record/reflect the turn-over of the e-bike to the actual user.

Section 19. Disqualification, Pre-Mature Exit and Re-entry in the Program.

A. Disqualification

Upon due notice and hearing (opportunity to be heard) by the DOE E-Bike Program Team, the following constitute as grounds for DOE E-Bike Users to be disqualified from the DOE E-Bike Program:

- a. **Violations of safety rules.** If an employee repeatedly violates safety rules or puts themselves or others in danger while using the e-bike, he/she may be disqualified from participating in the Program.
- b. **Poor driving record.** If an employee has a history of unsafe driving or has received multiple traffic violations, he/she may not be eligible to use the e-bike.
- c. **Unreliability.** If an employee repeatedly fails to return the e-bike on time or consistently fails to show up for scheduled rides, he/she may be disqualified from the Program.
- d. **Misuse/Unauthorized Use of the e-bike.** If an employee uses the e-bike for unauthorized purposes, he/she may be disqualified from the Program. Unauthorized use refers to the use of the e-bike by a non-registered user and/or use for business or illegal activities.

B. Pre-Mature Exit from the Program

In cases of pre-mature exit from the Program due to any circumstances, but not limited to the following: a) resignation/personal reason; b) retirement (including voluntary early retirement); c) dismissal/termination; or d) death, the pertinent property management rules shall apply.

C. Re-entry to the E-Bike Program

An employee may re-apply to the Program after clearance from the DOE E-Bike Program Team and/or the Procurement Management Division of GSD.

Section 20. Repealing Clause. The provisions of other circulars, orders, issuances, rules, and regulations, which are inconsistent with the provisions of this DO are hereby repealed, amended, modified, or superseded accordingly.

Section 21. Separability Clause. If for any reason, any Section or provision of this DO is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.


Section 22. Effectivity. This DO shall take effect immediately upon approval and shall remain in full force and effect until revoked in writing by the undersigned or competent authority.

Issued on ___ October 2023 at the Department of Energy, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary



OCT 23 2023

	EUMB - EPMPD Quality Management System RELEASE OF LIABILITY (ANNEX A)	Doc Ref No.:	EUMB-EPMPD-EBIKE
		Effective Date:	
		Revision No.:	0
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RELEASE OF LIABILITY

I **will not** hold the Department of Energy (DOE), its Officials, or its employees liable for any accidents or damages to the electric bike (e-bike), upon release while being used for transportation from DOE to my residence and vice versa.

I take **full** responsibility for anything that may happen while using the e-bike.

Print Name in full:

Surname
Given Name
Middle Name

Date : _____

***Signature :** _____

Note: Attach a government-issued Identification Card. **Your signature here must be the same as in your attachment.*



EUMB - EPMPD
Quality Management System
INSPECTION CHECKLIST
(ANNEX B)

Doc Ref No.:	EUMB-EPMPD-EBIKE
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INSPECTION CHECKLIST

GENERAL INFORMATION

E-Bike User Name : _____
Surname First Name Middle Name

Bureau/Division : _____

E-Bike Number : _____

E-Bike Serial Code : _____

Upon Release	Upon Return
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Brakes

Front and Rear brakes work properly

Wheel and Tires

- Tires are properly inflated
- Tires have no bulges or excessive wear
- Wheel Spokes are tight and not broken

Steering

Adjusted and tightened, and allow proper steering

Chain

Oiled and runs smoothly

Cranks and Pedals

Securely tightened

Derailleurs

- Front and rear mechanisms function properly and can adjust when shifted
- Properly lubricated

Frame and Fork

- Not bent or broken
- No dents

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Front and Rear brakes work properly

Wheel and Tires

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EUMB - EPMPD
Quality Management System
INSPECTION CHECKLIST
(ANNEX B)

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Upon Release	Upon Return
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Motor Drive Assembly and Throttle

- Correctly mounted and functioning properly
- Throttle works properly

Batter Pack

- Good operation condition
- Charged Capacity _____ %

Accessories

- Reflectors are properly secure
- Power Button works properly
- Signal light works properly
- Tail light works properly
- Head light works properly
- Horn works properly
- Control adjuster works properly
- E-bike monitor works properly

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- Correctly mounted and functioning properly
- Throttle works properly

Batter Pack

- Good operation condition
- Charged Capacity _____ %

Accessories

- Reflectors are properly secure
- Power Button works properly
- Signal light works properly
- Tail light works properly
- Head light works properly
- Horn works properly
- Control adjuster works properly
- E-bike monitor works properly

Released by:

Name: _____

Signature: _____

Date: _____

Received by:

Name: _____

Signature: _____

Date: _____

Returned by:

Name: _____

Signature: _____

Date: _____

Inspected by:

Name: _____

Signature: _____

Date: _____