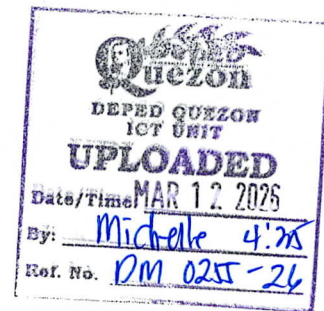




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



12 March 2026

**DIVISION MEMORANDUM**

No. 0255, s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION MEASURES IN THE  
DIVISION OF QUEZON**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
All Others Concerned

1. In compliance with Memorandum Circular (MC) No 114 issued by the Office of the President (OP) on March 6, 2026. This Office would like to inform all personnel on the implementation of energy conservation measures within the Division Office.
2. All personnel are directed to strictly undertake the following Energy Conservation Guidelines:
  - a. Please ensure that lights are turned off when not in use, particularly in unoccupied rooms or areas. Utilized natural light during the day whenever possible and switch to energy-efficiency lights.
  - b. Set air conditioning units (ACU) to reasonable temperature range of 24-26°C (75-78°F. Ensure that windows and doors are closed while the air conditioning unit (ACU) is on the prevent energy loss. Air conditioning units in each office will be scheduled from 9:00 AM to 3:00 PM only.
  - c. Turn off computers, printers, and other electronic devices at the end of the day or when not in use.
  - d. The water dispenser in the offices will be turned off at 3:00PM.
  - e. Stricly turn off non-essential lights and electronic equipment during lunch breaks and after hours.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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3. Immediate and wide dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



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