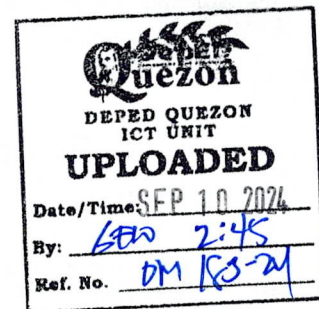




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2024

OFFICE MEMORANDUM
OM No. 183, s. 2024

IMPLEMENTATION OF ENERGY CONSERVATION MEASURES

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

To support our commitment to environmental sustainability and reduce operational costs, this Division Office is implementing energy conservation measures effective immediately. This initiative aims to promote efficient use of energy across all office operations and minimize our environmental impact.

1. Energy Conservation Guidelines:

- Please ensure that lights are turned off when not in use, particularly in unoccupied rooms or areas. Utilize natural light during the day whenever possible and switch to energy-efficiency lights.
- Set air conditioning units (ACU) to a 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 to prevent energy loss.
- Turn off computers, printers, and other electronic devices at the end of the day or when not in use.

2. Maintenance and Inspection:

- Conduct regular maintenance and inspections of electrical fixtures and appliances to ensure they are functioning efficiently. Report any damaged or malfunctioning equipment immediately for prompt repair or replacement.
- Replace outdated or inefficient equipment with energy-efficient models as needed.

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By adopting these measures, we aim to reduce our environmental impact and achieve significant cost savings. Your cooperation and commitment to these practices are essential for our success in this endeavor.

Dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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