



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 June 2026

DIVISION MEMORANDUM
No. **402** s. 2026

**REITERATION OF DIVISION MEMORANDUM NO. 573 S. 2024 AND UPDATING
OF DIVISION ENERGY EFFICIENCY AND CONSERVATION OFFICER AND
FOCAL PERSONS**

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

1. Pursuant to **Republic Act No. 11285**, otherwise known as the **Energy Efficiency and Conservation (EEC) Act**, and the **Administrative Order No. 15 s. 2024**, all school heads and concerned personnel are instructed to observe and implement energy efficiency and conservation measures in the SDO, schools and respective learning centers.
2. To ensure compliance of this Administrative Order and observe and monitor the actions and activities of SDO, schools and learning centers relative to energy efficiency and conservation, the following personnel are assigned.

DIVISION ENERGY EFFICIENCY AND CONSERVATION (EEC) OFFICER

CONRADO C. GABARDA
Administrative Officer V

The EEC's Officer duties and responsibilities include the preparation, formulation, and submission for approval of the agency the design, plan, implementation, monitoring and evaluation scheme for the Energy Efficiency and Conservation Plan (EECP) of the SDO Tayabas City consistent with the Government Energy Management Plan (GEMP) and to submit to the Department of Energy (DOE) energy performance report.

**DIVISION ENERGY EFFICIENCY AND CONSERVATION (EEC) FOCAL
PERSONS**

JOYCE ANNE P. LIMBO
Supply Officer II

MARK BRYAN F. VALENCIA
Information and Technology Officer I



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VINCENT B. OBCIANA
Administrative Assistant II

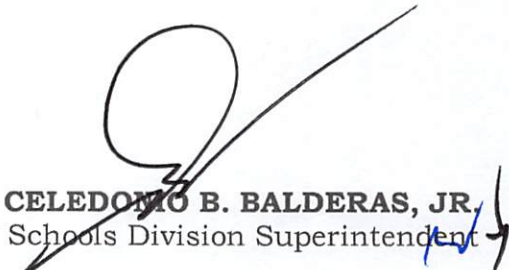
ARIEL C. CABUYAO
Project Development Officer II

CARMELO S. SALAZAR JR.
Administrative Aide I

The EEC Focal Persons will assist the EEC Officer in the Implementation of the GEMP and shall lead in the effective implementation of EECP in their respective offices, building or facilities and provide report to the EEC Officer on monthly energy performance report.

3. The EEC measures stipulated in Division Memorandum No. 573 s. 2024 shall remain in effect.

4. Immediate dissemination and strict compliance of this Memorandum is highly desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: Division Memorandum No. 573 s. 2024
References: RA No. 11285 and AO 15 s. 2024
To be indicated in the Perpetual Index
Under the following subjects:

REITERATION

OSDS Admin Unit – reiteration of division memorandum no. 573 s. 2024 and updating of division energy efficiency and conservation officer and focal persons
DTS No. ADM8CRFI-001983 /June 17, 2026



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 August 2024

DIVISION MEMORANDUM
No. 573 s. 2024

**OBSERVANCE AND IMPLEMENTATION OF ENERGY EFFICIENCY AND
CONSERVATION (EEC) MEASURES IN THE SCHOOLS DIVISION OFFICE (SDO),
ALL PUBLIC SCHOOLS AND LEARNING CENTERS IN TAYABAS CITY AND
DESIGNATION OF EEC OFFICER AND FOCAL PERSONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Units/Sections
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to **Republic Act No. 11285**, otherwise known as the **Energy Efficiency and Conservation (EEC) Act**, and the **Administrative Order No. 15 s. 2024**, all school heads and concerned personnel are instructed to observe and implement energy efficiency and conservation measures in the SDO, schools and respective learning centers.
2. To ensure compliance of this Administrative Order and observe and monitor the actions and activities of SDO, schools and learning centers relative to energy efficiency and conservation, the following personnel are assigned.

DIVISION ENERGY EFFICIENCY AND CONSERVATION (EEC) OFFICER

CONRADO C. GABARDA
Administrative Officer V

The EEC's Officer duties and responsibilities include the preparation, formulation, and submission for approval of the agency the design, plan, implementation, monitoring and evaluation scheme for the Energy Efficiency and Conservation Plan (EECP) of the SDO Tayabas City consistent with the Government Energy Management Plan (GEMP) and to submit to the Department of Energy (DOE) energy performance report.

**DIVISION ENERGY EFFICIENCY AND CONSERVATION (EEC) FOCAL
PERSONS**

JOYCE ANNE P. LIMBO
Supply Officer II

MARK BRYAN F. VALENCIA
Information and Technology Officer I



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NATHANIEL G. BALBAROSA
Administrative Officer II

JAYPEE A. ESCOBAR
Technical Assistant III

CARMELO S. SALAZAR JR.
Administrative Aide I

The EEC Focal Persons will assist the EEC Officer in the Implementation of the GEMP and shall lead in the effective implementation of EECP in their respective offices, building or facilities and provide report to the EEC Officer on monthly energy performance report.

2. All SDO, schools and learning centers' personnel are instructed to observe the following Energy Efficiency and Conservation Measures.

A. Office ventilation shall be done by opening the windows and doors from 7:00 am or earlier to 9:00 am and from 4:00 pm – onwards.

B. Air-conditioning units shall only be turned on from 9:01 in the morning until 3:59 in the afternoon.

C. All security and utility personnel are instructed to ensure that there is no leakage among the electrical, internet cable and water lines within their respective areas of assignment in SDO, schools and learning centers. Any noticed leakages shall be reported immediately to the proper authority and accordingly addressed.

D. Conduct regular reminders, among teaching and non-teaching personnel, learners and stakeholders on the observance of energy efficiency and conservation during flag ceremony, classes or through posters, orientation and other advocacy activities.

E. Prepare and conduct regular inspection, maintenance and monitoring for lighting system, air-conditioning units, vehicles, other school/office equipment and personal devices use in schools and offices.

F. For EEC measures for lighting system, the following are recommended:

1. Use of energy-efficient lighting system;
2. Optimize the use of natural light;
3. Replacement of old and/or busted lighting system;
4. Conduct regular maintenance;
5. Turning off the unused lighting system;
6. Maintain a good surface reflectance; and
7. Use task-oriented lighting whenever practicable.

G. For EEC measures for Air-conditioning units (ACUs), the following are recommended:

1. Use inverter type or similar or equivalent technologies;
2. Conduct regular maintenance;
3. Thermostat Settling not lower than 24' Degree Celsius;
4. Schedule the operations of ACUs;
5. Observe Fan mode during break time;
6. Designation of ACU operator/s;
7. Proper sizing of ACU;
8. Minimize air leakage.

H. For EEC measures for Vehicles/Fuels, the following are recommended:

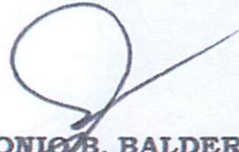
1. Regular conduct of maintenance;
2. Keep record of daily dispatch of vehicles, fuel consumption, distance travelled per vehicle;
3. Avoid idling of vehicle engine;
4. Ensure that vehicle/s is/are in good condition; and
5. Observe the number of personnel per travel of service vehicle.

I. All personnel are instructed to turn-off the light, faucets and all energy using equipment when not in use.

J. Charging of personal mobile phones and other gadgets in the workplace is discouraged.

3. To ensure that energy efficiency and conservation measures are properly implemented in schools, all school heads are instructed to designate School EEC Focal Persons and EEC Officers and submit their designation thru tayabas.city@deped.gov.ph on or before August 30, 2024.

4. Immediate dissemination and strict compliance of this Memorandum is highly desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: None

Reference: RA No. 11285 and AO 15 s. 2024

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

ENERGY EFFICIENCY AND CONSERVATION (EEC) MEASURES

OSDS Admin Unit – observance and implementation of energy efficiency and conservation (eec) measures in the schools division office (sdo), all public schools and learning centers in tayabas city and designation of eec officer and focal persons

ADMTSEB8-000577 / August 27, 2024