



DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, 8105

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Office of the College President

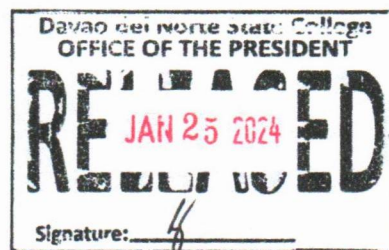
OFFICE MEMORANDUM ORDER NO. 12

Series of 2024

To : ALL COLLEGE DIRECTORS AND DEANS
ALL COLLEGE FACULTY AND STAFF
ALL COLLEGE STUDENTS

Date : January 25, 2024

Subject : REITERATION OF STRICT PRACTICE OF ECONOMY AND AUSTERITY
MEASURES AND APPLICATION OF ENERGY EFFICIENCY AND
CONSERVATION (EEC) MEASURES



Apropos of the issued Office Memorandum Order No. 29, series of 2019 or the "Strict Practice Of Economy And Austerity Measures", to ensure intensified conservation efforts and judicious utilization of resources, at the same time addressing economic concerns, pursuant to Republic Act No. 11285 also known as the "Energy Efficiency and Conservation Act", and as agreed by the College Management Team, the undersigned hereby directs the whole DNSC community to strictly observe and practice the following 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**;
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.

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 at '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

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- 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, internet chatting, and social networking activities are prohibited at all times including 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 prohibited 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 their students always leave 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 Monitor and Evaluation Committees;
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 be turned off always;
4. Lighting in all comfort rooms shall be switched on only when needed;
5. Electrical outlets shall not be available to students for charging purposes (e.g. cell phones, laptops, etc.); 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.

E. USE OF COLLEGE FACILITIES

1. Limit the use of facilities for students and employees.
 - a. College activities, except the College Intramurals, shall be limited to one (1) day only and shall not exceed 10:00pm;
 - b. 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
 - c. Immediate inspection of College facilities shall be conducted immediately after the conclusion of every activity.
2. The free use of College facilities shall be limited to approved College activities only.
 - a. Collect rental fees for outsiders as per approved policies or guidelines; and
 - b. 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.

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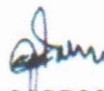
Further, incorporated in this memorandum are the Energy Efficiency and Conservation (EEC) Measures pursuant to Republic Act No. 11285 also known as the "Energy Efficiency and Conservation Act", to wit:

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 task-oriented lighting whenever practicable	- 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 - Minimize air-leakage	- 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

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.

The widest dissemination of this memorandum is desired.

For your information and strict compliance.


JOY M. SORROSA, PhD
SUC President III

Cc: _____ VPAA
_____ IAAS
_____ IC
_____ ILEGG
_____ ITed
_____ IAdS
_____ OSDS
_____ VPREP
_____ DRDD
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Designation	Initials	Date
BS1	KLSA	01 25 2024

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