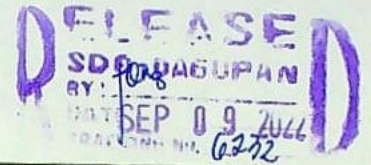




Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum No. 337, 2022

MEMO TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
All others concerned

FROM : AGUEDO C. FERNANDEZ, CESO V  
Schools Division Superintendent *[Signature]*

SUBJECT : SDO – DAGUPAN CITY ELECTRICITY SAVING MEASURES

DATE : September 9, 2022

1. In line with the implementation of Section 4(u)9 RA 11469 or the Bayanihan to Heal as One Act, which recommended to conserve and regulate the use and distribution on energy, power, fuel and water, and ensure adequate supply, and in consonance with the National Budget Circular (NBC) No.580 regarding the Adoption of Economy Measures in Government due to the Emergency Health Situation and per RA 11285 on the Energy Efficiency and Conservation (EEC) Act and per DepEd Order No.50 of the DepEd Electricity Saving Measures hereby issued an advisory to all concerned in the government agencies to retain at least ten percent (10%) or more cost of energy and water savings.
2. In order to support this reduction in costs and help the government, the following measures shall be immediately implemented.
  - A. On Electricity
    - a. DepEd 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.
    - b. The following measures shall be implemented by DepEd on the use of appliances, equipment and accessories:



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- b.1 Limit the operation/use of the air-conditioning system to six (6) hours, preferably from 9:00a.m. to 4:00p.m. and switch to fan mode at 12:00nn to 1:00 p.m.;
- b.2 Electric fans, blowers and other cooling devices may be used during the 12:00nn to 1:00p.m. break period in lieu of air-conditioning units;
- b.3 Lights shall be turned off during lunch breaks and after office hours, except in offices where continuous work or services to the public in being conducted;
- b.4 Computers are strictly for official use only and shall be shut down when not in use;
- b.5 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 9:00am up to 12:00nn only;
- b.6 During nighttime from 6:00p.m. to 6:00a.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.

**B. On Water**

- a.1 For men: always use the urinals when urinating, NOT on the toilet bowl;
  - a.2 Always check on faucets and water lines for leaks or unclosed switch;
  - a.3. Always conserve water consumption.
3. All offices (Divisions/Units/Sections) shall designate an Energy Conservation Officer who shall be responsible for the strict observance of the foregoing measures.
  4. For purposes of monitoring and effective implementation of this Division Memo, the Educational facilities Unit w/ Engr's Tatum Grace Manzano and Vanessa Alberto are hereby duly designated as the SDO Energy Conservation Officers (ECOs).
  5. Strict observance of these measures are hereby reiterated for their strict implementation.
  6. Strict implementation and observation of the foregoing savings measures are hereby enjoined.



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