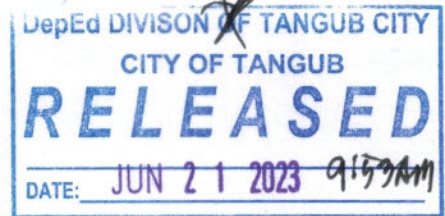




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



June 8, 2023

**OFFICE MEMORANDUM**

No. 185, s. 2023

**ADOPTION OF AUSTERITY MEASURES IN THE OFFICE**

**To:** Assistant Schools Division Superintendent  
CID and SGOD Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District In- Charge  
All Division Personnel  
This Division

1. In compliance with Republic Act No. 11285, known as the Energy Efficiency and Conservation (EEC) Act which mandates all Government Offices to institutionalize energy efficiency and conservation measures in the use of energy and the recent increase in electricity consumption, the following conservation measures shall be observed:

- a. Air Condition units shall be used from 9:00 AM to 12:00 NN and 1:00 PM to 4:00 PM;
- b. Aircon Condition units and lights shall be switched off during non-office hours between 12:00 NN to 1:00 P.M., and after office hours, except in cases of the offices whose functions required services even during off-hours or whenever the exigency of the service are required which shall be determined by the head of the Office or unit;
- c. Use of rice cooker, coffee maker, blender, and water heater is prohibited inside the Office;
- d. Lights, computers, appliances, and other equipment must be turned off or put in sleep mode when not in use;
- e. Preventive maintenance measures shall be conducted regularly for air conditioning units, lighting and fixtures, computers, laptops, printers, photocopiers, CCTV, and other equipment;
- f. Not in-use plug and charging cable shall be removed from the outlet.



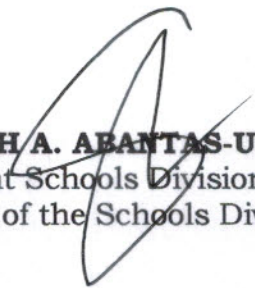
Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988



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- g. A monthly Electricity Consumption Report to monitor compliance with the preceding measures shall be presented to the personnel during convocation.
- 2 For guidance and immediate compliance.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent





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