



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM

No. 005, s. 2023

FROM : **THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

TO : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
SDO Unit Heads
All others concerned

SUBJECT : **ADOPTION OF AUSTERITY MEASURES IN THE SCHOOLS DIVISION**

DATE : September 13, 2023

The following austerity measures shall be adopted by the Schools Division to reduce the cost of the consumption of fuel, electricity and water by at least ten percent (10%) and shall take effect immediately:

A. On Electricity

1. Turn off lights when no one is in the office and/or reduce light consumption.
2. Turn off unnecessary lights, use natural light if possible.
3. Replace existing lights with LED.
4. Shut off machinery and equipment when not in use; such as but not limited to:
 - photo copier machine
 - refrigerator
 - water dispenser (turn off the hot switch)
 - printer
 - desktop
5. Unplug unused electronics.
6. Clean and maintain equipment (i.e clean electric fan blades and AC. Filters).
7. Set the air conditioning unit at the right temperature (22 degrees Celsius especially when the weather is cold).
8. Air conditioning units shall be switched on not earlier than 8:00 am and switched off not later than 4:30 pm.
9. Unplug refrigerators every Fridays.
10. Charge your personal cellphones/ gadgets at home, if possible.



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B. On Water

1. Do not fully open faucets.
2. Use basin in washing plates and utensils.
3. Turn off the faucet properly/ tight.
4. Turn off the faucet while brushing your teeth or use glass/ mug.
5. Report immediately water leaks.
6. Regular/ Routine inspection and maintenance of water facilities (faucets, valves and other water outlets.)
7. Watering of plants should be done once a day preferably in the morning.
8. Minimal use of water in cleaning and watering of plants.

C. On Fuel

1. Limit the use of vehicles to essential activities and review the travel program and schedules to minimize unnecessary trips.
2. Carpooling is encouraged. Whenever possible, service vehicle may be pooled to transport officials/ employees to venues of meetings or occasions outside the SDO.
3. Regular maintenance of the service vehicle. Always check the condition of:

B	-	attery
L	-	ights
O	-	il
W	-	ater
B	-	rake
A	-	ir
G	-	as
E	-	ngine
T	-	ires
S	-	elf
4. For drivers:
 - Don't go too fast or too slow.
 - Remain steady when accelerating.
 - Avoid braking aggressively.

For immediate dissemination and strict compliance.


CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent