



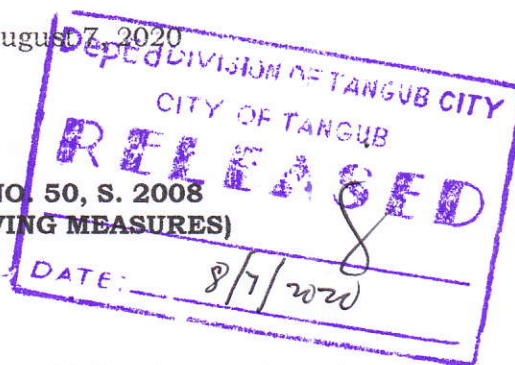
August 07, 2020

DIVISION MEMORANDUM

NO. 169, s. 2020

**REITERATION OF DEPED ORDER NO. 50, S. 2008
(DEPED ELECTRICITY AND FUEL SAVING MEASURES)**

To: Teaching Related and Non-Teaching Personnel
This Division



1. Pursuant to DepEd Order No. 50, s, 2008, DepEd Electricity and Fuel Saving Measures, this Office shall adopt and implement an electricity efficiency and conservation program to reduce monthly electricity consumption. This measure is practical, relevant and economical that supports the economic crisis that the Philippines is experiencing.
2. Hence, the following measures are implemented on the use of appliances, equipment and accessories.
 - a) Limit the use of the air-conditioning system to six (6) hours, preferably from 9:00 AM to 4:00 PM but not limited to this schedule. East side offices may turn on the air condition units at 9:00 AM and turn it off at 12:00 noon while the west side offices may turn on the units at 1:00 PM.
 - b) Electric fans, blowers and other cooling devices may be used during 12:00 noon to 1:00 PM in lieu of air conditioning units.
 - c) Mandatory replacements of non-led bulbs to led bulbs.
 - d) Lights and air conditioning units shall be turned off during lunch breaks and after office hours, except in offices where continuous work or services to the public is being conducted.
 - e) Computers are strictly for official use only and shall be shut down when not in use. Likewise, personnel from different offices are advised to observe strictly the on and off of lights.
 - f) Personnel with duly approved authority to render overtime services on Saturdays, Sundays and Holidays shall be allowed to enter the office premises and use the air-conditioning system from 9:00 AM up to 12:00 noon only.
 - g) Heater, Rice Cooker and other electricity consuming materials which are not related to work are strictly prohibited. However, exceptions are considered in some instances.
 - h) During night time from 5:00 PM to 4:00 AM, all lights inside the offices shall be turned off, except those in corridors, doors, gates and strategic areas needed for the security and safety of the building.
 - i) Spot lights if there's any shall not be turned on.
3. Further, the fuel saving measures is stipulated in Division Memorandum No. 147, s. 2020.
4. For purposes of monitoring and effective implementation of this Order, the Administrative Officer V is hereby designated as the Office Energy Conservation Officer (ECO).
5. Strict implementation and observation of the foregoing saving measures are hereby enjoined.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

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