



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

## MEMORANDUM

TO : All Division Office Personnel

FROM : NERI C. OJASTRO, EdD, CESE  
OIC, Office of the Schools Division Superintendent

SUBJECT : ELECTRIC ENERGY SAVING MEASURES

DATE : June 11, 2019

Due to the increase of energy cost and rise of electric consumption of our Division Office, all Division Office personnel are hereby directed to implement the following energy saving measures effective immediately:

1. Switch on all air conditioning units at 8:30 AM and switch off at 4:00 PM;
2. Turn off all lights, and individual work place lights, when your area is not being used;
3. Use the energy savings feature on PCs to shut off monitors when not in use;
4. Turn off the comfort room lights when not in use.

For your information, guidance and compliance

  
NERI C. OJASTRO, Ed.D., CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent