



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 April 2026


DIVISION MEMORANDUM

No. 255 s. 2026

IMMEDIATE IMPLEMENTATION OF THE LOCALIZED ENERGY AND WATER CONSERVATION PROTOCOLS OF SDO TAYABAS CITY IN THE ENTIRE DIVISION OFFICE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 022, s. 2026** titled **Immediate Implementation of Energy Conservation in Schools** and in compliance with the **Division Memorandum No. 219, s. 2026** titled **Immediate Implementation of Energy Conservation Measures in the Schools of SDO Tayabas**, this Office issued this Memorandum to inform the field of the **Localized Energy and Water Conservation Protocols of the City Schools Division of the City of Tayabas**.
2. This serves as guidance in ensuring efficient and judicious utilization of electricity and water in the Division Office and the schools.
3. Provisions herein stipulated in the localized energy and water conservation protocols of the division shall remain in effect until the provisions of **Memorandum Circular No. 114, s. 2026** are lifted or revoked or superseded by subsequent DepEd policies.
4. Enclosed in this memorandum is Enclosure 1 Localized Energy and Water Conservation Protocols of the City Schools Division of the City of Tayabas.
5. Immediate dissemination of and compliance to this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: Memorandum Circular No. 114, s. 2026
DepEd Memorandum No. 022, s. 2026
Division Memorandum No. 219, s. 2026



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To be indicated in the Perpetual Index
under the following subjects:

LOCALIZED
ENERGY
WATER
CONSERVATION
PROTOCOLS

SGOD- immediate implementation of the localized energy and water conservation protocols of sdo tayabas city in the entire division office
REC9ILIA-008603/April 14, 2026

Enclosure 1 Division Localized Energy and Water Conservation Protocols

**LOCALIZED ENERGY AND WATER CONSERVATION PROTOCOLS OF THE
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**

I. RATIONALE

The City Schools Division of City of Tayabas remains faithful to its commitment to the delivery of relevant curriculum in compliance with the national standards and to contribute meaningfully to the realization of Department of Education (DepEd) Core Values of *Maka-Diyos, Maka-Tao, Makakalikasan, at Makabansa*. Futhermore, it also upholds the policy of the State to protect and promote the right of all citizens to quality basic education and to make such education accessible to all (Republic Act No. 9155).

Therefore, in support of the President's directive under Memorandum Circular No. 114, s. 2026 (Directing All Government Instrumentalities to Conservation Protocols), mandating all government agencies to implement measures to reduce electricity and energy consumption, and consistent with the policy provisions of Republic Act No. 11285 (Energy Efficiency and Conservation Act), as well as DepEd Order No. 54, s. 2005 (Energy Conservation Measures Pursuant to Administrative Order No. 126) on the integration of energy conservation in education, the City Schools Division of the City of Tayabas hereby issues this policy on energy conservation to ensure alignment of programs, projects and activities (PPAs) with the government mandates. It also provides specific guidelines on the adoption of energy conservation strategies and learning integration across learning areas. Such integration shall focus on simple, practical, and actionable measures that learners and teachers can readily adopt in their daily lives including minimizing unnecessary electricity and water consumption, maximizing natural lighting and ventilation, and exercising discipline in the use of electrical devices in school and at home. To sum it up, instructional delivery should further emphasize the application of these practices beyond the classroom setting, particularly at the household level.

Further, the division extends this policy to water as another source of energy that helps maintain a safe, secure, and healthy learning environment and recognizes the role of both electricity and water in the successful learning delivery and therefore, neither of them should be compromised regardless of whether there is an energy crisis. Whereas, DepEd Order No. 10, s. 2016 (WASH in Schools) emphasized the importance of water in the promotion of proper hygiene in schools, global water bankruptcy has been affecting the lives of today. Herewith, DepEd Memorandum No. 161, s. 2022 strictly enjoins schools to implement water conservation measures due to water shortages and falling dam levels in reference to Administrative Order No. 24, s. 2020. The unfortunate phenomenon of 2022 could be experienced again as the Philippines has entered dry season. Therefore, these measures aim at ensuring a stable water supply for all schools in SDO Tayabas while fostering an environmental awareness culture among learners and personnel as mandated in DepEd Order No. 52, s, 2011.

II. SCOPE

This policy promotes the safety, protection, security, and well-being of learners and personnel during energy crisis. Moreover, it also encourages responsible management of government funds and care for our shared environment. The constitutional rights to life, health, safety, and property of both learners, teachers, and personnel are safeguarded, alongside the learners' right to basic education as guaranteed by the government. Finally, this policy is guided by the principle that learning should be practical and actionable, ensuring the realization of the DepEd Core Values.

Specifically, it covers the following:

- a. All provisions cited in Memorandum Circular No. 114, s. 2026 such as but not limited to:
 - a.1. management and utilization of all government resources in accordance with relevant laws, rules, and regulations, and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy, and effectiveness in the operations of government (Section 1, Chapter 1, Subtitle B, Title I, Book V of Executive Order (EO) No. 292 or the "Administrative Code of 1987");
 - a.2. institutionalization of energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country, to cushion the impact of high prices of imported fuels to local markets, and to protect the environment in support of the economic and social development goals of the country (Republic Act No. 11285 or the "Energy Efficiency and Conservation Act");
 - a.3. efficient and judicious utilization of energy through the immediate implementation of Government Energy Management Program (GEMP) and relevant Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolutions (Administrative Order No. 15, s. 2024); and
 - a.4. adoption of strict energy conservation measures, to further reduce the energy footprint of government operations and optimize the use of public resources.

III. DEFINITION OF TERMS

For purposes of this policy, the following terms are defined, as follows:

- a. **Control Usage** – refers to the efforts made to manage and reduce energy consumption effectively.
- b. **Energy** - refers to all types of energy available commercially including natural gas, all heating and cooling fuels, coal, transport fuels, and renewable energy sources (RA 11285)

- c. **Energy Conservation** – refers to the reduction of losses and wastage in various energy stages from energy production to energy consumption through the adoption of appropriate measures that are technologically feasible, economically sound, environmentally-friendly, and socially affordable (RA 11285).
- d. **Energy Conservation Protocols** – refer to practices that will guarantee the protection, preservation, and responsible use of institutional resources particularly electricity.
- e. **Energy Crisis** - refers to the bottlenecks or issues encountered in the supply of energy resources affecting the delivery of learning in the classrooms.
- f. **Monitoring** - refers to the scientific process of collecting, analyzing, interpreting and reporting information relevant to planning, implementation, evaluation and adjustment of plans, policy, programs and projects. This shall be reported monthly to detail the compliance status of the schools in support of decision-making of management and key stakeholders to improve delivery of outputs and sustainability of results.
- g. **Water Conservation Protocols** – refer to practices that will guarantee the preservation and conservation of institutional resources particularly water.

IV. POLICY STATEMENT

It is the policy of the City Schools Division of the City of Tayabas to uphold and promote the safety, protection, security, and well-being of learners and personnel amidst energy crises. As it instills responsible stewardship of government funds and natural resources and promotes the value of trust and responsibility through transparency, it also safeguards the constitutional rights to life, health, safety, and property of both the learners and the teachers as well as the right of the learners to complete basic education as provided by the law.

Specifically, the following standards shall be used in implementing this policy:

1. This policy shall be in support of the President's directive under Memorandum Circular No. 114, 2026 (Directing All Government Instrumentalities to Conservation Protocols), mandating all government agencies to implement measures to reduce electricity and consumption, and consistent with the policy provisions of Republic Act No. 11285 (Energy Efficiency and Conservation Act).
2. This policy shall be in accordance with the DepEd Order No. 54, s. 2005 (Energy Conservation Measures Pursuant to Administrative Order No. 126) on the integration of energy conservation in education and application in real life scenarios.
3. This policy complements DepEd Order No. 10, s. 2016 (WASH in Schools) which emphasized the importance of water in the promotion of proper hygiene in schools.
4. This policy strictly enjoins schools and offices implementing water conservation measures in reference to DepEd Memorandum No. 161, s. 2022 and the Administrative Order No. 24.

5. The implementation of this policy shall promote the safety, protection and well-being of learners and personnel from unnecessary physical dangers that the energy crisis may have brought them.
6. The implementation of this policy shall minimize the risks of total loss of energy and the damage it could bring to health and safety of the learners and employees as well as the losses in learning.
7. The implementation of this policy shall also provide alternative solutions to energy crisis and promote responsible stewardship for a sustainable future.

V. PROCEDURES

The following contexts shall be considered in the implementation of energy conservation measures:

1. In compliance with the alignment with the Quality Basic Education Development Plan (QBEDP) as the blueprint of the Department of Education in implementing its mandate, the following specific guidelines shall be implemented:
 - a. Schools shall include the guidelines herein stipulated in their respective school plans and policies. Adoption of this policy at the school level shall be supported by a school-based memorandum. Schools shall make an integrative, comprehensive and strategic plan where the concerns on safety, security, and well-being of the learners are upheld while the effects of the energy and water crises are mitigated.
 - b. All other issuances of the City Schools Division of the City of Tayabas shall consider this policy on energy and water conservation. Coherence and consistency shall at all times be observed and monitored.
2. On Curriculum and Instructions
 - a. Energy and water conservation shall be integrated into lessons across learning areas. Such integration shall focus on simple, practical, and actionable measures that learners and teachers can readily adopt in their daily lives including minimizing unnecessary electricity and water consumption, maximizing natural lighting and ventilation, and exercising discipline in the use of electrical devices or appliances and water supply in school and at home.
 - b. Instructional delivery should further emphasize the application of these practices beyond the classroom setting particularly at the household level, especially during vacation.
 - c. The Curriculum Implementation Division shall monitor its consistent and effective integration with the lessons as the Division aims at developing this habit among all *Tayabasin* learners, teachers and employees.

- d. All learning resources relative to the integration of energy and water conservation into lessons shall be subjected to quality assurance by the Learning Resource Management and Development Section (LRMDS) prior to their implementation.
- e. The school head shall allocate budgetary provisions in their respective medium term and annual plans which may be used for the printing and reproduction of learning resources to support the integration of energy and water conservation. The expenses on printing and reproduction may be charged to school MOOE, canteen funds and other sources, subject to accounting and auditing rules and regulations. There shall be NO COLLECTION to be made from the learners, teachers, and learning partners relative thereto. When needed, Adopt-a-school and Brigada Eskwela may be utilized by the schools in accomplishing these PPAs.
- f. All other school PPAs relative to preservation and conservation of electricity and water shall be included in school SIP and AIP and shall be properly monitored and maintained.

3. On Assessment

Both formative and summative assessments shall be administered primarily by the teacher to gauge the learning of the learners on this topic. Results of the formative assessment will be used as the basis for review and lesson reinforcement but shall not be recorded.

A portfolio, paper and pencil tests, and other assessment strategies shall be conducted by the teacher to ensure that learning progress aligned with the desired learning competencies are mastered by the learners.

4. On Safety Plans

All the activities of the SDO units and the schools relative to energy conservation measures shall be quality assured and approved by the Building and Facilities Section through the division engineers and the Disaster Risk Reduction Management unit through the DRRM focal to ensure meeting all the safety measures. This shall be integrated in the safety plans for submission to DRRM unit.

VI. MONITORING AND EVALUATION

The effectiveness of the implementation of energy conservation measures as well as the effectiveness of its integration into lessons shall be regularly monitored and evaluated monitored and evaluated through the following indicators:

- a. Number of schools with low consumption of electricity and water as evident on the monthly school bills.
- b. Number of classrooms that have consistently practiced and observed energy conservation measures of the schools as indicated in the school action plan.

- c. Percentage of learners who observe energy conservation plans of the schools based on the submitted reports of the SSLG or SELG and validated by their respective classroom advisers.

The Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) shall monitor the compliance of the schools and learning centers with the provisions of these guidelines. A monitoring and evaluation plan with a monitoring tool shall be crafted and issued.

VII. Footnotes

¹ Administrative Order No. 24, s. 2020, *Mandating All National Government Agencies, Government-Owned or -Controlled Corporations, and State Universities and Colleges to Strictly Implement Water Conservation Measures*, Office of the President, March 18, 2020.

² Department of Education (DepEd), Memorandum No. 022, s. 2026, *Immediate Implementation of Energy Conservation Measures in Schools*, Department of Education, March 2026.

³ Department of Education (DepEd), Memorandum No. 015, s. 2026, *Conduct of the K to 12 Basic Education Program End-of-School-Year (EOSY) Rites for the School Year 2025–2026*, Department of Education, March 4, 2026.

⁴ Department of Education (DepEd), Order No. 54, s. 2005, *Energy Conservation Measures Pursuant to Administrative Order No. 126*, Department of Education, 2005.

⁵ Department of Education (DepEd), Order No. 10, s. 2016, *Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program*, Department of Education, February 19, 2016.

⁶ Memorandum Circular No. 114, s. 2026, *Directing All Government Agencies and Instrumentalities to Strictly Adopt Energy Conservation Protocols*, Office of the President / Office of the Executive Secretary, March 6, 2026.

⁷ Republic Act No. 11285, *An Act Institutionalizing Energy Efficiency and Conservation, Enhancing the Efficient Use of Energy, and Granting Incentives to Energy Efficiency and Conservation Projects*, otherwise known as the **Energy Efficiency and Conservation Act**, approved April 12, 2019.

Appendix

ELECTRICITY AND WATER CONSUMPTION MONITORING TOOL

School Name:
School Head:

School ID:
Month and Year:

School/Office Electricity and Water Consumption Monitoring Form

1. ELECTRICITY

Previous Consumption (in kwh)	Current Consumption (in kwh)	Variance (in kwh)	Remarks

2. WATER

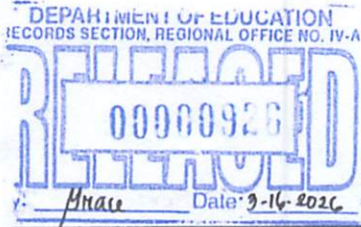
Previous Consumption (in cubic meters)	Current Consumption (in cubic meters)	Variance (in cubic meters)	Remarks

Prepared by:

Signature Over Printed Name / Date
OIC-Office of the School Principal

Reviewed by:

(Signature Over Printed Name/Date)
Designation



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Admin-RM-2026-188

March 10, 2026

Regional Memorandum

No. 188, s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS
AND FLEXIBLE WORK ARRANGEMENTS IN THE
DEPARTMENT OF EDUCATION PURSUANT TO
MEMORANDUM CIRCULAR NO. 114**

To: Schools Division Superintendents
Regional Officials and Employees
Public School Heads
All Others Concerned

1. Attached is DepEd Memorandum No. 018, s. 2025 entitled "Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114."
2. For energy conservation, several measures have been identified and enumerated with the objective of reducing actual electricity and fuel consumption by 10–20 percent, which includes the conduct of meetings virtually instead of face-to-face.
3. As regards flexible work arrangements, DepEd shall adopt a **four-day onsite work arrangements from Monday to Thursday**.
4. **School Heads, Assistant Principals and Public Schools District Supervisors** are strongly encouraged to report for work on Fridays while there are still ongoing classes in order to guide and provide necessary assistance to teachers.
5. It is emphasized that public schools shall continue with the regular five-day school week to ensure that students shall complete the required class days.
6. Widest dissemination of this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Office of the President
Malacañang

MEMORANDUM CIRCULAR NO. 114

**DIRECTING ALL GOVERNMENT AGENCIES AND
INSTRUMENTALITIES TO STRICTLY ADOPT ENERGY
CONSERVATION PROTOCOLS**

WHEREAS, Section 1, Chapter 1, Subtitle B, Title I, Book V of Executive Order (EO) No. 292 or the "Administrative Code of 1987" provides that all government resources shall be managed, expended, or utilized in accordance with relevant laws, rules, and regulations, and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy, and effectiveness in the operations of government;

WHEREAS, Republic Act (RA) No. 11285 or the "Energy Efficiency and Conservation Act" declares it a policy of the State to institutionalize energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country, to cushion the impact of high prices of imported fuels to local markets and, to protect the environment in support of the economic and social development goals of the country;

WHEREAS, Administrative Order (AO) No. 15 (s. 2024) directs all government agencies and instrumentalities of the National Government, including government-owned or -controlled corporations (GOCCs), to undertake efforts ensuring efficient and judicious utilization of energy through the immediate implementation of Government Energy Management Program (GEMP) and relevant Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolutions;

WHEREAS, the ongoing geopolitical tensions have led to significant volatility in global energy markets, resulting in the rising cost of fuel that impacts the national economy;

WHEREAS, there is an urgent need to adopt strict energy conservation measures, to further reduce the energy footprint of government operations and optimize the use of public resources; and



WHEREAS, Section 17, Article VII of the Constitution vests in the President the power of control over all the executive departments, bureaus and offices, and the mandate to ensure the faithful execution of laws;

NOW, THEREFORE, the following are hereby ordered:

Section 1. Coverage. All agencies and instrumentalities of the National Government, including GOCCs, are hereby directed, and local government units, constitutional bodies, state universities and colleges, and other government instrumentalities are likewise encouraged, to adopt and implement the energy conservation measures set forth in this Memorandum Circular (MC).

Section 2. Adoption of Energy Conservation Protocol. In line with RA No. 11285, its Implementing Rules and Regulations (IRR), and AO No. 15, agencies and instrumentalities of the National Government, including GOCCs, are hereby directed to strictly undertake the following conservation measures:

- a. Accelerate the implementation of the GEMP pursuant to AO No. 15, RA No. 11285, its IRR, and relevant Department of Energy (DOE) issuances and IAEECC Resolutions;
- b. Maintain a standard thermostat setting of 24°C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours;
- c. Adopt virtual meetings as the default mode for inter-agency coordination, consultations, conferences, and similar engagements. In this regard, all meetings, seminars, and workshops must be conducted through secure digital platforms, except in cases where physical presence is legally required or operationally indispensable.

For the effective implementation of the abovementioned, heads of agencies are hereby mandated to ensure that their respective offices are equipped with the necessary digital infrastructure to support this transition and that no official travel is authorized for events that can be effectively facilitated online;

- d. All agencies shall limit official travel to essential and indispensable functions. Travel shall be deemed unnecessary when the objectives may be effectively accomplished through alternative modalities, such as virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities. Travel undertaken without a clear justification of urgency, operational necessity, or direct programmatic relevance shall likewise be considered unnecessary.

All agencies shall adhere to the provisions of EO No. 77 (s. 2019). Accordingly, the Office of the President shall strictly implement the provisions thereof in the grant of travel authorities and entitlements.

- e. All agencies shall strengthen their fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These fleet-efficiency measures may include, but may not be limited to the following:
 - (a) Trip consolidation, by combining official tasks and destinations to reduce the number of vehicle deployments;
 - (b) Optimized route, through the use of shortest, least-congested travel paths and coordinated scheduling to avoid peak-hour congestion;
 - (c) Strict minimization of idling, requiring engines to be switched off during waiting periods except when operationally necessary; and
 - (d) Adoption of the "full-tank method" for precise fuel monitoring and adhere to rigid preventive vehicle maintenance.
- f. Where practicable, agencies shall minimize elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down; and
- g. Adopt and implement such other appropriate energy conservation measures to ensure the efficient, judicious, and responsible use of energy resources in all government operations, consistent with applicable laws, regulations, and national policies on energy efficiency and conservation.

Section 3. Adoption of Flexible Work Arrangements. To further reduce building energy load and transport fuel use, agencies shall adopt a four (4)-day onsite work arrangement, through a compressed workweek or a designated common day for work-from-home arrangements, in accordance with Civil Service Commission (CSC) MC No. 6 (s. 2022), as amended by CSC MC No. 1 (s. 2025), and such other existing rules and guidelines for the adoption of flexible work arrangements.

The adoption of a four (4)-day onsite work arrangement shall be implemented starting 09 March 2026 and shall remain in effect until lifted or sooner revoked by the President. This arrangement shall serve as an interim measure, to be continued only until circumstances warrant its modification or discontinuance.

For this purpose, all agencies are hereby directed to formulate their respective internal guidelines to ensure proper monitoring and documentation, including verification of attendance, and performance standards and monitoring mechanisms, in accordance with existing CSC laws, rules and regulations.

Section 4. Non-interruption of Government Services. All agencies and instrumentalities of the National Government, including GOCCs, shall implement the foregoing Energy Conservation Protocols in a manner that ensures the continuous,

efficient, and uninterrupted delivery of government services. Agencies that provide frontline services shall likewise ensure that such services remain unimpeded at all times, notwithstanding the implementation of these protocols.

Agencies providing essential, basic, and vital service, including those responsible for health, public safety, and emergency preparedness and response, shall remain fully operational at all times. These agencies shall ensure the uninterrupted delivery of critical functions and shall implement the Energy Conservation Protocols in a manner that does not impede or compromise their mandated services.

Section 5. Minimum Energy Reduction. All agencies and instrumentalities of the National Government, including GOCCs, shall reduce their actual electricity and fuel consumption by ten to twenty percent (10%-20%).

For this purpose, all agencies shall: (a) designate an Energy Conservation Officer or Certified Energy Manager, as required by RA No. 11285 and its IRR; (b) fully cooperate with DOE-conducted energy audits, inspections, and spot checks; and (c) submit monthly electricity and fuel consumption data through the GEMP Online System Portal in the form and manner prescribed by the DOE.

Section 6. Reporting and Monitoring. All agencies are hereby directed to report their compliance with this MC through the GEMP Online System. In this regard, the IAEECC shall submit a monthly report to the Office of the President detailing the compliance status of each agency.

This Circular shall take effect immediately.

DONE in the City of Manila, this 6th day of March, in the Year of Our Lord, Two Thousand and Twenty-Six.

By order of the President:



RALPH G. RECTO
Acting Executive Secretary