



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

October 20, 2025

**DIVISION MEMORANDUM**

OSDS-2025- 726

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

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TIC  
OSDS Section Heads  
All 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 reiterates the observance of the following electric and fuel saving measures:

a. On electricity

a1. Schools/offices shall adopt and implement an electricity efficiency and conservation program to reduce monthly electricity consumption by at least ten percent (10%);

a2. Lights and appliances shall be shut off/removed from electrical socket when not in use.

a3. Computer Units shall be put in sleep mode while not in use.

a4. Air Conditioning Units shall be set at 24 degrees Celsius and shall be switched on not earlier than 8:00 a.m. and switched off not later than 4:00 p.m.

a5. Use LED lamps for lighting system in all areas;

a6. Use solar lamps for corridors and strategic areas.

b. On fuel

b1. Personnel heading in the same or similar, nearby direction shall be assigned to one vehicle on a scheduled trip.

b2. Proper inflation and alignment of tires and balancing of wheels;

b3. Periodic change oil and replacement of oil filter;

b4. Regular engine tune-up and replacement of air and fuel filter; and

b5. Strict prohibition on idling of engines when vehicle is parked.



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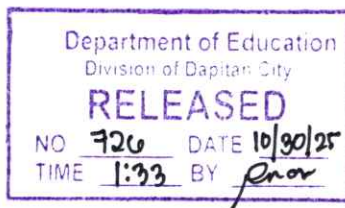
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c. On water

c1. Faucets must always be closed when water is not being used. GSO personnel shall regularly check the Comfort Room (CR) for running water and/or leaks which are to be repaired immediately.

2. In addition, During Holidays, Saturday and Sunday, office personnel and employees are not allowed to enter into office and school premises except with an approved request from the proper authority.
3. Immediate dissemination and strict compliance with this memorandum are desired.

  
**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent



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