



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

OFFICE MEMORANDUM

OSDS/ADMIN SERVICE-2023- 030

To : Assistant Schools Division Superintendent
: Chief, CID and SGOD
: Sections/ Units Heads
: Non- Teaching Personnel in SDO
: All Other Concerns

SUBJECT : AUSTERITY MEASURES ON ENERGY CONSERVATION IN SDO

Date : September 26, 2023

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

In view of the increased of our monthly power consumption, this office constitutes the Committee to take charge of the implementation of energy conservation measures to wit:

Chairman : Mrs. Teodomera A. Bersaluna AO II, Designated GSO HEAD
Members : Mr. Jonathan Suan - SG
: Mr. Ganie Caliso - SG
: Mr. Joey Lagrada - Admin Aide
: Mr. Ananias Cliso - Admin Aide
: Agency Security Guards on Duty

The following measures are hereby prescribed for the information and guidance of all concerned:

1. All air conditioning units shall be turned on at 8:00 A.M. and turned- off at exactly 4:30 P.M. daily. All Units to be checked regularly to maintain their cooling efficiency.
2. Lights will be switched on during office hours at 8:00 A.M. to 5:00 PM and some will be turned off during noon time except in the front desk/ areas with direct approach to external clients. No Noon Break Policy is still observed per CSC Rules.
3. All doors and windows are to be kept close at all times to prevent heat intake and increase energy consumption.
4. All electrical equipment like xerox machines, sound equipment, electric fans etc. Should be turned off when not in use and all office equipment and machines should unplugged after office hours.



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5. Shut off all lights, air condition units and other electrical equipment on non-working days.
6. 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 measures to reduce office energy consumption and thereby decreasing monthly consumption bills and render monthly report to the Head of Office of the result of implementation.

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


EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent 