UNIVERSITY POLICY NO. 029, SERIES OF 2025

POLICY ON INSTITUTIONAL ENERGY EFFICIENCY, ENERGY CONSERVATION, AND SUSTAINABLE ENERGY MANAGEMENT

SECTION 1. POLICY DECLARATION

Quezon City University (QCU), in fulfillment of its commitment to environmental sustainability, responsible resource utilization, climate change mitigation, and sustainable institutional development, hereby adopts this Policy on Institutional Energy Efficiency, Energy Conservation, and Sustainable Energy Management.

The University recognizes that energy is an essential resource supporting instruction, research, administration, student services, and institutional operations. It further acknowledges that inefficient energy consumption contributes to unnecessary operating expenditures, increased greenhouse gas emissions, and adverse environmental impacts.

As a public higher education institution, QCU recognizes its responsibility to demonstrate leadership in energy efficiency and conservation through systematic planning, responsible energy consumption, sustainable infrastructure management, and active participation of the University community.

Consistent with Sustainable Development Goal 7 (Affordable and Clean Energy), QCU shall establish and implement a comprehensive institutional Energy Efficiency and Conservation Plan designed to reduce overall energy consumption, improve energy performance, and promote sustainable energy management across all University campuses and facilities.

The University shall institutionalize energy monitoring, energy-efficient operations, appropriate infrastructure improvements, responsible equipment procurement, renewable energy integration, and continuing awareness initiatives.

QCU shall adopt measurable energy performance objectives and establish appropriate monitoring, evaluation, and reporting mechanisms to assess progress toward reducing institutional energy consumption.

This policy shall serve as the institutional framework for the development, implementation, monitoring, and continuous improvement of the University's Energy Efficiency and Conservation Plan.

SECTION 2. LEGAL AND POLICY BASES

This policy is anchored on the following legal, regulatory, and international frameworks:

2.1. The 1987 Philippine Constitution. Article II, Section 16 recognizes the right of the people to a balanced and healthful ecology in accordance with the rhythm and harmony of nature.

2.2. Republic Act No. 11285, or the Energy Efficiency and Conservation Act of 2019. Establishes the national framework for institutionalizing energy efficiency and conservation, including energy management, monitoring, and improved energy performance.

2.3. Implementing Rules and Regulations of Republic Act No. 11285. Provide the relevant implementation requirements for energy efficiency and conservation.

2.4. Department of Energy Government Energy Management Program (GEMP). Establishes applicable energy efficiency and conservation measures for government entities, including relevant monitoring and reporting requirements.

2.5. Department of Energy Guidelines on Energy Conserving Design of Buildings, 2020 Edition. Establish applicable requirements for energy-efficient building design and related energy conservation measures.

2.6. Republic Act No. 9513, or the Renewable Energy Act of 2008. Promotes the development and utilization of renewable energy resources.

2.7. Presidential Decree No. 1096, or the National Building Code of the Philippines. Establishes national requirements governing building design, construction, occupancy, and maintenance.

2.8. Philippine Green Building Code. Establishes applicable minimum requirements for improving the environmental performance and resource efficiency of covered buildings.

2.9. Quezon City Ordinance No. SP-3439, Series of 2025, or the Quezon City Green Building Code of 2025. Establishes local green building requirements, including relevant energy efficiency and renewable energy provisions.

2.10. Republic Act No. 9729, or the Climate Change Act of 2009. Establishes the national framework for climate change adaptation and mitigation.

2.11. ISO 50001:2018 – Energy Management Systems. Provides an internationally recognized framework for establishing, implementing, maintaining, and improving an energy management system. QCU may adopt its relevant principles without representing that the University is ISO-certified.

2.12. United Nations Sustainable Development Goal 7. Promotes affordable, reliable, sustainable, and modern energy, including improvements in energy efficiency.

2.13. United Nations Sustainable Development Goal 12. Promotes responsible consumption and production, including efficient utilization of resources.

2.14. United Nations Sustainable Development Goal 13. Promotes climate action and the reduction of greenhouse gas emissions.

SECTION 3. OBJECTIVES

3.1. General Objective

To establish and implement a comprehensive institutional Energy Efficiency and Conservation Plan that systematically reduces overall energy consumption, improves energy performance, minimizes energy-related environmental impacts, and promotes sustainable energy management throughout Quezon City University.

3.2. Specific Objectives

This policy specifically aims to:

1. Establish an institution-wide framework for energy efficiency, conservation, and sustainable energy management.
2. Develop and implement an Energy Efficiency and Conservation Plan covering all University campuses and applicable facilities.
3. Establish reliable baseline data on institutional energy consumption.
4. Set measurable energy-reduction targets based on baseline consumption, operational requirements, and technical feasibility.
5. Promote energy-efficient lighting, air-conditioning, ventilation, electrical systems, and office equipment.
6. Integrate energy-efficiency requirements into building operations, maintenance, procurement, construction, and renovation.
7. Encourage the adoption of renewable energy technologies where technically and financially feasible.
8. Promote responsible energy consumption among students, faculty members, administrative personnel, and other University stakeholders.
9. Establish mechanisms for energy monitoring, evaluation, reporting, and continuous improvement.
10. Support the University's contribution to SDG 7 and its broader institutional sustainability commitments.

SECTION 4. SCOPE AND COVERAGE

This policy shall apply to all campuses, buildings, facilities, offices, and operations owned, operated, or directly managed by Quezon City University.

It shall cover:

4.1. Academic Facilities

Classrooms, laboratories, libraries, lecture halls, and other instructional facilities.

4.2. Administrative Facilities

University administrative offices, conference rooms, and other institutional workspaces.

4.3. Student Service Facilities

Student activity areas, multipurpose facilities, and other facilities supporting student services.

4.4. Research and Technical Facilities

Research laboratories, technical facilities, and other specialized areas requiring energy-consuming equipment.

4.5. Common and Support Facilities

Corridors, restrooms, maintenance facilities, outdoor lighting, and other common areas.

4.6. University-Managed Off-Campus Facilities

Facilities outside the main campuses where QCU exercises operational control over energy consumption.

4.7. University Stakeholders

Faculty members, administrative personnel, students, maintenance workers, contractors, concessionaires, and other campus users.

SECTION 5. GENERAL POLICY GUIDELINES

5.1. Institutional Energy Efficiency and Conservation Plan

QCU shall develop, adopt, and implement an Institutional Energy Efficiency and Conservation Plan as the principal framework for reducing overall energy consumption.

The plan shall identify:

1. Institutional energy consumption baselines.
2. Major energy-consuming facilities and equipment.
3. Energy conservation opportunities.
4. Proposed energy-efficiency interventions.
5. Measurable energy-reduction targets.
6. Responsible implementing offices.
7. Implementation schedules.
8. Required financial and technical resources.
9. Monitoring and evaluation procedures.
10. Reporting and continuous improvement mechanisms.

The plan shall be reviewed and updated periodically to reflect institutional needs, energy performance results, and applicable regulatory requirements.

5.2. Establishment of Energy Consumption Baselines

The University shall establish an institutional energy consumption baseline using available electricity billing records, energy monitoring data, and other relevant information.

Baseline data shall include, where available:

1. Total annual electricity consumption.
2. Electricity consumption by campus or building.
3. Monthly electricity consumption trends.
4. Major energy-consuming equipment.
5. Building floor area.
6. Campus occupancy and operational schedules.
7. Other relevant energy consumption indicators.

The baseline year shall be formally identified in the approved Energy Efficiency and Conservation Plan.

5.3. Institutional Energy-Reduction Targets

QCU shall establish measurable energy-reduction targets based on verified baseline data, applicable government requirements, technical assessments, and institutional priorities.

Targets may include:

1. Reduction in total electricity consumption.
2. Reduction in energy-use intensity.
3. Improved efficiency of lighting and cooling systems.
4. Reduction in unnecessary electricity consumption.
5. Increased adoption of energy-efficient equipment.
6. Improved energy monitoring coverage.

Targets shall be documented in the approved institutional plan and reviewed periodically.

Energy-reduction targets shall not compromise essential academic operations, occupational safety, indoor environmental quality, or accessibility requirements.

5.4. Energy-Efficient Lighting

QCU shall promote the efficient utilization of lighting systems throughout its campuses.

Appropriate measures shall include:

1. Progressive replacement of inefficient lighting fixtures with energy-efficient alternatives.
2. Turning off unnecessary lighting in unoccupied areas.
3. Maximizing natural daylight where practicable.
4. Installing appropriate lighting controls and timers.
5. Conducting regular inspections and maintenance.
6. Incorporating energy-efficient lighting requirements into relevant procurement and renovation projects.

5.5. Energy-Efficient Air-Conditioning and Ventilation

The University shall promote responsible operation and maintenance of air-conditioning and ventilation systems.

Appropriate measures may include:

1. Operating cooling equipment according to approved schedules.
2. Maintaining appropriate indoor temperature settings.
3. Conducting regular cleaning and maintenance.
4. Avoiding unnecessary operation in unoccupied rooms.
5. Replacing inefficient equipment when technically and financially justified.
6. Encouraging natural ventilation where suitable.

Cooling and ventilation practices shall remain consistent with health, safety, laboratory, and operational requirements.

5.6. Responsible Use of Electrical Equipment

Students, faculty members, employees, and other campus users shall be encouraged to operate electrical equipment responsibly.

Appropriate practices include:

1. Switching off unused electrical devices.
2. Avoiding unnecessary operation of computers and office equipment.
3. Using appropriate power management settings.
4. Reporting defective or inefficient equipment.
5. Avoiding unnecessary standby electricity consumption where safe and practicable.
6. Following approved equipment operation schedules.

5.7. Energy-Efficient Procurement

QCU shall incorporate applicable energy-efficiency requirements into procurement specifications for electrical equipment, appliances, lighting systems, cooling systems, and other relevant products.

Procurement decisions shall consider:

1. Applicable energy performance standards.
2. Expected electricity consumption.
3. Equipment durability.
4. Maintenance requirements.
5. Life-cycle costs.
6. Technical suitability.
7. Environmental performance.

All procurement activities shall comply with applicable government procurement laws and regulations.

5.8. Energy-Efficient Building Operations and Maintenance

The University shall incorporate energy conservation measures into building operations and maintenance procedures.

Facilities management personnel shall identify opportunities to reduce unnecessary electricity consumption through appropriate operational adjustments, preventive maintenance, and equipment improvements.

5.9. Energy-Efficient Construction and Renovation

All applicable new construction, major renovations, and building retrofits shall comply with relevant energy-efficiency standards.

Projects shall incorporate appropriate energy-efficient building design, lighting, cooling, ventilation, and electrical systems.

Implementation shall be consistent with the University's policy on energy-efficient building design and compliance with green building standards.

5.10. Renewable Energy Integration

QCU shall evaluate opportunities to incorporate renewable energy technologies into campus operations.

Potential initiatives may include:

1. Rooftop solar photovoltaic systems.
2. Solar-powered outdoor lighting.
3. Renewable energy-supported building systems.
4. Other technically appropriate renewable energy solutions.

Renewable energy projects shall be subject to technical, financial, regulatory, and operational assessments.

5.11. Energy Conservation Awareness and Behavioral Change

The University shall conduct regular awareness activities promoting responsible energy consumption.

Activities may include:

1. Energy conservation seminars.
2. Campus-wide awareness campaigns.
3. Energy-saving reminders and signage.
4. Student-led sustainability initiatives.
5. Employee orientation and awareness activities.
6. Digital information campaigns.

Energy conservation shall be promoted as a shared responsibility among members of the University community.

5.12. Energy Monitoring and Reporting

QCU shall establish appropriate mechanisms for monitoring energy consumption.

Monitoring may include:

1. Monthly electricity consumption.
2. Campus and building energy consumption.
3. Energy-use intensity.
4. Electricity expenditure.
5. Performance of energy-efficient equipment.
6. Renewable energy generation.
7. Progress toward energy-reduction targets.

Energy consumption records shall be reviewed periodically to identify unusual consumption patterns and opportunities for improvement.

5.13. Energy Audits and Continuous Improvement

The University shall conduct or commission appropriate energy assessments to identify opportunities for reducing energy consumption.

Assessment findings shall guide the development of energy conservation measures and infrastructure improvements.

The frequency and scope of energy audits shall be determined according to applicable regulations, institutional needs, and available resources.

5.14. Protection of Essential University Operations

Energy conservation measures shall not compromise:

1. Student and employee safety.
2. Essential instructional activities.
3. Laboratory and research requirements.
4. Emergency systems.
5. Accessibility.
6. Indoor environmental quality.
7. Critical information technology systems.

All energy-saving measures shall be implemented in a manner consistent with the University's academic and operational responsibilities.

SECTION 6. IMPLEMENTATION MECHANISMS

6.1. Institutional Energy Management Program

QCU shall establish an Institutional Energy Management Program to coordinate the development and implementation of energy efficiency and conservation initiatives.

The program shall be overseen by the designated administrative office in coordination with the facilities management unit and sustainability focal office.

6.2. Designation of an Energy Management Focal Person

The University shall designate an appropriate Energy Management Focal Person or equivalent responsible personnel to coordinate energy monitoring, conservation planning, and applicable regulatory reporting.

The designated personnel shall perform responsibilities consistent with relevant government energy management requirements.

6.3. Preparation of the Energy Efficiency and Conservation Plan

The designated coordinating office shall prepare an Institutional Energy Efficiency and Conservation Plan containing:

1. Energy consumption baseline.
2. Institutional energy performance assessment.
3. Energy-reduction targets.
4. Priority conservation measures.
5. Infrastructure improvement projects.
6. Implementation schedules.
7. Responsible offices.
8. Indicative budgets.

9. Monitoring and evaluation indicators.
10. Reporting requirements.

The plan shall be submitted through the appropriate University approval process.

6.4. Annual Energy Conservation Action Plan

The University shall prepare an annual action plan identifying priority energy conservation activities.

The plan shall specify expected outputs, responsible offices, implementation schedules, and performance indicators.

6.5. Energy Consumption Monitoring

The facilities management unit shall compile available energy consumption data and maintain appropriate monitoring records.

Where feasible, electricity consumption shall be monitored by campus, building, or major facility.

6.6. Implementation of Energy Conservation Measures

Concerned University offices shall implement approved energy conservation measures in accordance with the institutional plan.

6.7. Energy Performance Review

The designated coordinating office shall conduct periodic reviews of energy consumption trends and progress toward institutional targets.

6.8. Corrective and Preventive Action

Where monitoring identifies excessive or unexplained energy consumption, the responsible office shall assess the situation and recommend appropriate corrective measures.

6.9. Annual Energy Performance Report

The University shall prepare an annual energy performance report documenting:

1. Total institutional energy consumption.
2. Energy consumption trends.
3. Progress toward reduction targets.
4. Implemented conservation measures.
5. Energy-efficiency improvement projects.
6. Renewable energy initiatives.
7. Identified challenges and recommended actions.

SECTION 7. ROLES AND RESPONSIBILITIES

7.1. Office of the University President

The Office of the University President shall provide overall institutional leadership, policy direction, and oversight for the implementation of this policy.

7.2. Office of the Vice President for Administration or Equivalent Office

The designated administrative office shall oversee institutional energy management, conservation planning, and coordination of relevant infrastructure and operational measures.

7.3. Energy Management Focal Person

The designated Energy Management Focal Person shall:

1. Coordinate energy monitoring and reporting.
2. Assist in preparing the Energy Efficiency and Conservation Plan.
3. Monitor implementation of approved energy conservation measures.
4. Coordinate relevant energy assessments.
5. Maintain appropriate energy management documentation.
6. Support applicable government energy reporting requirements.

7.4. Facilities Management and Maintenance Unit

The designated facilities management unit shall:

1. Maintain electricity consumption records.
2. Identify inefficient equipment and systems.
3. Implement approved energy-saving measures.
4. Coordinate preventive maintenance.
5. Monitor building energy performance.
6. Prepare periodic energy consumption reports.

7.5. Sustainability or Environmental Management Focal Office

The designated sustainability focal office shall coordinate environmental awareness initiatives, institutional sustainability documentation, and SDG-related reporting.

7.6. Finance and Budget Office

The designated finance and budget office shall support financial planning for approved energy-efficiency initiatives and assist in evaluating relevant project costs.

7.7. Procurement Unit

The Procurement Unit shall incorporate applicable energy-efficiency requirements into relevant procurement specifications.

7.8. Academic Departments and Administrative Offices

Academic departments and administrative offices shall support the implementation of approved energy conservation measures and encourage responsible energy consumption.

7.9. Student Affairs and Services Office

The designated student affairs office shall facilitate the participation of recognized student organizations in approved energy conservation awareness initiatives.

7.10. Students, Faculty Members, Employees, and Campus Users

All members of the University community shall be encouraged to practice responsible energy consumption and support institutional conservation initiatives.

SECTION 8. MONITORING, EVALUATION, AND PERFORMANCE INDICATORS

QCU shall establish a monitoring and evaluation framework to assess the implementation and effectiveness of its Energy Efficiency and Conservation Plan.

The following indicators shall guide institutional monitoring:

Performance indicator	Measurement or monitoring requirement
Total institutional electricity consumption	Annual electricity consumption in kilowatt-hours
Monthly electricity consumption	Monthly electricity consumption in kilowatt-hours
Energy-use intensity	Annual electricity consumption per square meter of applicable building floor area
Energy-reduction performance	Percentage change in electricity consumption against the established baseline
Energy-efficient lighting	Percentage of lighting fixtures meeting adopted efficiency specifications
Energy-efficient cooling systems	Percentage of relevant cooling equipment meeting applicable performance requirements
Energy conservation initiatives	Number of implemented energy-saving measures
Energy assessments	Number of completed energy audits or assessments
Renewable energy generation	Electricity generated from renewable energy systems, where applicable
Energy conservation awareness	Number of campaigns and participants
Annual plan implementation	Percentage of planned conservation activities completed
Financial performance	Documented electricity cost trends and verified cost savings, where available

The University shall evaluate energy performance using verified consumption data and appropriate methodologies.

Where possible, performance analysis shall consider changes in campus population, facility utilization, building floor area, operating schedules, and other relevant factors.

SECTION 9. DOCUMENTATION AND RECORDKEEPING

To demonstrate institutional implementation and support continuous improvement, QCU shall maintain appropriate documentation of its energy efficiency and conservation initiatives.

Relevant documents may include:

1. Approved institutional policy.
2. Institutional Energy Efficiency and Conservation Plan.
3. Annual Energy Conservation Action Plans.
4. Electricity billing and consumption records.
5. Energy audit and assessment reports.
6. Energy-efficient equipment inventories.
7. Building retrofit and infrastructure improvement reports.
8. Renewable energy project documentation.
9. Energy conservation awareness materials.
10. Photographs of implemented energy-saving measures.
11. Energy performance monitoring reports.
12. Annual institutional energy performance reports.
13. Relevant government energy reporting records.

All records shall be maintained in accordance with applicable University records management and government auditing requirements.

SECTION 10. FUNDING AND RESOURCE SUPPORT

Implementation of this policy shall be supported through appropriate University resources, subject to approved budgets, applicable financial management regulations, and institutional priorities.

The University may explore legally permissible grants, partnerships, and other financing mechanisms to support energy-efficiency improvements and renewable energy initiatives.

All funding arrangements shall comply with applicable government laws and regulations.

SECTION 11. COMPLIANCE AND ACCOUNTABILITY

All concerned University offices, departments, personnel, contractors, and service providers shall support the implementation of this policy.

The designated coordinating office shall monitor implementation and recommend appropriate corrective measures where deficiencies are identified.

Energy management and reporting obligations shall be undertaken in accordance with applicable government requirements.

SECTION 12. POLICY DISSEMINATION AND PUBLIC ACCESS

Upon approval, this policy shall be disseminated to all concerned University offices, faculty members, administrative personnel, students, contractors, and relevant stakeholders.

The policy shall be made publicly accessible through the official Quezon City University website and other appropriate institutional communication platforms.

The University may publish appropriate information concerning its energy conservation initiatives and institutional energy performance.

SECTION 13. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed at least once every three (3) years, or earlier when warranted by changes in applicable regulations, energy technologies, institutional priorities, or operational requirements.

The Institutional Energy Efficiency and Conservation Plan shall be reviewed periodically based on monitoring results, energy performance assessments, and implementation progress.

Proposed amendments shall be submitted through the appropriate University approval processes.

SECTION 14. SEPARABILITY CLAUSE

If any provision of this policy is declared invalid or unenforceable by competent authority, the remaining provisions shall continue in full force and effect.

SECTION 15. REPEALING AND AMENDING CLAUSE

All existing University policies, memoranda, guidelines, and procedures inconsistent with this policy shall be reviewed and, where appropriate, amended or superseded in accordance with applicable institutional procedures.

SECTION 16. EFFECTIVITY

This policy shall take effect upon approval by the University President, subject to any additional approval requirements under applicable laws, University governance rules, and institutional procedures.

All concerned University offices shall undertake the necessary measures for its dissemination, implementation, monitoring, and evaluation.

APPROVED BY:

DR. THERESITA V. ATIENZA
University President

Date Approved: May 13, 2025

Cc: *Office of the Vice President for Academic Affairs*
Office of the Vice President for Administration and Finance
Records Management Office