




National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Marikina

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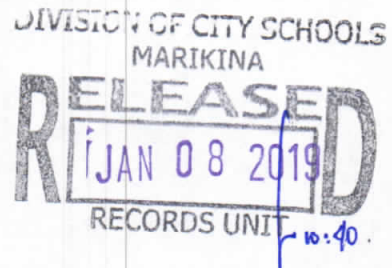
**MEMORANDUM**

**TO :** Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Administrative Officer V  
Elementary and Secondary School Principals  
Officers-In-Charge  
Senior Education Program Specialist  
Section Chiefs  
Education Program Specialist 2  
Dentists/Nurses  
Project Development Officers 1 & 2  
Utilities & Drivers  
All concerned

**FROM :**   
**JOEL T. TORRECAMPO**  
Officer-In-Charge  
Office of the Schools Division Superintendent

**SUBJECT :** *Suggested Measures for the Conservation of Electricity and Water Consumption*

**DATE :** January 7, 2019



1. It has been noted by this Office that the consumption on electricity and water for the past several months had increased in some schools and in the Division Office according to the report submitted to the accounting section, this Division. There were also reports that in some toilets the flush in the toilet bowl was continuously flowing and no immediate action is done.
2. Please be advised that any savings that may be incurred due to efficient implementation of measures can be utilized for the additional and productive needs of every school and this division, thereby urging everyone to take part in the conservation of electrical and water consumption. This is one of the bold steps in relation to the division's journey to International Organization for Standardization (ISO) process initiative that is required for every school's division office.
3. In view thereof, the following are the suggested measures for the conservation of electricity and water consumption in the division office and schools:
  - 3.1. Electrical Consumption**
    - 3.1.1. Air-conditioning Units must be turned-on every 7:45 a.m.; turned-off from 12:00 noon to 1:00 p.m.; turned-on at 1:00p.m. and turned-off at 4:00 p.m.;
    - 3.1.2. Minimize the number of electric fans in the rooms;
    - 3.1.3. Lightings in every office must be decreased to 50% during lunch time from 12:00 noon to 1:00p.m.
    - 3.1.4. Turn-off lightings after classes or office hours especially during Saturdays, Sundays & Holidays;
    - 3.1.5. Require the installation of sub-meter whenever there is a repair or construction of buildings in the school; and

### **3.2. Water Consumption**

3.2.1. *Use of water flushing is discouraged instead practice the use of pale and dipper (tabo). However, the use of bidet is still encouraged;*

3.2.2. *Check and monitor leaks and possibly make a re-piping for water lines/connection if found undesirable already;*

3.2.3. *Close the main gate valve every after classes;*

3.2.4. *Require the installation of sub-meter whenever there is a repair or construction of buildings in the school; and*

3.2.5. *Installation of faucet to toilets for pale and dipper and encouragement to use it instead of flushing on the toilet bowl. Use of bidet is still encouraged.*

4. An advocacy campaign among the internal & external stakeholders concerning these initiatives must be done by school heads.

5. All School Principals and concerned Unit Heads (Division Office) are responsible to mobilize their maintenance, security personnel and assigned focal person to closely monitor this afore-stated measures especially in the toilet to ensure 100% implementation.

6. Cooperation and support of all schools and SDO personnel are strongly enjoined to participate actively in this undertaking.

7. Please be guided accordingly.