



Office of the College President

OFFICE MEMORANDUM NO. 012
 Series of 2026

Davao del Norte State College
 RECORDS OFFICE

RELEASED
 MAY 12 2026

To : ALL COLLEGE EMPLOYEES
 ALL STUDENTS
 ALL STAKEHOLDERS

Signature: *[Signature]* Time: _____

Date : May 12, 2026

Subject : STRICT IMPLEMENTATION AND REITERATION OF INSTITUTIONAL AUSTERITY MEASURES, ENERGY CONSERVATION MEASURES, AND FLEXIBLE WORK ARRANGEMENT PURSUANT TO THE MEMORANDUM FROM THE OFFICE OF THE CHED CHAIRPERSON NO. 109, SERIES OF 2026

Pursuant to Memorandum from the Office of the CHED Chairperson No. 109, series of 2026, and anchored on Executive Order No. 110, series of 2026 declaring a State of National Energy Emergency, as well as Memorandum Circular No. 114, series of 2026 issued by the Office of the President, and consistent with College Office Memorandum Order No. 140, series of 2026 dated 12 March 2026, **the College hereby adopts and strictly implements the following institutional austerity, energy conservation, and operational efficiency measures effective immediately.**

Directives from the Office of the CHED Chairperson per Memorandum No. 109, series of 2026	Implementation in Davao del Norte State College
1. Formulation of Institutional Austerity Measures	
1.1 No catering services shall be allowed, and food provision, when necessary, shall be limited to packed meals or snacks only;	- Events and meetings that require the provision of meals and snacks shall be limited only to packed servings, with proper documentation and justification for their necessity. - Availment of catering services are discouraged except in cases when the College accommodates visitors and dignitaries where provision of packed meals and snacks is deemed impractical.
1.2 Strict limitation of official travel to essential activities, with priority given to virtual platforms;	Non-essential travel is hereby suspended when the objectives may be accomplished through virtual or online meetings, in accordance with MC No. 114, series of 2026's directive to reduce government travel and fuel use.
1.3 Regulation and reduction of energy consumption, including the use of air-conditioning, lighting, and electrical equipment;	- Maintenance of a standard thermostat setting of 24°C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after work hours; and - Minimization of elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down.
1.4 Reduction, deferment, or consolidation of non-essential events and activities;	- Institute-level celebrations and other non-essential events and activities in the College shall be explicitly controlled or else conducted virtually; and - Deployment of OJTs outside Davao Region and excursion/field trips shall be deferred, with exploration of other means and options ensuring exposure of the

VISION

An institution leading in agri-fisheries and socio-cultural development in the ASEAN region

MISSION

DNSC shall produce future-ready workforce, create innovative solutions and technologies, empower communities, and uphold good governance towards sustainable development

CORE VALUES

Stewardship
 Adaptability and Excellence
 Integrity and Innovativeness
 Love of God and Country





Office of the College President

Directives from the Office of the CHED Chairperson per Memorandum No. 109, series of 2026	Implementation in Davao del Norte State College
	students, without impeding learning and knowledge application.
1.5 Adoption of flexible work and learning arrangements, where feasible and without prejudice to academic delivery;	▪ To date, the College is observing the 4-day work week with Fridays designated as WFH schedule. However, effective 01 June 2026, Monday, all personnel shall observe the three-day onsite work from Monday to Wednesday, with Thursdays and Fridays designated as Work-From-Home (WFH) schedule; ▪ Moving forward, laboratory classes and other subjects requiring face-to-face attendance shall be arranged from Monday to Wednesday, with Thursday and Friday dedicated to subjects feasible for online classes; ▪ Graduate School classes shall proceed as scheduled, with the professor's judgment on the proper mode of conduct of classes or in consideration with scheduled consultations; ▪ Every WFH days, Teaching Personnel shall adopt the Flexible Learning Modality, conducting classes either in a synchronous online or asynchronous manner; ▪ All Office/Unit Heads shall require an End-Of-Day (EOD) Report every WFH at the end of their core time, through their respective group chats or communication line, as all personnel are expected to accomplish assigned tasks and deliverables during the WFH days; and ▪ Unauthorized travel, engagements unrelated to official duties, or activities that may affect productivity while on WFH status are prohibited. As such, personnel on WFH shall remain reachable during official working hours and shall ensure timely submission of outputs, attendance in virtual meetings, and responsiveness to official communications. ▪ <u>The foregoing flexible work arrangement shall be subject to the exigencies of service, academic requirements, and such further guidelines as may subsequently be issued by the College administration.</u>
1.6 Optimization and consolidation of logistics, transportation, and delivery of services;	▪ Travel requests for official vehicle use in relation to academic or administrative activities, such as attendance at seminars, conferences, and training, delivery and travel requests involving one (1) to three (3) passengers, for representations for meetings, coordination, and document routing are directed to utilize commuting expenses from the allotted per diem. ▪ All other official engagements/ travels shall undergo strict evaluation and must clearly demonstrate their necessity and relevance to the mandate of the College.
1.7 Adoption of cost-efficiency and resource optimization measures in institutional operations	▪ Frugality measures and resource optimization in the College are initiated by the College's Finance Services Division, through the revision of PPMPs of the respective

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	Fund Managers and institutionalizing Monitoring and Evaluation mechanisms. ▪ Offices are encouraged to maximize digital transactions, electronic endorsements, and paperless workflows to further reduce operational costs and resource consumption.
2. Development of Net-Zero Strategy	
2.1 Each SUC shall develop and adopt a strategy towards achieving net-zero emissions, consistent with national government policies;	The Green Initiatives Committee (GIC) of the College is directed to formulate and implement policies and programs related to sustainability, including energy efficiency, climate action, waste reduction, sustainable food systems, biodiversity conservation, and environmental education within the College. These initiatives must be captured in the “Green Campus Development Plan” that will be approved by the Governing Board. This is to be implemented through a subsequent institutional guidelines.
2.2 The strategy shall integrate energy efficiency, sustainability practices, and long-term reduction of carbon footprint within campus operations;	
3. Implementation of Energy Conservation Measures	
3.1 Regulation of air-conditioning use and operating hours;	▪ Everyone is directed to adhere to the “Strict Practice of Economy and Austerity Measures and Application of Energy Efficiency and Conservation (EEC) Measures” of the College, as issued through Office Memorandum No. 12, series of 2024 ; and ▪ Office/Unit Heads shall monitor compliance within their respective offices and submit periodic reports to the Office of the President through appropriate offices or committees.
3.2 Switching off lights and equipment when not in use;	
3.3 Minimization of non-essential energy consumption;	
3.4 Promotion of energy conservation awareness among faculty, staff and students.	
4. Monitoring and Compliance	
SUC Presidents shall be responsible for ensuring the strict implementation of this Memorandum within their respective institutions	The College shall religiously adopt and adhere to these directives, in compliance with the CHED Memorandum, and to facilitate the College’s schemes to save its resources and uphold sustainability.

These measures shall be implemented without prejudice to the continuous delivery of essential public services, academic operations, and student support functions. All concerned are enjoined to strictly observe the provisions of this memorandum for guidance and compliance.

This Memorandum shall take effect immediately and shall remain in force until revoked or amended by subsequent issuance.


JOY M. SORROSA, PhD
SUC President III

Cc: VPAA VPRDE VPAF
IAAS RD ASD
IC ED FSD
ILEGG KTTD BASD
ITEd QAD HRD
IAdS IPPDD ICTSD
SDSD LAD Carmen Campus
CID IEAD DJAL Campus
RAD PAD IGACOS Campus
NTSPD PIU Sto. Tomas Campus
LRD RMU

Designation	Initials	Date
BSV	JBB	05.12.2026
BS1	KLSA	05.12.2026

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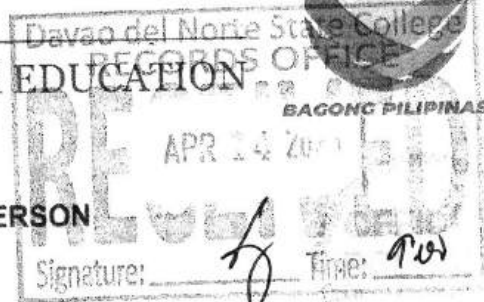
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Republic of the Philippines
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION



MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

No. 109, series of 2026

TO : **PRESIDENTS OF STATE UNIVERSITIES AND COLLEGES**

SUBJECT : **DIRECTIVE TO FORMULATE AND IMPLEMENT INSTITUTIONAL
AUSTERITY MEASURES PURSUANT TO EXECUTIVE ORDER NO.
110 AND OP MEMORANDUM CIRCULAR NO. 114**

DATE : **26 MARCH 2026**

RECEIVED

Pursuant to **Executive Order No. 110** declaring a State of National Energy Emergency, and consistent with Office of the President **Memorandum Circular No. 114**, all State Universities and Colleges (SUCs) are hereby directed to formulate, adopt, and implement institutional austerity and energy conservation measures incorporating the directives of the Office of the President.

In this regard, SUC Presidents are hereby instructed to undertake the following within their respective institutions:

1. Formulation of Institutional Austerity Measures

Each SUC shall formulate and implement an internal austerity plan aligned with Executive Order No. 110 and OP Memorandum Circular No. 114, which shall include, at a minimum, the following:

- 1.1 No catering services shall be allowed, and food provision, when necessary, shall be limited to packed meals or snacks only;
- 1.2 Strict limitation of official travel to essential activities, with priority given to virtual platforms;
- 1.3 Regulation and reduction of energy consumption, including the use of air-conditioning, lighting, and electrical equipment;
- 1.4 Reduction, deferment, or consolidation of non-essential events and activities;
- 1.5 Adoption of flexible work and learning arrangements, where feasible and without prejudice to academic delivery;
- 1.6 Optimization and consolidation of logistics, transportation, and delivery of services;
- 1.7 Adoption of cost-efficiency and resource optimization measures in institutional operations.

2. Development of Net-Zero Strategy

- 2.1 Each SUC shall develop and adopt a strategy towards achieving net-zero emissions, consistent with national government policies;
- 2.2 The strategy shall integrate energy efficiency, sustainability practices, and long-term reduction of carbon footprint within campus operations.

3. Implementation of Energy Conservation Measures

SUCs shall ensure the implementation of energy conservation practices, including:

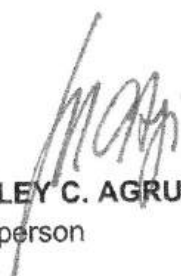
- 3.1 Regulation of air-conditioning use and operating hours;
- 3.2 Switching off lights and equipment when not in use;
- 3.3 Minimization of non-essential energy consumption;
- 3.4 Promotion of energy conservation awareness among faculty, staff, and students.

4. Monitoring and Compliance

SUC Presidents shall be responsible for ensuring the strict implementation of this Memorandum within their respective institutions.

This Memorandum shall take effect immediately upon issuance and shall remain in force until otherwise modified, amended, or revoked by competent authority.

Immediate and wide dissemination of this Memorandum is hereby directed.


SHIRLEY C. AGRUPIS, Ph.D.
Chairperson





Office of the President
Malacañang

MEMORANDUM CIRCULAR NO. 114

**DIRECTING ALL GOVERNMENT AGENCIES AND
INSTRUMENTALITIES TO STRICTLY ADOPT ENERGY
CONSERVATION PROTOCOLS**

WHEREAS, Section 1, Chapter 1, Subtitle B, Title I, Book V of Executive Order (EO) No. 292 or the "Administrative Code of 1987" provides that all government resources shall be managed, expended, or utilized in accordance with relevant laws, rules, and regulations, and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy, and effectiveness in the operations of government;

WHEREAS, Republic Act (RA) No. 11285 or the "Energy Efficiency and Conservation Act" declares it a policy of the State to institutionalize energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country, to cushion the impact of high prices of imported fuels to local markets and, to protect the environment in support of the economic and social development goals of the country;

WHEREAS, Administrative Order (AO) No. 15 (s. 2024) directs all government agencies and instrumentalities of the National Government, including government-owned or -controlled corporations (GOCCs), to undertake efforts ensuring efficient and judicious utilization of energy through the immediate implementation of Government Energy Management Program (GEMP) and relevant Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolutions;

WHEREAS, the ongoing geopolitical tensions have led to significant volatility in global energy markets, resulting in the rising cost of fuel that impacts the national economy;

WHEREAS, there is an urgent need to adopt strict energy conservation measures, to further reduce the energy footprint of government operations and optimize the use of public resources; and



SAACONG P. B. B. B. B.

WHEREAS, Section 17, Article VII of the Constitution vests in the President the power of control over all the executive departments, bureaus and offices, and the mandate to ensure the faithful execution of laws;

NOW, THEREFORE, the following are hereby ordered.

Section 1. Coverage. All agencies and instrumentalities of the National Government, including GOCCs, are hereby directed, and local government units, constitutional bodies, state universities and colleges, and other government instrumentalities are likewise encouraged, to adopt and implement the energy conservation measures set forth in this Memorandum Circular (MC).

Section 2. Adoption of Energy Conservation Protocol. In line with RA No. 11285, its Implementing Rules and Regulations (IRR), and AO No. 15, agencies and instrumentalities of the National Government, including GOCCs, are hereby directed to strictly undertake the following conservation measures:

- a. Accelerate the implementation of the GEMP pursuant to AO No. 15, RA No. 11285, its IRR, and relevant Department of Energy (DOE) issuances and IAECC Resolutions;
- b. Maintain a standard thermostat setting of 24 C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours;
- c. Adopt virtual meetings as the default mode for inter-agency coordination, consultations, conferences, and similar engagements. In this regard, all meetings, seminars, and workshops must be conducted through secure digital platforms, except in cases where physical presence is legally required or operationally indispensable.

For the effective implementation of the abovementioned, heads of agencies are hereby mandated to ensure that their respective offices are equipped with the necessary digital infrastructure to support this transition and that no official travel is authorized for events that can be effectively facilitated online;

- d. All agencies shall limit official travel to essential and indispensable functions. Travel shall be deemed unnecessary when the objectives may be effectively accomplished through alternative modalities, such as virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities. Travel undertaken without a clear justification of urgency, operational necessity, or direct programmatic relevance shall likewise be considered unnecessary.

All agencies shall adhere to the provisions of EO No. 77 (s. 2019). Accordingly, the Office of the President shall strictly implement the provisions thereof in the grant of travel authorities and entitlements.

- e. All agencies shall strengthen their fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These fleet-efficiency measures may include, but may not be limited to the following:
 - (a) Trip consolidation, by combining official tasks and destinations to reduce the number of vehicle deployments;
 - (b) Optimized route, through the use of shortest, least-congested travel paths and coordinated scheduling to avoid peak-hour congestion;
 - (c) Strict minimization of idling, requiring engines to be switched off during waiting periods except when operationally necessary; and
 - (d) Adoption of the "full-tank method" for precise fuel monitoring and adhere to rigid preventive vehicle maintenance.
- f. Where practicable, agencies shall minimize elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down, and
- g. Adopt and implement such other appropriate energy conservation measures to ensure the efficient, judicious, and responsible use of energy resources in all government operations, consistent with applicable laws, regulations, and national policies on energy efficiency and conservation.

Section 3. Adoption of Flexible Work Arrangements. To further reduce building energy load and transport fuel use, agencies shall adopt a four (4)-day onsite work arrangement, through a compressed workweek or a designated common day for work-from-home arrangements, in accordance with Civil Service Commission (CSC) MC No. 6 (s. 2022), as amended by CSC MC No. 1 (s. 2025), and such other existing rules and guidelines for the adoption of flexible work arrangements.

The adoption of a four (4)-day onsite work arrangement shall be implemented starting 09 March 2026 and shall remain in effect until lifted or sooner revoked by the President. This arrangement shall serve as an interim measure, to be continued only until circumstances warrant its modification or discontinuance.

For this purpose, all agencies are hereby directed to formulate their respective internal guidelines to ensure proper monitoring and documentation, including verification of attendance, and performance standards and monitoring mechanisms, in accordance with existing CSC laws, rules and regulations.

Section 4. Non-interruption of Government Services. All agencies and instrumentalities of the National Government, including GOCCs, shall implement the foregoing Energy Conservation Protocols in a manner that ensures the continuous,

efficient, and uninterrupted delivery of government services. Agencies that provide frontline services shall likewise ensure that such services remain unimpeded at all times, notwithstanding the implementation of these protocols.

Agencies providing essential, basic, and vital service, including those responsible for health, public safety, and emergency preparedness and response shall remain fully operational at all times. These agencies shall ensure the uninterrupted delivery of critical functions and shall implement the Energy Conservation Protocols in a manner that does not impede or compromise their mandated services.

Section 5. Minimum Energy Reduction. All agencies and instrumentalities of the National Government, including GOCCs, shall reduce their actual electricity and fuel consumption by ten to twenty percent (10%-20%).

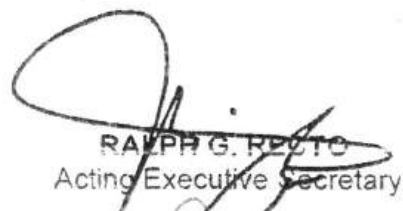
For this purpose, all agencies shall: (a) designate an Energy Conservation Officer or Certified Energy Manager, as required by RA No. 11285 and its IRR; (b) fully cooperate with DOE-conducted energy audits, inspections, and spot checks; and (c) submit monthly electricity and fuel consumption data through the GEMP Online System Portal in the form and manner prescribed by the DOE.

Section 6. Reporting and Monitoring. All agencies are hereby directed to report their compliance with this MC through the GEMP Online System. In this regard, the IAEECC shall submit a monthly report to the Office of the President detailing the compliance status of each agency.

This Circular shall take effect immediately.

DONE in the City of Manila, this 6th day of March, in the Year of Our Lord, Two Thousand and Twenty-Six.

By order of the President:


RALPH G. RECTO
Acting Executive Secretary

