



Republic of the Philippines
Department of Education
Region III
TARLAC CITY SCHOOLS DIVISION



April 11, 2022

11-987 05866

DIVISION MEMORANDUM

No. 109, s. 2022

To : OIC ASDS
Division Chiefs
Public Elementary and Secondary Schools Heads
All Others Concerned

ENERGY CONSERVATION MEASURES IN THE OFFICE

1. Relative to the Department Circular No. DC2022-03-0006 of the Department of Energy (DOE) and Inter-agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 5, s. 2022 which calls on government agencies to strictly observe the mandatory implementation of Energy Efficiency and Conservation Programs and Government Energy Management Program (GEMP), this Office reiterates the strict implementation of the following energy conservation measures:
 1. On Electricity
 - a. Thermostat setting of airconditioning units is to be maintained at a "LOW" level temperature or the temperature must be set not lower than 78-degree Fahrenheit (24-degree Celsius);
 - b. 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 Electric fans, blowers and other cooling devices may be used during the 12:00 nn to 1:00 p.m. break period in lieu of air-conditioning units. During lunch breaks, airconditioning units shall be switched on "FAN" mode;
 - c. All doors and windows are to be kept close to prevent heat intake;
 - d. Computers are strictly for official use only and shall be shut down when not in use;
 - e. All unnecessary lights are to be turned off; and the office equipment and machines are to be unplugged after office hours;
 - f. 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 9:00 a.m. up to 12:00 nn only;
 - g. 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.



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2. Fuel Conservation Measures

- a. Record list and assignments of government vehicles;
- b. Report of monthly fuel consumption;
- c. Maintenance of service vehicles regularly;
- d. Use of duly signed locator slip for proper scheduling of daily trips to avoid unnecessary trips;
- e. Smooth/Moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary and repetitious speeding up and slowing down;
- f. Prohibition on idling of engines when vehicle is parked;
- g. Prohibition on overloading of vehicles;
- h. Prohibition on the use of government vehicles for purposes other than official business. Provided, that in every case the trip ticket authorizing the use of the vehicle shall be displayed on the windshield or in a conspicuous place on the vehicle;
- i. Prohibition on the use of government vehicles on Saturdays, Sundays, Legal Holidays or out of the regular office hours or outside the route of the officials or employees authorized to use them, or by any person other than such official or employee except when properly authorized.

2. Strict implementation and observation of the foregoing saving measures are hereby enjoined.

3. For wide dissemination and strict compliance.

MARIA CARMEN P. CUENCO EdD, CESO V
Schools Division Superintendent



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