



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

**OFFICE ORDER**  
**OSDS-2026- 113**

**TO :** **JANET T. BUTALID**  
Chief, Curriculum Implementation Division

**FROM :** **WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

**SUBJECT :** **DESIGNATION AS ENERGY EFFICIENCY AND CONSERVATION  
FOCAL PERSON (EEC FOCAL PERSON)**

**DATE :** **JUNE 1, 2026**

In line with Republic Act 11285 or the Energy Efficiency and Conservation (EEC) Act which aims to establish a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation, you are hereby designated as Energy Efficiency and Conservation Focal Person (EEC Focal Person) of the Schools Division Office of Tagbilaran City, effective immediately.

As an EEC Focal Person, you are mandated to do the following:

- a) Assist the EEC Officer in the preparation and formulation of the EECF;
- b) Submit the monthly energy performance report through the GEMP online system; and
- c) Administer the energy monitoring and control within their assigned area/building.

This designation shall not entitle you to any additional financial remuneration; however, it shall provide you with valuable opportunities to gain further knowledge, enhance your skills, and acquire meaningful experience in performing the responsibilities associated with the designation.

For your information, guidance, and compliance.

WDB/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph  
<http://www.depedtagbilaran.org>