



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

2024-08-17-0602



Office of the Schools Division
Superintendent

August 13, 2024

DIVISION MEMORANDUM

No. 620, s. 2024

ENERGY CONSERVATION MEASURES

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads of Sections/Units
All Others Concerned

1. In adherence to DepEd Order No. 54, s. 2005 on the Energy Conservation Measures Pursuant to Administrative Order No. 126, all heads, officials and employees are advised to strictly abide by the following austerity measures to ensure the efficient utilization of resources in their respective units:
 - a. Reduction of fuel consumption for transport by ten percent (10%) of the average monthly consumption; and
 - b. Limited use of government vehicles to essential activities and where officials shall review their travel programs/schedules to minimize unnecessary trips.
2. Further, pursuant to Administrative Order Nos. 103, s. 2004 and No 110, s. 2004; and DepEd Order No. 61, s. 2004 on the adoption of austerity measures in government, each office is still directed to generate at least 10% savings in the consumption of fuel, water, office supplies, electricity and other utilities. Each unit/office is to strictly adhere to the following energy and utility conservation measures:
 - a. Airconditioning units shall be switched on not earlier than 9:00 AM and switched off not later than 4:00 PM. During lunch breaks, airconditioning units shall be switched on "FAN" mode.
 - b. Lights are to be shut off during lunch hours, lights and airconditioning units are to be switched off whenever offices are vacant; and



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- c. General Services Unit is directed to move around daily and check all bathrooms for running water and/or leaks which are to be repaired immediately.
3. For your information and compliance.

CRISTY C. EPE, CESO V
Schools Division Superintendent



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