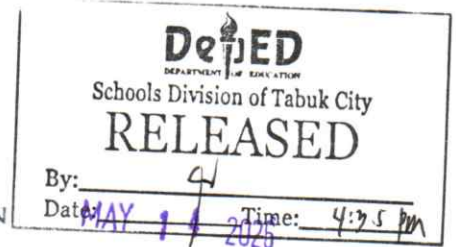




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

14 May 2026

DIVISION MEMORANDUM
No. **223** Series 2026

ALL: Chief Education Supervisors
SDO Staff and Personnel
Secondary and Elementary School Heads (Public and Private)
Teachers and Non-Teaching
Others Concerned

INSTRUCTIONS ON THE STRICT IMPLEMENTATION OF ELECTRICITY ENERGY CONSERVATION MEASURES IN THE SDO TABUK CITY

1. In view of the increasing cost of electricity and in support of the government's energy conservation program, all officials and personnel in the Schools Division Office of Tabuk City, including all public elementary and secondary schools, are hereby directed to strictly implement and observe the following electricity energy conservation measures:
 - 1.1 All lights, electric fans, air-conditioning units, computers, printers, projectors, and other electrical equipment shall be switched OFF when not in use and before leaving the office or classroom.
 - 1.2 Natural lighting and ventilation shall be maximized during daytime to minimize the use of electrical lighting and cooling equipment whenever practicable.
 - 1.3 Air-conditioning units shall be maintained at a temperature setting of 24°C to 26°C only. Doors and windows must remain closed while air-conditioning units are in operation.
 - 1.4 The use of air-conditioning units shall be limited to official working hours and shall be turned off during lunch breaks, vacant periods, and when offices are unattended.
 - 1.5 Offices and schools are encouraged to adopt a shared-use policy for printers, photocopiers, and other office equipment to minimize unnecessary electricity consumption.





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1.6 All offices and schools shall gradually replace non-energy-efficient bulbs with LED lights, subject to availability of funds and procurement regulations.

1.7 All computers and laptops shall be placed in sleep or power-saving mode when temporarily unattended and must be properly shut down after office hours.

1.8 Unused chargers, extension cords, water dispensers, and other electrical devices shall be unplugged when not in use to prevent unnecessary power consumption.

1.9 The last personnel leaving the office or classroom shall ensure that all electrical equipment and lighting facilities are properly turned off before locking the premises.

1.10 School heads, office heads, and unit supervisors shall regularly monitor compliance with these energy conservation measures and continuously remind personnel during meetings, flag ceremonies, and other official gatherings.

2. All concerned are enjoined to observe these measures conscientiously in the spirit of accountability, efficiency, environmental stewardship, and prudent utilization of government resources consistent with the TABUK principles of Trust, Accountability, Bayanihan, Unity, and Kindness.

3. Immediate dissemination and strict compliance with this instruction are hereby directed.

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