

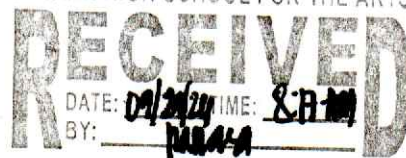


Republic of the Philippines  
Department of Education

REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**

BATAAN HIGH SCHOOL FOR THE ARTS



**SCHOOL MEMORANDUM**

No. 178 s. 2026

SEP 29 2026

**IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS**

To: Deputy Directors  
Functional Division Chiefs  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In compliance with the **MEMORANDUM CIRCULAR NO. 114** issued by the Office of the President, which directs government agencies to adopt energy-saving practices, all teaching and non-teaching personnel are hereby directed to observe the following **Energy Conservation Protocols** within the school premises.

2. In line with the above directive, the following energy conservation protocols shall be observed by all personnel in the school:

a. all air-conditioning units (ACUs) shall be turned on only at 9:00 a.m. and shall be turned off at 4:00 p.m. No ACU shall be operated before 9:00 a.m. or after 4:00 p.m., except when its continued operation is specifically authorized by the General Services Unit (GSU) due to an essential school activity or other justifiable operational requirement;

b. ensure that lights, computers, printers, and other electrical equipment are turned off when not in use and after office hours;

c. keep doors and windows properly closed while ACUs are operating to prevent unnecessary loss of cooled air.

d. maximize the use of natural lighting and ventilation whenever feasible; and

e. personnel who will be the last to leave an office, classroom, or work area shall ensure that all lights, ACUs, appliances, and other electrical equipment are properly switched off.

3. The GSU, under the Administrative Division, shall monitor the implementation of these protocols and shall conduct periodic inspections of offices, classrooms, and other school facilities to determine compliance.

4. As an austerity measure, this initiative is intended to reduce the school's electricity expenses while ensuring sufficient budget allocation for other mandatory expenditures.



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5. All personnel are encouraged to actively participate and support the implementation of these measures to promote responsible energy use and contribute to the government's energy conservation efforts effective immediately and shall remain in effect until lifted by the Office of the School Director.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**MIA ARIANA P. TANCIONGCO, PhD**  
Director III  
School Director

Encl.: none  
Reference: as stated  
To be indicated in the Perpetua Index under the following subjects

ENERGY CONSERVATIONS

SERVICE DELIVERY

OSD01/AD01 September 23, 2026