



Department of Education  
Region I  
**DIVISION OF DAGUPAN CITY**  
Dagupan City



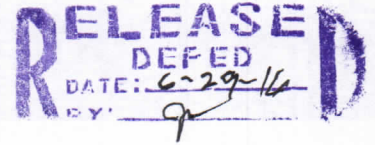
MEMORANDUM  
No. 92 s. 2016

To: All Elementary and Secondary School Heads  
DepEd Dagupan City Teaching and Non-Teaching Personnel  
All Others Concerned

From: *Fros Perfina J. Bravo*  
FROSERFINA J. BRAVO  
Schools Division Superintendent *FJB*

Subject: Division Electricity and Water Saving Measures

Date: June 29, 2016



1. In response to the pressing challenge on high consumption of electricity in the Division at large, the following electricity saving measures shall be strictly observed and implemented emanating from DepEd Order No. 50 s. 2008 entitled DepEd Electricity and Fuel Saving Measures and DepEd Order No. 61 s. 2004 entitled Adoption of Austerity Measures Pursuant to Administrative Order 103.
  - a. DepEd Dagupan shall adopt and implement an electricity efficiency and conservation program to reduce monthly electricity consumption by at least ten percent (10%) on the monthly consumption and thus recommends some measures while undergoing CI study by the SGOD Chief to produce a Division Energy Conservation (EnerCon) Policy.
  - b. The following measures shall be implemented on the use of appliances, equipment and accessories:
    - b.1. Limit the operation/use of the air-conditioning system to six (6) hours, preferably from 9:00 a.m. to 4:00 p.m. and turned off during lunchbreak;
    - b.2. Electric fans, blowers and other cooling devices may be used during the 12:00nn to 1:00 p.m. break period in lieu of air-conditioning units;
    - b.3. Mandatory replacements of all 40 watt fluorescent lamps/tubes with six 8 watt LED lights in a 7X9 classroom; 2 or 3 could be lighted when light from outside is enough to illuminate the classroom;

b.4. Lights shall be turned off during lunch breaks, after office hours or when outside lights from windows can fully illuminate the room, except in offices where continuous work or services to the public is being conducted;

b.5. Computers are strictly for official use only and shall be shut down when not in use;

b.6. Personnel with duly approved authority to render overtime service on Saturdays, Sundays and Holidays shall be allowed to enter the office premises and use the air-conditioning system from 9:00a.m. up to 12:00 nn only;

b.7. During nighttime from 6:00 p.m. to 6:00 a.m., all lights inside offices shall be turned off, except those on corridors, doors, gates and strategic areas needed for the security and safety of the areas; and

b.8. All building and garden spotlights shall be turned off.

2. On the other hand, due to climate change and its effect particularly global warming, the need for conserving water is likewise imperative; thus, these measures are strongly suggested by Dagupan City Water District:

a. Toilet leaks can be silent. Be sure to test your toilet leaks at least once a year.

b. Put food coloring in your toilet tank. If it seeps into the bowl without flushing, there's a leak. Fix it and start saving gallons.

c. One drip per second adds up to five gallons per day so check the faucets and showerheads for leaks.

It's more likely to notice leaky faucets indoors, but don't forget to check outdoor faucets, pipes, and hoses.

d. Report broken pipes, leaky hydrants and errant sprinklers to our local water provider DCWD.

e. Know where your gate valve is located, shut it off in case of leak to stop waterloss.

f. Monitor your water bill for unusually high use, your bill and water meter are tools that can help you discover leaks/water wastage.

g. Schedule maintenance check of all pipes, faucets, and other waterline materials, not only for leaks but for possible contamination.

3. School Heads shall conduct a SLAC sessions with their teachers and think of possible ways on how to save electricity and water in school and even at home. Further, electricity and water saving measures shall be integrated by teachers in their lessons, whenever applicable.

4. Strict implementation and observation of the foregoing electricity and water saving measures are hereby enjoined.