



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 1, 2022

OFFICE MEMORANDUM

No. **362**, s. 2022

To: Assistant Regional Director
Functional Division Chiefs
All Others Concerned

**ADDENDUM TO OM NO. 158, s. 2022 ON THE ADOPTION OF
AUSTERITY MEASURES IN THE GOVERNMENT**

1. In compliance with Republic Act No. 11285 or the Energy Efficiency and Conservation (EEC) Act, which mandates all Government Offices to institutionalize energy efficiency and conservation measures in the use of energy, the following policies are hereby reiterated:

For Electricity Conservation

- The Air Condition unit's thermostat shall be set at 24°C and shall be used from 9:00AM-12:00PM; 1:00PM-4:00PM only. It must be set in Fan Mode from 12:00PM to 1:00PM;
- All doors and windows of air-conditioned rooms shall be closed to maintain ambient temperature;
- All damaged lamps/bulbs shall be replaced with Light Emitting Diode (LED);
- Lights, computers, appliances, and other equipment must be turned off or put in sleep mode when not in use;
- All damaged or unserviceable office equipment shall be replaced with Inverter technology and LED;
- Preventive maintenance measures shall be conducted regularly for Air Conditioning units, lighting and fixtures, computers, laptops, printers, photocopiers, scanners, CCTV, and other office equipment;
- An updated inventory of lighting, ACUs, and other office equipment shall be maintained by the GSU; and
- A Monthly Electricity Consumption Report to monitor compliance with the preceding Act shall be submitted to the Department of Energy's Government Energy Management Program System.



For Fuel Conservation

- A standard and regular vehicle preventive maintenance shall be programmed to ensure its efficient use;
- Idling of engines while waiting and/or parking is strictly prohibited;
- Warm-up of all service vehicles shall not exceed one (1) minute;
- A pre-departure checklist shall be accomplished by the Drivers and attached to the Trip Ticket to ensure the safety of the passengers and efficient use of vehicles;
- The GSU shall maintain an updated Inventory of Government Service Vehicles and shall take custody of copies of approved trip tickets;
- Records of Trip Tickets for each travel must be kept; and
- A Monthly Fuel Consumption Report shall be submitted by the Driver and the same shall be required in the liquidation of Cash Advance for fuel.

2. The EEC Officer or Focal Person shall ensure submission of the Electricity and Fuel Consumption Report to the Office of the Department of Energy as may be required.

3. Wide dissemination and compliance of this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 



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