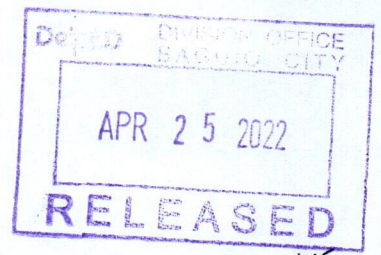




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



20 April 2022

DIVISION MEMORANDUM  
No. 117, s. 2022

**IMPLEMENTATION OF ENERGY EFFICIENCY AND CONSERVATION PROGRAMS,  
AND THE STRICT OBSERVANCE OF THE GOVERNMENT ENERGY MANAGEMENT  
PROGRAM (GEMP) GUIDELINES**

To: All SDO Personnel  
Public Schools District Supervisors  
Public School Heads  
Others Concerned

1. In compliance with the directive of the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) on the Mandatory Implementation of Energy Efficiency and Conservation Programs, and the Strict Observance of the GEMP Guidelines, this Office enjoins all schools and offices of the Division to observe the following electric and fuel saving measures:

a. On electricity

a.1. Schools/offices shall adopt and implement an electricity efficiency and conservation program to reduce monthly electricity consumption by at least ten percent (10%);

a.2. Turning off the lights and computers during lunchbreaks (except in offices where "No Noon Break" policy is implemented), whenever not in use and after office hours;

a.3. Use LED lamps for lighting system in all areas;

a.4. During nighttime from 6:00 p.m. to 6:00 a.m., all lights inside offices shall be turned off, except those on corridors and strategic areas needed for the security and safety of the areas.

b. On Fuel

b.1. Schools/offices with official service vehicle shall adopt and implement a program that will reduce its fuel consumption by at least ten percent (10%) monthly.

b.2. Proper inflation and alignment of tires and balancing of wheels;

b.3. Periodic change oil and replacement of oil filter;

b.4. Regular engine tune-up and replacement of air and fuel filter;

b.5. Proper scheduling of daily trips to avoid unnecessary trips; and

b.6. Strict prohibition on idling of engines when vehicle is parked.

2. In addition, all schools shall designate an Energy Efficiency and Conservation Officer/Focal Person who shall be responsible for the strict observance of the above-stated measures and for the submission of monthly monitoring reports through the Division ECC Officer/Focal Person.

3. To facilitate the effective implementation of this memorandum, the Administrative Officer V of the Administrative Service is hereby designated as the Division ECC Officer/Focal Person.

4. Be informed also that the Department of Energy Audit Team will be conducting a random spot check and will issue energy ratings.

5. Immediate dissemination and strict compliance with this memorandum are desired.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent

"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: [depedbaguioicity@gmail.com](mailto:depedbaguioicity@gmail.com)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certified  
Quality Management System  
CRN RU-19.2560.026  
Issued on 12/27/2019

DepED DIVISION OFFICE BAGUIO CITY  
APR 07 2022  
RECEIVED



INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION COMMITTEE (IAEECC)

TO ALL CONCERNED GOVERNMENT AGENCIES  
FROM THE ENERGY SECRETARY AND IAEECC CHAIRPERSON  
SUBJECT MANDATORY IMPLEMENTATION OF ENERGY EFFICIENCY AND CONSERVATION PROGRAMS, AND THE STRICT OBSERVANCE OF THE GEMP GUIDELINES

APR 01 2022

In the 7 March 2022 Talk to the People, the Economic Development Cluster (EDC) outlined the need for a collective strategy which includes energy conservation to ensure sufficient supply of petroleum products amid the uncertainty brought about by the Russia-Ukraine conflict.

To mitigate the impacts of the Russia-Ukraine crisis, and to ensure ample electricity during the 2022 not dry season particularly during the National and Local Elections in May, the mandatory implementation of energy efficiency and conservation measures to realize at least 10% savings, and the strict implementation of GEMP Guidelines are enjoined.

The following are steps to be immediately undertaken to be reported to the IAEECC thru the Department of Energy, on or before by 31 March 2022.

- Designation of the Energy Efficiency and Conservation Officer (EEC Officer) and/or EEC Focal Person
- Monthly submission of Electricity and Fuel Consumption Reports through the GEMP Online System
- Report on the observance of the energy conservation practices must be approved by the head of the government entity.
  - Turning off the lights and computers during lunch breaks (except in offices where "No Noon Break" policy is implemented) and after office hours, and whenever not in use
  - Adjusting their air-conditioning unit thermostat to not lower than 24 degrees Celsius
  - Recommending the implementation of 8 hours straight office operation (no flexi-time arrangement), whenever practical and applicable
  - Activate sleep settings on office equipment
  - Keep doors of airconditioned spaces closed to maintain ambient temperature.

To validate compliance, the DOE Energy Audit Team will be conducting random spot checks and will issue energy ratings.

*Alfonso G. Cusi*  
ALFONSO G. CUSI  
Secretary, Department of Energy  
Chairperson, IAEECC



DEPARTMENT OF EDUCATION  
RECORDS SECTION REGIONAL OFFICE - CAR  
APR 06 2022

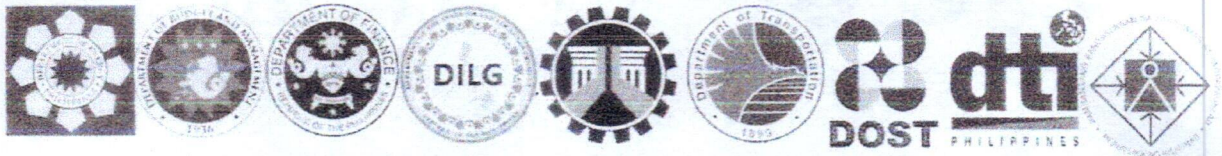
Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION

April 6, 2022

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

For information, dissemination, and compliance.

*Estela P. Leon-Cariño*  
ESTELA P. LEON-CARIÑO EdD, CESO III  
Director IV/ Regional Director



**INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION  
COMMITTEE (IAEECC)**



**TO : ALL CONCERNED GOVERNMENT AGENCIES**  
**FROM : THE ENERGY SECRETARY AND IAEECC CHAIRPERSON**  
**SUBJECT : MANDATORY IMPLEMENTATION OF ENERGY EFFICIENCY AND CONSERVATION PROGRAMS, AND THE STRICT OBSERVANCE OF THE GEMP GUIDELINES**

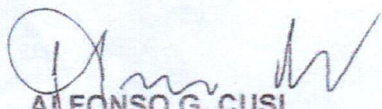
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**ALFONSO G. CUSI**  
Secretary, Department of Energy  
Chairperson, IAEECC



## Annex A

### Energy Efficiency and Conservation (EEC) Checklist

#### Institutionalization of EEC

	Designation of an EEC Officer/Focal Person
	Issuance of relevant office policies on EEC

#### Fuel-Saving Measures

	Government Entity has a mechanic/ outsourced services for regularly checking the official service vehicles and schedules preventive maintenance
	Tires of vehicles are properly inflated
	Engine properly tuned
	Vehicle air filters are replaced regularly
	The vehicle's wheels are aligned regularly
	Drivers are aware of fuel conservation measures
	Engine idling is avoided while waiting and/or parking
	Vehicles are driven at a steady speed
	Vehicles are accelerated smoothly and moderately
	Vehicle warm-ups do not exceed one (1) minute
	Scheduling of daily trips to avoid unnecessary short trips**

#### Electricity-Saving Measures

	Thermostat of air-conditioning units (ACUs) are set at 24 °C
	Operating hours of ACUs are limited to 8 hours straight (7AM to 3PM or 8AM to 4PM)
	LED lamps are used for lighting systems in all areas
	Regular elevator use is limited to only 3.5 hours a day during opening, lunchtime, and closing of offices. Persons with disabilities (PWDs) and senior citizens shall be allowed to use the elevator throughout the day.**
	Ensure that elevators are turned off after office hours and during weekends/holidays except for facilities providing critical services**

Other EEC Measures:

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\*Place an "X" mark for measures adopted by the government office

\*\*Facilities that are exempted from these measures include: Hospitals, Military Installations, Health Facilities, Utilities, Emergency Services; Correctional Facilities, Laboratories, Ports, Transportation Terminals, Airports, Data Centers, Facilities of the Bangko Sentral, Facilities holding Important Functions of Government relevant to Judicial and Legislative concerns.

**Prepared by:**

(Signature over Printed Name of the  
EEC Officer/EEC Focal Person)

Position: \_\_\_\_\_

Government Entity/Office: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Approved by:**

(Signature over Printed Name of the  
Head of Government Entity)

Position: \_\_\_\_\_

Government Entity/Office: \_\_\_\_\_

Email Address: \_\_\_\_\_



## Link for the IEC Orientation 01 April 2022

**SALDO SANTOS** <saldosantos@yahoo.com>

Fri, Apr 1, 2022 at 8:13 AM

To: "car@deped.gov.ph" <car@deped.gov.ph>, "abra@deped.gov.ph" <abra@deped.gov.ph>, "apayao@deped.gov.ph" <apayao@deped.gov.ph>, "benguet@deped.gov.ph" <benguet@deped.gov.ph>, "ifugao@deped.gov.ph" <ifugao@deped.gov.ph>, "mt.province@deped.gov.ph" <mt.province@deped.gov.ph>, "baguio.city@deped.gov.ph" <baguio.city@deped.gov.ph>, "tabuk.city@deped.gov.ph" <tabuk.city@deped.gov.ph>

Good morning!

DOE EPSMD is inviting you to a scheduled Zoom meeting.

Topic: IEC Orientation

Time: Apr 1, 2022 09:00 AM Singapore

Join Zoom Meeting

<https://zoom.us/j/91470161450?pwd=bjg1UEQ2dGdPY1hISXN3ZDFmKzIPQT09>

Meeting ID: **914 7016 1450**

Passcode: **602693**

One tap mobile

+14086380968,,91470161450#,,,,\*602693# US (San Jose)

+16468769923,,91470161450#,,,,\*602693# US (New York)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

Meeting ID: 914 7016 1450

Passcode: 602693

Find your local number: <https://zoom.us/j/91470161450?pwd=bjg1UEQ2dGdPY1hISXN3ZDFmKzIPQT09>



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