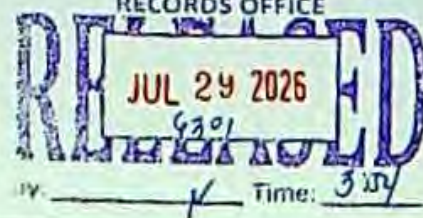




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



July 28, 2026

DIVISION MEMORANDUM

No. 439, s. 2026

NEW SDO ENERGY CONSERVATION PROTOCOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Unit Heads
All Division Office Personnel

1. Pursuant to Republic Act No. 11285 (Energy Efficiency and Conservation Act); Administrative Order No. 15, s. 2023; Presidential Decree No. 1445 (Government Auditing Code of the Philippines); Republic Act No. 12009 (New Government Procurement Act); the Government Accounting Manual (GAM), Volume I; DBM National Budget Circular No. 580; and other applicable DepEd, DBM, and COA issuances, and in line with the continuing implementation of the Government Energy Efficiency and Conservation Program, all officials and employees of the Schools Division Office of Dagupan City are hereby directed to strictly observe the following Energy Conservation Measures effective immediately. This Memorandum is issued to promote the prudent, economical, efficient, and effective utilization of government resources, strengthen internal controls over the use of electricity and fuel, and ensure that expenditures are incurred only within the approved budgetary allotments and in accordance with existing budgeting, accounting, auditing, and procurement laws, rules, and regulations. The following protocols shall be strictly observed:

- a. **Air Conditioning Units (ACUs).** The use of air conditioning units shall be allowed only from 8:00 A.M. to 4:00 P.M. Offices having two (2) air conditioning units within the same work area shall operate only one (1) unit starting at 8:00 A.M. The second unit may only be operated beginning 9:00 A.M., whenever necessary.
- b. **Water Dispensers.** Only one designated hot and cold water dispenser shall be utilized for all Division Office personnel and shall be strategically located at the Office of the Records Officer. Water dispensers assigned to individual offices or units shall remain turned off unless otherwise authorized.
- c. **Utilization of the Division Training Center and Fourth Floor Conference Hall.** The use of the Division Training Center and the Fourth Floor Conference Hall shall not be allowed for:
 - Non-SDO trainings, meetings, seminars, or gatherings;
 - Meetings or activities with fewer than ten (10) participants, except meetings of the Bids and Awards Committee (BAC), Human Resource Merit Promotion and Selection Board (HRMPSB), and other activities authorized by the Schools Division Superintendent; and



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- Flag ceremonies.
 - d. **Work-from-Home (WFH) Arrangement.** Employees scheduled under Work-from-Home arrangements shall not be allowed to report onsite during their WFH day. However, employees with duly approved authority to render overtime services during Saturdays, Sundays, or Holidays may report onsite only for the duration of their approved overtime work.
2. To ensure proper budget utilization and strengthen internal control over fuel consumption, the **Budget Officer III** is hereby directed to **facilitate and monitor the issuance of the Purchase Order (PO)** for fuel procurement upon verification of the availability of allotment and after clearance by the Supply Officer on the authorized use of the issued government vehicle. Also, the Budget Officer shall ensure that fuel procurements are supported by sufficient allotments and that obligations are incurred only within the approved budget. The issuance of the Purchase Order shall remain subject to existing procurement laws, rules, and regulations, without prejudice to the functions of the Head of the Procuring Entity (HoPE), the Bids and Awards Committee (BAC), and the Supply Office. All requests for fuel procurement shall be supported by duly approved trip tickets, vehicle assignment records, fuel consumption monitoring reports, and other documentary requirements prescribed under existing DepEd, DBM, and COA issuances.
3. Immediate and strict compliance with this Memorandum is hereby directed.

Very truly yours,


MARCIANO U. SORIANO, JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent