



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

**Office of the Schools
Division Superintendent**

**Office Memorandum:
OSDS/CID/SGOD-2026-18**

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

**SUBJECT : AUSTERITY MEASURES ON ENERGY CONSERVATION IN SDO
DUE TO CURRENT OIL CRISIS**

Date : April 6, 2026

Pursuant to Memorandum Circular No. 114, s. 2026 issued from the Office of the President to all government agencies to adopt specific **energy conservation protocols**.

Agencies must limit the use of air conditioning, maximize natural light, and switch off non-essential equipment as well as the implementation of Government Energy Management Program in prescribing energy conservation measures.

In view thereof, this office constitutes the Committee to take charge of the implementation of energy conservation measures to wit:

Chairman : Arch. Joan Q. Choudry - AO II, Designated GSO Head
Member : Mr. Jonathan Suan - SG
: Mr. Ganie Caliso - SG
: Mr. Joey Lagrada - Admin. Aide
: Mr. Ananias Caliso – 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 switch on during office hours at 8:00 A.M. to 5:00 PM and turned off during noon time between 12:00 Noon to 1:00 PM.



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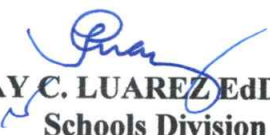
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3. All doors and windows are to be at all times kept close to prevent heat intake.
4. All electrical equipment like xerox machines, sound equipment, electric fans etc. are to be turned off when not in use and office equipment and machines are to be unplugged after office hours.
5. Shut off all lights, air conditioners, 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 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.


FAY C. LUAREZ EdD, PhD.T.M., CESO VI
Schools Division Superintendent 