



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

September 5, 2022

OFFICE MEMORANDUM
No. **047** s, 2022

TO : Assistant Schools Division Superintendent
: SGOD Chief and OIC CID Chief
: Education Program Supervisors
: Section Heads
: Non-Teaching Personnel in SDO Proper
: All Other Concerns

SUBJECT : PRESCRIBING ENERGY CONSERVATION MEASURE

For the information and guidance of all concerned, this office received a letter from the Office of Operation Manger of Bohol Light Company Incorporated (BLCI) with the observation that the agency power consumption has exceeded the maximum capacity of 75 KVA based on the existing three transformers. Thus, this office still negotiating the BLCI on the proper remedy considering that we have coming aircon units intended for our childminding multi-purpose hall and SGOD Office.

Further in compliance to R.A. No. 112585 or the Energy Efficiency and Conservation Act (EE&C) to institutionalizes energy efficiency and conservation, enhances the efficient use of energy of all government entities (GEs) as well as the implementation of Government Energy Management Program in prescribing energy conservation measures.

In adherence to this directive, all heads of sections/units, officials and employees in this office are advised to strictly abide by the following austerity measures to ensure the efficient utilization of resources in their respective offices:

1. Air conditioning units shall be switched on not earlier than 8:30 A.M. and switched off not later than 4:30 P.M. except those units where services continue to be rendered beyond regular office hours with the approval of the Head of Office.



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2. All doors and windows of airconditioned rooms shall be closed to prevent heat intake.
3. All air conditioners are to be checked regularly to maintain their cooling efficiency.
4. Lights, computers, Laptops, other electrical equipment like xerox machines, sound equipment, electric fans, scanners etc. are to be turned off or put in sleep mode when not in use and ensure all office equipment and machines are to be unplugged before leaving the office.
5. Shut off all lights, air conditioners, and other electrical equipment on non-working days.
6. General Services unit is directed to move around daily and check all offices for the effective implementation and compliance of this directives.
7. If possible, avail of natural lighting and ventilation.

The Administrative Services Section through General Service Unit is hereby assigned to closely supervise and monitor the effective implementation of these energy conservation measure to reduce office energy consumption as well as monthly report to the Head of Office of the result of implementation.

For the information, guidance and strict compliance of all concerned.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 



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