



OFFICE MEMORANDUM

TO: Asst. Schools Division Superintendent
OIC Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Unit and Section Heads
Senior Education Program Specialist
Education Program Specialist
Other Non-Teaching Personnel
All other concerned

FROM: DR. ROMMEL C. BAUTISTA, CESO V
City Schools Division Superintendent

RE: CREATION OF SCHOOLS DIVISION ENERGY CONSERVATION
TEAM

DATE: November 27, 2018

In accordance with Executive Order No. 32, s. 2018 of the City Government of Antipolo, RE: CREATING AN ENERGY MANAGEMENT AND CONSERVATION TEAM AND DESIGNATING AN ENERGY CONSERVATION OFFICER IN ADHERENCE TO ADMINISTRATIVE ORDER NO. 110, AS AMENDED, DIRECTING THE INSTITUTIONALIZATION OF A GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP), the City Schools Division Office of Antipolo creates the Schools Division Energy Conservation Team composed of the following:

DR. ROMMEL C. BAUTISTA
DR. GLORIA C. ROQUE

Chair
Vice Chair

Members:

LITO A. PALOMAR
DR. JONATHAN DOMINGO
FREDERICK B. VALLINAS
MICHAEL GLORIAL
ENGR. MADIEL VERZOLA
RAGAAM DELA CRUZ
RAQUEL F. ESGUERRA
MYRA VILLAREAL
FLORABEL TOLENTINO

OIC Chief, CID
Chief, SGOD
AOV-Administrative Services
AOIV-Procurement/Supply
Engineer III
AOV-Budget
Accountant II
Planning Officer II
Information Technology Officer



The SDECT shall have the following duties and responsibilities:

1. Formulate the Schools Division Energy Conservation Program (SDECP) to include energy conservation measures, target savings, adopting the following strategies:
 - a. Aggressive promotion of energy conservation and energy efficient technology through the conduct of information, education and communication campaign, energy audits/surveys, and spot checks without prejudice to the SDO productivity and performance;
 - b. Purchase and use of equipment to be selected only from the list of DOE-certified efficient products;
 - c. Formulation of plans and programs to achieve at least 10% reduction in electricity consumption; and
 - d. Periodic monitoring and review of the effectiveness of the energy efficiency and conservation program
2. Ensure compliance of all public schools with the provisions of Administrative Order No. 110, s. 2004 and its IRR; and
3. Recommend plans, programs and activities for which the generated savings in energy efficiency and conservation shall be utilized in accordance with the provision of Rule V, Section 4 of AO 110 IRR.

Schools are likewise mandated to designate an **Energy Conservation Officer** which will perform similar duties and responsibilities as stated above, and to submit to the SDECT the annual ECP and the **monthly electricity and/or fuel consumption**, whichever is applicable, stating the savings in energy efficiency and conservation, beginning 2019 and every year thereafter. Monthly reports shall be submitted **not later than 15th day of the month** following the period to be reported.

Attached are the Electricity Consumption Report Form and the Fuel Consumption Report Form to be utilized in the monthly monitoring/reporting.

For information and strict compliance.

@adm.fbv2018



Republic of the Philippines
DEPARTMENT OF ENERGY
 Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

"Annex A1"

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)
ELECTRICITY CONSUMPTION REPORT
 (In compliance with A.O. Nos. 103, 110, 110-A, 126)

Name of Government Agency/Office : _____
 Address : _____

Contact No.: _____
 Date: _____

Building Description: _____						Gross Area (m ²): _____		
No. of Occupants: _____						Air-conditioned Area (m ²): _____		
MONTH	2019		2020		2021		2022	
	kWh	(Php)	kWh	(Php)	kWh	(Php)	kWh	(Php)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL								

Prepared By: (Name and Designation)

Approved By:

Energy Conservation Officer



Republic of the Philippines
DEPARTMENT OF ENERGY
 Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

"Annex A2"

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)

FUEL CONSUMPTION REPORT

(In compliance with A.O. Nos. 103, 110, 110-A, 126)

Name of Government Agency/Office : _____

Contact No.: _____

Address : _____

Date: _____

MONTH	GASOLINE							
	2019		2020		2021		2022	
	Gasoline liters	Total Km Travelled	Gasoline liters	Total Km Travelled	Gasoline liters	Total Km Travelled	Gasoline liters	Total Km Travelled
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL								

MONTH	DIESEL							
	2019		2020		2021		2022	
	Gasoline liters	Total Km Travelled	Gasoline liters	Total Km Travelled	Gasoline liters	Total Km Travelled	Gasoline liters	Km/Liter
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL								

Prepared By: (Name and Designation)

Approved By:

 Energy Conservation Officer