



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

August 8, 2022

DIVISION MEMORANDUM

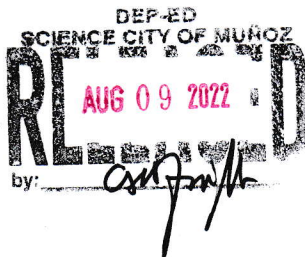
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GUIDELINES ON CONSERVATION OF ENERGY

To: All Concerned Personnel

1. This memorandum states the guidelines on conservation of energy as part of the saving measures for MOOE Budget FY 2022.
2. The energy conservation measures are as follows:
 - a. All offices shall open the air-conditioning units at 9:00 a.m. and close at exactly 4:00 p.m.
 - b. Electric fans, air humidifiers, computers, water dispensers and other office appliances shall be turned off whenever not in use or whenever the office is vacant.
3. The heads of offices shall be responsible for ensuring that the operation of air-conditioners and other office appliances is adhering to the guidelines on conservation of energy.
4. For immediate implementation and compliance.

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



BUDGET/MVM2022

