

## Republic of the Philippines Department of Education Region X





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## OFFICE MEMORANDUM

No. 189 s, 2016

To:

DIVISION OFFICE PERSONNEL

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From:

ALLAN G. FARNAZO, CESO IV

Regional Director IV, Concurrent SDS

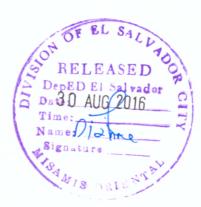
Subject:

**Measures to Reduce Electricity Consumption** 

Date:

August 30, 2016

- 1. Per report from the Budget Office relative to this office's budget vis-à-vis expense for electricity, the latter has already exceeded the former starting May this year. Please see attached file for your reference.
- 2. To address this concern, all employees are encouraged to adopt the following measures to conserve energy and consequently reduce the overall expense for electricity of this office:
  - 1. Switch off office equipment (unplug if possible) when not in use
  - 2. Minimize artificial lighting and make use of daylight; turn off unnecessary lights and try to use maximum day light
  - 3. Minimize use of air conditioner (if possible, aircons shall be turned on during 9AM-12NN and 1PM-4PM only); Avoid turning on the air conditioner when the weather is relatively pleasant. Leaving the windows open will let you have some fresh air, and also have a major impact on this office's power bills.
- 3. For information, guidance and strict compliance.



Copies Furnished: Person Concerned Records Section-Office Memorandum