



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

DIVISION MEMORANDUM
NO. 115, s. 2026

MAR 05 2026

**REITERATION OF THE IMPLEMENTATION OF INTER-AGENCY
ENERGY EFFICIENCY AND CONSERVATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Principals
All Others Concerned

1. This Office reiterates the implementation of **Inter-Agency Energy Efficiency and Conservation** as a strategic response to ensure a sufficient and stable supply of petroleum products.
2. All government entities are hereby enjoined to mandatorily implement fuel efficiency and conservation measures in their respective offices and facilities to achieve a ten percent (10%) reduction in fuel consumption.
3. Accordingly, all government entities shall strictly implement the following fuel efficiency and conservation practices within their office premises and operations:

A. Fuel Efficiency and Conservation Measures

- **Regular and preventive vehicle maintenance** – Ensure scheduled preventive maintenance of vehicles to enhance operational efficiency and fuel performance.
- **Standardized vehicle monitoring system**- Establish a monitoring system that includes, at minimum, the driver's name, odometer readings before and after each trip, fuel volume during refueling, completion of the daily maintenance checklist (BLOWBAGETS), and a comprehensive vehicle maintenance history.



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- **Full-Tank method**- Implement the full-tank method to improve the accuracy of fuel consumption monitoring and enable precise measurement of vehicle fuel efficiency.
- **Optimized trip management** – Implement route planning, trip consolidation, and carpooling or vehicle sharing to maximize vehicle utilization and reduce unnecessary fuel use.
- **Phased transition to electric or hybrid vehicles**- Gradually replace high-use or short-route service vehicles with electric or hybrid unit, supported by solar-powered electric vehicle (EV) charging stations, in compliance with the 10% EV fleet requirement under the Comprehensive Roadmap for Electric Vehicle Industry (CREVI).
- **Fuel-efficient driver behavior** – Promote practices such as avoiding excessive idling, maintaining steady speeds, observing proper speed limits, and preventing vehicle overloading to minimize fuel consumption.
- **Submission of Monthly Consumption Reports** – Submits reports through the GEMP Online System to enable proper monitoring and monthly fuel consumption trends and provide analysis for the development of appropriate interventions and programs to ensure effective implementation of fuel efficiency measures.

B. Implementation of the 5S Workplace Organization System

To further strengthen efficiency, productivity, and resource optimization, all offices are likewise directed to implement the 5S Workplace Organization System, as follows:

- **Sort** – Eliminate unnecessary items from the workspace to reduce clutter and improve efficiency.
- **Set in Order** - Organize and arrange tools, materials and documents for easy access and systematic workflow.
- **Shine** – Clean the workspace regularly and maintain its cleanliness to ensure a safe and productive environment.
- **Standardize** – Establish standards, guidelines, and procedures to consistently maintain the first three S's.



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- **Sustain** – Institutionalize practices, conduct periodic reviews, and promote accountability to ensure continuous compliance and improvement.
4. Attached is the copy of the Advisory signed by **Sharon S. Garin**, Secretary, Department of Energy (DOE).
 5. Wide and immediate dissemination of this Memorandum is enjoined.


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

End. As Stated

To be included in the perpetual Index under the following subjects:

ADMINISTRATIVE	SCHOOL HEADS	LEARNERS
ENERGY CONSERVATION	TEACHERS	SDRRM

AD8/AST
March 4, 2026



INTER-AGENCY ENERGY EFFICIENCY AND CONSERVATION COMMITTEE (IAEECC)

ADVISORY

TO : NATIONAL GOVERNMENT AGENCIES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, STATE UNIVERSITIES AND COLLEGES, AND LOCAL GOVERNMENT UNITS

FROM : THE SECRETARY OF ENERGY & IAEECC CHAIRPERSON

SUBJECT : ENJOINING ALL GOVERNMENT ENTITIES TO REDUCE FUEL CONSUMPTION BY AT LEAST TEN PERCENT (10%)

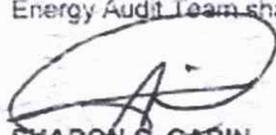
In light of the recent global situation and the uncertainty in petroleum supply brought about by the ongoing conflict in the Middle East, the Department of Energy (DOE) is adopting a proactive and collective measure to safeguard the country's energy security.

As a strategic response to ensure a sufficient and stable supply of petroleum products, **all government entities are hereby enjoined to mandatorily implement fuel efficiency and conservation measures** in their respective offices and facilities to achieve a **ten percent (10%) reduction** in fuel consumption.

Accordingly, all government entities shall strictly implement the following fuel efficiency and conservation practices within their office premises and operations:

1. **Regular and preventive vehicle maintenance** – Ensure scheduled preventive maintenance of vehicles to enhance operational efficiency and fuel performance.
2. **Standardized vehicle monitoring system** – Establish a monitoring system that includes, at minimum, the driver's name, odometer readings before and after each trip, fuel volume during refueling, completion of the daily maintenance checklist (BLOWBAGETS), and a comprehensive vehicle maintenance history.
3. **Full-tank method** – Implement the full-tank method to improve the accuracy of fuel consumption monitoring and enable precise measurement of vehicle fuel efficiency.
4. **Optimized trip management** – Implement route planning, trip consolidation, and carpooling or vehicle sharing to maximize vehicle utilization and reduce unnecessary fuel use.
5. **Phased transition to electric or hybrid vehicles** – Gradually replace high-use or short-route service vehicles with electric or hybrid units, supported by solar-powered electric vehicle (EV) charging stations, in compliance with the 10% EV fleet requirement under the Comprehensive Roadmap for Electric Vehicle Industry (CREVI).
6. **Fuel-efficient driver behavior** – Promote practices such as avoiding excessive idling, maintaining steady speeds, observing proper speed limits, and preventing vehicle overloading to minimize fuel consumption.
7. **Submission of Monthly Consumption Reports** - Submit reports through the GEMP Online System to enable proper monitoring of monthly fuel consumption trends and provide analysis for the development of appropriate interventions and programs to ensure effective implementation of fuel efficiency measures.

The DOE shall closely monitor the implementation of this Advisory. To validate compliance, the DOE Energy Audit Team shall conduct energy audits and random spot checks on all government entities.


SHARON S. GARIN
Secretary, Department of Energy
Chairperson, IAEECC



03 MAR 2026