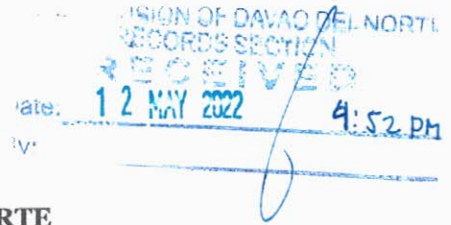




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE



Office of the Schools Division Superintendent

May 12, 2022

DIVISION MEMORANDUM
NO. 608, s. 2022

**MANDATORY IMPLEMENTATION OF ENERGY EFFICIENCY AND CONSERVATION
PROGRAMS AND THE STRICT OBSERVANCE OF THE
GEMP GUIDELINES**

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs/Heads of Sections
All School Heads for Elementary, Junior and Senior High Schools
All Section Heads
All Interested Personnel

Attached herein is the unnumbered memorandum from Inter-Agency Efficiency and Conservation Committee (IAEECC) signed by the Secretary of the Department of Energy, Alfonso G. Cusi, relative to the Mandatory Implementation of Energy Efficiency and Conservation Programs, and the strict Observance of the GEMP Guidelines, for information and strict compliance.

This Office urges all personnel of this Division to implement these stringent measures following the suggestion made by the Office of the Department of Energy:

- Turning off the lights and computers during lunch breaks (except in offices where "No Noon Break" policy is implemented) and after office hours, and whenever not in use.
- Adjusting the air-conditioning unit thermostat to not lower than 24 degrees Celsius.
- Recommending the implementation of 8 hours straight office operation (no flexi-time arrangement), whenever practical and applicable.
- Activate sleep settings on office equipment.
- Keep doors of air-conditioned spaces closed to maintain ambient temperature.

For immediate dissemination and strict compliance.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : Assistant Regional Director
 Schools Division Superintendents/OIC-SDS
 Regional Chief of Divisions – ASD and ESSD

Subject: MANDATORY IMPLEMENTATION OF ENERGY
 EFFICIENCY AND CONSERVATION PROGRAMS, AND THE
 STRICT OBSERVANCE OF THE GEMP GUIDELINES

Date: May 02, 2022

Herewith is the unnumbered memorandum from the Inter-Agency Efficiency and Conservation Committee (IAEECC) signed by the Secretary of the Department of Energy, Alfonso G. Cusi, relative to the Mandatory Implementation of Energy Efficiency and Conservation Programs, and the strict Observance of the GEMP Guidelines, for information and strict compliance.

For further details, kindly refer to the attached memorandum.

[Signature]
ALLAN G. FARNAZO
 Director IV *[Signature]*

Enclosed: As Stated.

ROA21-GSU/are

DEPARTMENT OF EDUCATION RO
 RECORDS SECTION
RELEASED

By: *[Signature]*
 Date: 05/06/2022 3:42
 0522-2916



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147



Certificate Number: SP19-0277

25 MARCH 2022
3:10



INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION COMMITTEE (IAEECC)

Office of the Assistant Regional Director

RECEIVED

Date/Time: 4/27/22 12:40
Signature: [Handwritten Signature]

TO : ALL CONCERNED GOVERNMENT AGENCIES
FROM : THE ENERGY SECRETARY AND IAEECC CHAIRPERSON
SUBJECT : MANDATORY IMPLEMENTATION OF ENERGY EFFICIENCY AND CONSERVATION PROGRAMS, AND THE STRICT OBSERVANCE OF THE GEMP GUIDELINES

In the 7 March 2022 Talk to the People, the Economic Development Cluster (EDC) outlined the need for a collective strategy which includes energy conservation to ensure sufficient supply of petroleum products amid the uncertainty brought about by the Russia-Ukraine conflict.

To mitigate the impacts of the Russia-Ukraine crisis, and to ensure ample electricity during the 2022 hot dry season particularly during the National and Local Elections in May, the mandatory implementation of energy efficiency and conservation measures to realize at least 10% savings, and the strict implementation of GEMP Guidelines are enjoined.

The following are steps to be immediately undertaken to be reported to the IAEECC thru the Department of Energy, on or before by 31 March 2022:

- Designation of the Energy Efficiency and Conservation Officer (EEC Officer) and/or EEC Focal Person
- Monthly submission of Electricity and Fuel Consumption Reports through the GEMP Online System
- Report on the observance of the energy conservation practices must be approved by the head of the government entity:
 - Turning off the lights and computers during lunch breaks (except in offices where "No Noon Break" policy is implemented) and after office hours, and whenever not in use
 - Adjusting their air-conditioning unit thermostat to not lower than 24 degrees Celsius
 - Recommending the implementation of 8 hours straight office operation (no flexi-time arrangement), whenever practical and applicable
 - Activate sleep settings on office equipment
 - Keep doors of airconditioned spaces closed to maintain ambient temperature.

To validate compliance, the DOE Energy Audit Team will be conducting random spot checks and will issue energy ratings.

ALFONSO G. CUSI
Secretary, Department of Energy
Chairperson, IAEECC



Annex A

Energy Efficiency and Conservation (EEC) Checklist

Institutionalization of EEC

| | |
|--|---|
| | Designation of an EEC Officer/Focal Person |
| | Issuance of relevant office policies on EEC |

Fuel-Saving Measures

| | |
|--|---|
| | Government Entity has a mechanic/ outsourced services for regularly checking the official service vehicles and schedules preventive maintenance |
| | Tires of vehicles are properly inflated |
| | Engine properly tuned |
| | Vehicle air filters are replaced regularly |
| | The vehicle's wheels are aligned regularly |
| | Drivers are aware of fuel conservation measures |
| | Engine idling is avoided while waiting and/or parking |
| | Vehicles are driven at a steady speed |
| | Vehicles are accelerated smoothly and moderately |
| | Vehicle warm-ups do not exceed one (1) minute |
| | Scheduling of daily trips to avoid unnecessary short trips** |

Electricity-Saving Measures

| | |
|--|--|
| | Thermostat of air-conditioning units (ACUs) are set at 24 °C |
| | Operating hours of ACUs are limited to 8 hours straight (7AM to 3PM or 8AM to 4PM) |
| | LED lamps are used for lighting systems in all areas |
| | Regular elevator use is limited to only 3.5 hours a day during opening, lunchtime, and closing of offices. Persons with disabilities (PWDs) and senior citizens shall be allowed to use the elevator throughout the day.** |
| | Ensure that elevators are turned off after office hours and during weekends/holidays except for facilities providing critical services** |

Other EEC Measures:

*Place an "X" mark for measures adopted by the government office

**Facilities that are exempted from these measures include: Hospitals, Military Installations, Health Facilities, Utilities, Emergency Services; Correctional Facilities, Laboratories, Ports, Transportation Terminals, Airports, Data Centers, Facilities of the Bangko Sentral, Facilities holding Important Functions of Government relevant to Judicial and Legislative concerns.

Prepared by:

(Signature over Printed Name of the
EEC Officer/EEC Focal Person)

Position: _____
Government Entity/Office: _____
Email Address: _____

Approved by:

(Signature over Printed Name of the
Head of Government Entity)

Position: _____
Government Entity/Office: _____
Email Address: _____