



Office of the College President

OFFICE MEMORANDUM ORDER NO. 175
Series of 2024

To : ALL CONCERNED DIVISIONS/DELIVERY UNIT
ALL COLLEGE FACULTY AND STAFF
ALL STUDENTS
ALL STAKEHOLDERS

Date : Aug 13, 2026

Subject : COLLEGE-WIDE PHYSICAL PREPARATION OR "DO-DAY" IN PREPARATION
FOR THE DEPARTMENT OF ENERGY (DOE) VISIT AND REITERATION OF
STRICT PRACTICE OF ECONOMY AND AUSTERITY MEASURES AND
APPLICATION OF ENERGY EFFICIENCY AND CONSERVATION (EEC)
MEASURES IN THE COLLEGE

Davao del Norte State College
RECORDS OFFICE

RELEASED
AUG 13 2026

Signature: _____ Time: 3:41

In view of the scheduled visit of the Department of Energy (DOE) 2026 on 20 August 2026, Thursday, to conduct an Energy Audit to assess the College's compliance with Government Energy Management Protocols (GEMP), to support to DNSC's application for the Energy Efficiency Excellence (EEE) Awards 2026, and to ensure that the whole vicinity of the campus, including offices and classrooms, is clean and physically organized during the site visit, **all College employees and students, as supervised by their respective Office Heads and Institute Deans, are hereby directed to actively participate in the College-wide Physical Preparation or "Do-Day" on 19 August 2026, Wednesday, from 1:00 – 3:00 PM.**

Moreover, the Administrative Services Division, through the **General Services Unit (GSU)**, is requested to supervise the overall cleanliness and physical preparation of the College, in coordination with the **Student Development and Services Division** for the area assignment of the students.

Everyone is enjoined to thoroughly implement the **7S of Good Housekeeping** (Sort, Systematize, Sweep, Standardize, Self-Discipline, Safety, and Sustain) in their respective offices and areas of responsibility.

Furthermore, the whole DNSC community is reminded to **strictly observe and practice the College's Economy and Austerity Measures**, viz:

A. USE OF AIR CONDITIONING UNITS IN OFFICES

1. Use of air-conditioning units in all offices shall be limited between **09:00AM to 04:00PM**, and must be set to **fan mode or sleep setting during lunch break from 12:00 – 01:00PM**;
2. Except for heads of offices, employees who do not have official or authorized duties after office hours shall not be allowed in the office provided further that employees concerned should be authorized in writing by the head to be submitted to security for monitoring purposes;
3. For optimum cooling effect of A/C units, accumulated waste materials in offices and work areas should be removed. Reduction of waste materials will reduce the stored heat thus reducing the heat load of the A/C;
4. A/C units shall be shut off whenever the room is vacant or unoccupied to reduce the operating hours, thus reducing electrical consumption;
5. It shall be the responsibility of the head of the office to implement the energy conservation measures; and
6. Proper operation of A/C units shall be observed to reduce air-conditioning issues, thus, reducing the cost of maintenance. A/C units shall be operated on fan mode for at least three (3) minutes before switching to cooling mode to protect the compressor.

VISION

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MISSION

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CORE VALUES

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Adaptability and Excellence
Integrity and Innovativeness
Love of God and Country





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B. USE OF AIRCONDITIONING UNITS, VENTILATING FANS, AND OTHER ELECTRICAL DEVICES IN ALL CLASSROOMS

1. A/C units, ventilating fans, and other electrical devices are to be operated only during the holding of classes and shall be shut off immediately after the class. Students are not allowed to use the A/C units outside of regular class hours/schedule;
2. Proper operation of A/C units shall be observed as follows:
 - a. For electronic or remotely controlled air-con units:
 - i. A/C units shall be set to 'Fan Mode' before shutting it off; and
 - ii. A/C units shall always start and operate in 'Fan Mode' for at least 3 minutes before switching to 'Cool Mode.' This is to ensure that no liquid refrigerant will enter the suction of the compressor.
 - b. For manually controlled air-con units:
 - i. Start the A/C at 'Fan Mode' for at least 3 minutes before switching to 'Cool Mode';
 - ii. Operate the A/C at 'Fan Mode' for at least 3 minutes before shutting it off;
 - iii. Temperature setting of A/C; and
 - iv. The thermostat setting shall not be less than 76 °F (24.4°C) dry bulb. This temperature setting is expected to produce an effective temperature of 71 °F (21.67 °C), which will result in the optimum comfort of the space occupant.
3. It shall be the responsibility of faculty members, staff, utility personnel, roving security guards on duty, and the concerned Institute Deans/Program Coordinators to enforce the energy conservation measures inside the classrooms being utilized by the concerned colleges.

C. USE OF COMPUTERS AND OTHER OFFICE MACHINE/EQUIPMENT

1. All computers and other office machines/equipment shall be switched off and unplugged from electrical outlets when not in use;
2. Playing computer games is strictly prohibited while internet chatting and social networking activities are encouraged to be limited through personal and College-provided computers;
3. All office machines/equipment which will not be utilized for at least thirty (30) minutes shall be shut off;
4. All personal energy-consuming equipment/ appliances such as electric stoves, refrigerators, microwave ovens, oven toasters, electric pots, TV sets, etc. not covered by Memorandum Receipts (MRs) shall be considered unauthorized. Hence, the use of such items inside the College will be prohibited; and
5. All equipment shall be unplugged when offices are left unattended.

D. USE OF LIGHTS AND ELECTRICAL OUTLETS

1. Lights in all classrooms shall be switched off after every class. Students are discouraged from staying inside classrooms after their classes to avoid the excessive use of lights, electric fans, A/C units, and other utilities inside classrooms;
2. It shall be the responsibility of faculty members to ensure that students do not overstay in their classrooms after each class. Every institute shall assign a representative from their respective units to monitor their classrooms and report to their respective Unit/ Office Austerity Monitoring and Evaluation Committees for the use and plugging of unnecessary equipment/gadget;
3. All rooms, corridors, and hallways that are naturally lit by sunlight shall have all lighting fixtures turned off until sunset or whenever there may be a need for illumination in certain areas even during daytime. Unnecessary light shall always be turned off;
4. Lighting in all comfort rooms shall be switched on only when needed;
5. Electrical outlets in the classrooms shall be used solely for academic purposes, and charging of personal devices is highly discouraged; and
6. If possible, practices and sports activities at the open field should be done during the daytime to avoid/minimize the use of light/electricity.

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E. USE OF COLLEGE FACILITIES

- Limit the use of facilities for students and employees.
 - College activities, except the College Intramurals, are encouraged to be limited to one (1) day only and shall not exceed 10:00 PM;
 - As much as possible, student activities shall be conducted only at the College Gymnasium or Outdoor Court to minimize the use of air-conditioned venues; and
 - Immediate inspection of College facilities shall be conducted immediately after the conclusion of every activity.
- The free use of College facilities shall be limited to approved College activities only.
 - Collect rental fees for outsiders as per approved policies or guidelines; and
 - Outsiders who are authorized to use College facilities for free shall pay for electricity and water consumption. If needed, they will also be required to pay for overtime services to assist College personnel such as utility, security, and other necessary personnel.
- Minimize elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down.

F. FUEL CONSERVATION MEASURES

- Travel requests for official vehicle use in relation to academic or administrative activities, such as attendance at seminars, conferences, and training, 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 mandates of the College.

However, reasonable consideration is given to the following:

- Official travel of the College President*, whose duties require mobility for institutional representation, coordination with external agencies, and performance of executive functions essential to the operation of the College; and
 - Official travel for bank transactions and payment to suppliers*, as these activities involve the handling of official documents, financial instruments, or accountability items requiring secure and authorized transport; and
- Non-essential travel** is hereby **suspended** when the same 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.

Further, incorporated in this memorandum are the **Energy Efficiency and Conservation (EEC) Measures** pursuant to Republic Act No. 11285, also known as the "Energy Efficiency and Conservation Act", to wit:

Lighting System	Air-Conditioning Units (ACU)	Vehicles/Fuel
- Use of energy-efficient lighting system - Optimize the use of natural light - Replacement of old and/or busted lighting system - Regular Maintenance - Turning off the unused lighting system - Maintain good surface reflectance	- Use of inverter type or similar equivalent technologies - Conduct regular maintenance - Thermostat Setting not lower than 24° Celsius - Schedule of operation of ACU (9:00 AM to 4:00 PM) - Fan mode during break time - Designation of ACU operator - Proper sizing of ACU	- Regular Conduct of maintenance - Keep records of daily dispatch of vehicles, fuel consumption, distance traveled per vehicle - Avoid idling of vehicle engine - Ensure vehicles are in good condition

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Lighting System	Air-Conditioning Units (ACU)	Vehicles/Fuel
▪ Use task-oriented lighting whenever practicable	▪ Minimize air leakage	

As such, the College Economy and Austerity Measure Monitoring and Evaluation Committee and the Energy Efficiency and Conservation (EEC) Committee shall be primarily responsible for performing an oversight function and ensuring that the Economy and Austerity Measures stipulated herein are strictly and fully observed and practiced.

Finally, all personnel are hereby required to wear the updated prescribed uniform schedule on this date and their Anti-Red Tape Act (ARTA) Identification Card (ID) during office hours or official duty, as it forms part of the DNSC-prescribed uniform.

For wide dissemination and strict compliance.

JOY M. SORROSA, PhD
SUC President III

Designation	Initials	Date
BSV	JBB	08.13.2026
BSI	KLSA	08.13.2026

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	Asuncion Campus

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