



Republic of the Philippines  
Department of Education  
Region X  
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**OFFICE MEMORANDUM**

No. 189 s, 2016

**To:** DIVISION OFFICE PERSONNEL

**From:** *for Roman H. Pardo*  
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