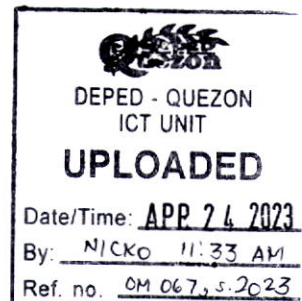




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 April 2023

**OFFICE MEMORANDUM**

**OM No. 067, s. 2023**

**IMPLEMENTATION OF ENERGY CONSERVATION SCHEDULE**

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

This office would like to inform all personnel on the implementation of energy conservation within the division office. As per the letter received by this office dated April 13, 2023, Meralco has raised the concern that SDO Quezon has been exceeding the contracted capacity for the past 9 months. Moreover, as of December 2022, the billing demand was 31.82% above the contracted capacity. As such, this move is in response to avoid undue overloading and damage to electrical facilities

Starting April 24, 2023, the air conditioning units in each office will be scheduled from **9:00AM to 3:00PM only**. This schedule will be strictly implemented to reduce energy consumption and promote energy conservation. Above that, each section will assign a representative for the implementation and monitoring of the provided schedule.

We are hoping for the understanding and cooperation of every SDO personnel in this endeavor towards a sustainable environment.

Dissemination of this Memorandum is earnestly desired.

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

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