



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

Advisory No. **069** s. 2026

25 MAR 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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**ISSUANCE OF MEMORANDUM IN THE CITY GOVERNMENT OF BATAC ON
IMPLEMENTATION OF ENERGY CONSERVATION AND COST CUTTING
MEASURES**

The City Government of Batac, through the office of the City Mayor, has issued a memorandum on the Strict Implementation of Energy Conservation and Cost Cutting Measure.

The said memorandum provides guidelines on electricity usage, air-conditioning, and office equipment management to promote efficient use of resources.

Attached is a copy of the MRC Memorandum No. 2026-60 from the City Government of Batac for reference.


ADMIN/JPM/Advisory- CGB Strict Implementation of Energy Conservation and Cost Cutting Measure.
2604846/March 25, 2025



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MRC MEMORANDUM No. 2026-60

TO : ALL DEPARTMENT HEADS, EMPLOYEES, PERSONNEL, AND OTHER ATTACHED AGENCIES
FROM : THE CITY MAYOR
SUBJECT : STRICT IMPLEMENTATION OF ENERGY CONSERVATION AND COST CUTTING MEASURE
DATE : MARCH 9, 2026

Pursuant to OFFICE OF THE PRESIDENT MEMORANDUM CIRCULAR NO. 114 entitled "DIRECTING ALL GOVERNMENT AGENCIES AND INSTRUMENTALITIES TO STRICTLY ADOPT ENERGY AND CONSERVATION PROTOCOLS" issued on March 6, 2026, the City Government of Batac will be strictly implementing energy conservation and cost cutting measures in response to the geopolitical tensions which have led to the rising cost of fuel due to the volatility of the global energy market.

Due to the continuing rise in fuel prices and in effect, electricity costs, all departments are hereby directed to strictly implement energy conservation measures to reduce operational expenses by at least 10-20%. Effective immediately, all personnel must adhere to the following protocols:


ELECTRICITY CONSERVATION MEASURES
I. LIGHTING CONSERVATION MEASURES
A. OPTIMIZE USAGE OF LIGHTING

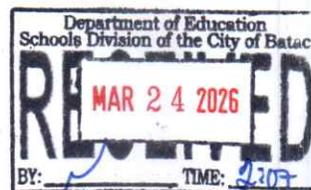
- Turn lights "ON" only during the start of office hours (8:00A.M.). Turn "OFF" lights immediately after office hours.
- Turn lights "OFF" from 12:00 NOON to 1:00 PM except offices with No Noon Nreak Policies when leaving the office or turn "OFF" half of the lights when having lunch inside the office.
- Close blinds and window coverings on all solar exposed windows during appropriate times of the day or when rooms are not in use to block direct sunlight. When not in direct sunlight, open blinds and shades to reduce or eliminate the need for overhead lighting.

B. REDUCE AMBIENT LIGHT LEVELS AND USE TASKLIGHTING

- Reading and writing is performed on computers, light levels should be reduced to eliminate glare and eyestrain. Consider leaving half the lights in private offices and partition areas off to reduce ambient light levels and installing an appropriate task light on desks for paperwork if applicable.

C. SWITCH "OFF" UNNECESSASRY LIGHTS

- Switch off lights in unoccupied areas, and in areas where daylight provides adequate lighting levels.
- Make sure the last person out of the office is instructed to turn "OFF" all of the lights.
- If you are working late, use a table lamp or individual office lights and turn off the remainder of the office lights.





II. HEATING, VENTILATING, AIR CONDITIONING CONSERVATION MEASURES

A. CONTROL OPTIMIZATION

- Turn the Air-Conditioning Unit "ON" 30 minutes after the start of office hours (8:30 A.M). Turn "OFF" 1 hour before closing of Regular Office Hours (4:00 P.M.).
- Set the Air-Conditioning Unit thermostat to **21 - 24°C** of its full load temperature. The thermostat should not be lower than 21°C.
- Turn the Air-Conditioning Unit settings to "Fan Mode" from 12:00NN to 1:00PM during lunch break.

III. OFFICE EQUIPMENT CONSERVATION MEASURES

A. COMPUTERS

- Make it a habit to turn off computers after use.
- Turn off monitors when not in use. Do not use screen savers as they consume power.
- Set the brightness level of the monitor to three-fourth ($\frac{3}{4}$) of its full brightness.
- Set the computer power scheme to "Turn Off Monitor", "Turn off Hard Disks", "Sleep Mode".

B. PRINTERS & COPYING MACHINES

- Consider using a central printer (if networked), and turn off all infrequently used printers.
- For offices who have several printers, you are directed only one (1) up to two (2) printers.

C. ENERGY SAVING OPPORTUNITIES FOR OTHER OFFICE EQUIPMENT

- Unplug the office equipment and appliances after office hour and when not in use.
- Keep office equipment in top working condition by cleaning and oiling parts.
- Minimal use of office equipment after office hours.
- Minimize the use of television and radio during office hours.

IV. EMPLOYEE CONSERVATION MEASURES

- Turn off lighting in areas that are not regularly occupied.
- Turn off lights near windows taking advantage of day lighting.
- Designate an "ENERCON OFFICER" who shall be responsible for monitoring and educating co-workers in Energy Conservation Measures in their respective office.
- Enable all energy saving features in office equipment.
- Switch off lighting at the end of the day and let the janitorial staff turn it on when cleaning.
- Remind staff to wear proper dress code in accordance to the internal policy issued.
- Use task lighting (table lamps) instead of full overhead light where possible.
- When purchasing new office equipment, look for the Energy Star™ logo indicating energy efficient models.



FUEL CONSERVATION MEASURES

I. TRIPS AND ERRANDS

- The Carpool system for errands outside of the City shall be strictly implemented every **Tuesday and Thursday** of each week. You are directed to coordinate your trip with the Office of the General Services Officer.
 - Except for errands / meetings / trainings with specific schedules; However, if there is a provision for an online meeting / training, then you are directed to adopt the online option.
- For 1-2 passengers, you are advised to take public transportation unless the travel is highly classified and requires strict attention, i.e., handling of City funds such as cash, cheques, etc.

II. DRIVING HABITS

- Avoid rapid acceleration; relatively little power (and thus fuel) is required to maintain speed.
- Avoid hard braking and sudden stops. Stay alert and anticipate traffic lights, stop signs and merges.
- Enable and Maintain ECO Mode on City vehicles and use cruise control on highway trips.
- Remove extra weight from the City vehicle.
- For any stop you expect to last more than 2 minutes, shut-off the engine rather than letting it idle.
- Do not allow the City vehicle to remain idle, consequently, no City vehicle shall remain turned-on while parked.
- Do not warm-up engine up before driving; Do not rev engine before shutting off.
- Park in shaded areas and leave windows slightly open to reduce the need for air-conditioning.

III. FUEL AND MAINTENANCE

- Replace air and fuel filters regularly as instructed by the City vehicle's maintenance manual; change air filter more often if driving in dusty conditions.
- Keep engine properly tuned, make sure its Preventive Maintenance Service is up to date.
- Use API certified "Energy Conserving" motor oil, either conventional or synthetic. Use the service classification and viscosity specified for the City vehicle. Follow use/change interval in City vehicle owner's manual.
- Keep tires properly inflated and wheels aligned.
- Do not use mid-grade or premium grade gasoline unless specified for the City vehicle. Older vehicles may require these grades to avoid "engine knock" which reduces power and may damage the engine.

For immediate and strict compliance.

MARK CHRISTIAN "MARKEE" R. CHUA
City Mayor

