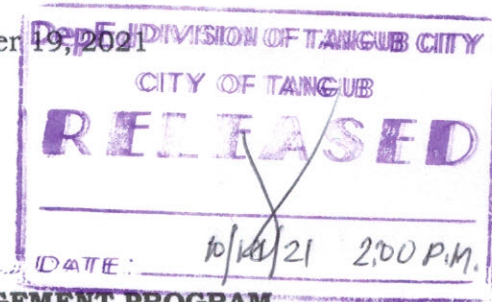




October 19, 2021



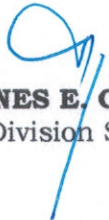

**DIVISION MEMORANDUM**

No. 293, s. 2021

**ENHANCED IMPLEMENTATION FOR ENERGY MANAGEMENT PROGRAM**

**To:** Office of the Schools Division Superintendent (OSDS)  
Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)  
Division Office Personnel

1. Relative to Republic Act No. 11285 or the Energy Efficiency and Conservation (EE&C) Act, this Office issues the enclosed guidelines on the operationalization to institutionalize the Division Energy Management Program and to adopt measures for reducing the cost of fuel and electricity consumption at least ten percent (10%) monthly.
2. These guidelines shall direct all personnel to follow the mandatory energy reduction measures in the Office.
3. For queries and more information, please contact Engr. Wilson M. Ozaraga, Energy Efficiency and Conservation Officer (EECO)/ Division PFC at 0906-345-1058 or Mr. Mohamad T. Batingolo, Energy Efficiency and Focal Person (EEFP)/ DRRM Coordinator at 09066452257.
4. Immediate dissemination and strict compliance with this Memorandum is desired.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent 





## **Guidelines on Enhanced Implementation for Energy Management Program**

### **• Lighting and Electric Equipment**

- The use of energy-saver lamp like Light Emitting Diode (LED) lamps or Compact Fluorescent Lamp (CFL) shall be promoted to reduce power consumption.
- Discourage the excessive use of lighting or electricity. If normal light is available, electrical lightings in offices shall no longer be used.
- Lights shall be turned off during lunch breaks and after office hours, except in offices where continuous work or service to public is being conducted.
- Switch off equipment when not in use. Make sure to switch off all printers, scanners, lights, air conditioners, during weekends, holidays and even after duty hours. They continue to draw power even if they are plugged in.

### **• On Vehicles**

- Carpooling is encouraged.
- Review travel program and schedules to limit the use of vehicles to minimize unnecessary trips.
- Use of vehicles other than official business is prohibited.
- Drivers concerned shall be responsible for the proper use and maintenance of vehicles and the immediate reporting of abnormalities observed and defects detected.
- Vehicles must be ensured for a year-round schedule of change oil and preventive maintenance.







- **Photocopying machine and Printer**

- The photocopying machine shall be used for official business only.
- Print only when necessary. This will not only reduce paper wastage but also helps to cut the energy required to run the printer, which in turn reduces your energy cost and makes life of your printer longer.

- **Information Technology**

- Computers are strictly for official use only and shall be shut down when not in use

- **Air-conditioning Units**

- Air-conditioning units shall be switched on not earlier than 9:00 A.M. and switched off not later than 4:00 P.M. During lunch breaks, the air-conditioning units shall be switched to "FAN" mode.
- Set thermostat control to achieve room temperature of 25°C
- Observe regular maintenance servicing and regular cleaning and replacement of filters as necessary.

