



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

Office of the Schools Division Superintendent

12 June 2023

MEMORANDUM

No. 280, s. 2023

**REITERATING THE PRACTICE OF AUSTERITY
MEASURES IN DIVISION OFFICE AND SCHOOLS**

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
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to Republic Act No. 11285, otherwise known as The Energy Efficiency and Conservation Act of 2019, and DepEd Order No.61, s. 2004 titled "Adoption of Austerity Measures Pursuant to Administrative Order No. 103, this Division needs to adopt its austerity policies for all schools and SDO offices.
2. The austerity measures to be adopted by the schools and the division office are as follows:
 - a. Air Condition Units shall be set at 22 degrees Celsius and shall be switched on not earlier than 9:00 a.m. and switched off not later than 4:00 p.m.
 - b. Lights and appliances are to be shut off/removed when not in use are while computers should be put in sleep mode.
 - c. Recycled paper (back page) shall be used to print inter-office correspondence provided that the scrap paper shall be of non-confidential content and should be crossed out.
 - d. Faucets must always be closed when water is not being used. GSO personnel (Administrative Aides) are advised to check daily the bathrooms for running water and/or leaks which are to be repaired immediately.

Division Personnel who want to use the service vehicle must coordinate with the Administrative Services Section for vehicle requests. Personnel heading in the same or similar, nearby direction shall be assigned to one vehicle on a scheduled trip.

Department of Education
Division of Dapitan City
RELEASED
NO. 280 DATE 6/13/23
TIME 9:40 BY [Signature]



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- f. During Saturday and Sunday, office personnel and employees are not allowed to enter into office premises except with an approved request from the office of the Schools Division Superintendent.
3. For information, guidance, and strict compliance.

DANNY B. CORDOVA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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