



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**

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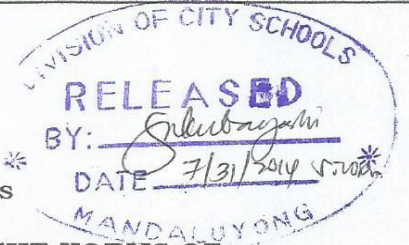


**MEMORANDUM**


TO: Asst. Schools Division Superintendent  
Education Program Supervisors/District Supervisor \*  
Principals, Public Elementary and Secondary Schools

Subject: **RESOLUTION NO. 2008, S. 2014, PRESCRIBING THE NORMS OF  
CONDUCT TO SAVE ON ENERGY IN ALL PUBLIC OFFICES AND  
INSTITUTIONS IN THE CITY OF MANDALUYONG**

Date: July 31, 2014



1. Attached is a letter from **Ernesto E. Victorino**, City Administrator, City of Mandaluyong re: **Resolution No. 2008, s. 2014, Prescribing the Norms of Conduct to Save on Energy in All Public Offices and Institutions in the City of Mandaluyong.**
2. In this regard, we are required to comply and give support to this City Resolution,
3. Immediate and wide dissemination of this **Memorandum** is desired.

  
**EVANGELINE P. LADINES, CESO VI**  
Schools Division Superintendent

FROM : CITY OF MANDALUYONG

FAX NO. : 5348970

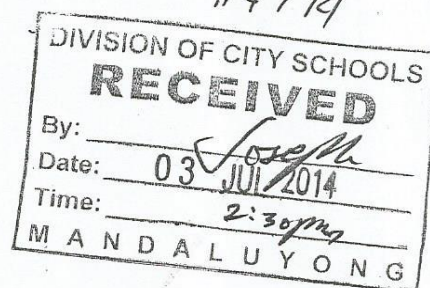
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Republic of the Philippines  
Office of the City Administrator  
City of Mandaluyong

01 July 2014

**MRS. EVANGELINE LADINES**  
Schools Division Superintendent  
City of Mandaluyong



Thru: The Education Supervisors  
All Public Elementary and Secondary School Principals

Dear Mrs. Ladines:

I am respectfully furnishing you, copy of **Resolution No. 2008, s-2014**, Prescribing the Norms of Conduct to Save on Energy in All Public Offices and Institutions in the City of Mandaluyong, which was previously made by the City Council and duly approved by the Local Chief Executive.

For your reference and information since the aforesaid resolution requires immediate attention and dissemination to the field.

Very truly yours,

*Ernesto E. Victorino*  
**ERNESTO E. VICTORINO**  
City Administrator



RESOLUTION NO. 2008, S-2014

RESOLUTION PRESCRIBING THE NORMS OF CONDUCT TO  
SAVE ON ENERGY IN ALL PUBLIC OFFICES  
AND INSTITUTIONS IN THE CITY OF MANDALUYONG

WHEREAS, no less than U.S. Secretary of State JOHN KERRY, in a speech to Indonesian students, civic leaders and government officials on February 16, 2014 in Jakarta, Indonesia called "Climate Change", perhaps the world's most fearsome destructive weapon and mocked those who deny its existence or question its causes, comparing them to people who insist the Earth is flat;

WHEREAS, climate change covers the world that global and local thoughts and actions are all necessary to help combat climate change;

WHEREAS, the City of Mandaluyong has responded and continuously responding to calls for local actions on climate change as it has been instituting various projects to address the problem;

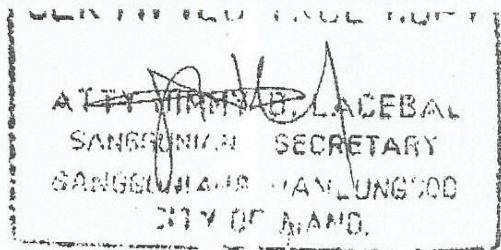
WHEREAS, the City of Mandaluyong has recently approved Ordinance No. 535, S-2014 known as the "2014 Green Building Regulation of Mandaluyong City", as it recognizes that green building can significantly improve energy, water and resource efficiency, reduce waste and pollution generation, protect the environment and improve occupant's health and productivity;

WHEREAS, the City of Mandaluyong, cognizant that the essence of combating climate change is all about saving energy and to further its effort on climate change, thus, building resilience to the impact of climate change, prescribed as it hereby prescribes for compliance by all its employees, the following simple ways of conserving energy in all public offices, public schools, hospitals and health centers and other areas within the City of Mandaluyong;

**SAVING ENERGY AT THE OFFICE:**

1. AIRCON

- a. Make sure there are no cold leaks in the room or building. Proper weather stripping, sealing and caulking leaky doors and windows can reduce energy bills by 25%.
- b. Use the aircon sparingly. If you have to, turn down the level of coldness.
- c. If your aircon has the Fan-Low Cool-High Cool choices, switch and stay at fan for at least 2 minutes before switching to low cool. This will protect the compressor and help prolong the life of your aircon. Stay at low cool as much as possible.
- d. Clean or replace the aircon filter regularly to help your unit more efficiently and trim cooling costs.
- e. When possible, turn the air conditioning off for the last hour of each work day.



2. COMPUTER

- a. Even when idle or stand by, your equipment or electronic devices use up energy. To save, activate the power management feature on your computer and monitor;
- b. Unplug electronic devices and chargers when they are not in use. Most new electronics use electricity even when switched off. Turn computers and printers off at the power strip;
- c. If you are not using your computer for 3 hours or more, switch it off. It's eating up energy;
- d. Reduce paper by printing double-sided or re-using paper;
- e. To save on paper, those who do not use the computer and those who do, read on the monitor and do not print your copy;
- f. Use email instead of sending memos and faxing documents;
- g. Turn off computers, monitors, printers and copiers at the end of each working day;
- h. If appropriate, use laptop computers. They consume 90% less energy than standard desk top computers.

3. LIGHTS

- a. Turn off all equipment and lights at the end of each working day.
- b. Switch lights off when not needed.
- c. Label all switches to show which one controls which, so that employees who work late or during weekends can switch only the light they need.
- d. Avoid too much light in a room. Use a desk lamp if possible.
- e. Clean dusty diffusers and lamps every 6-12 months.

4. RECYCLING

- a. Take the paper clips off the letters and files and reuse them.
- b. Reuse envelopes and write on the front "This envelope is being used again"
- c. Recycle your newspaper copies. Don't throw them away.

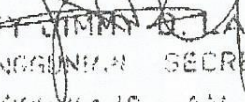
5. WATER

- a. Have the leaking faucets and running toilets fixed immediately.
- b. Turn off the faucet while brushing teeth.
- c. Avoid flushing the toilet unnecessarily and don't make the toilet bowl a trash bowl.
- d. Collect rain water for use by the CEMD in watering plants.

6. APPLIANCES

- a. Keep fridges reasonably full and make sure there is enough room for cold air to circulate. Be careful not to overfill though.
- b. Keep liquids covered and make sure to wrap foods when they are stored in the refrigerator. Not only will uncovered foods dry out and ruin the taste, but the moisture that is released causes the refrigerator's compressor to work harder, thus energy consumption increased.

CERTIFIED TRUE COPY

  
ATTY. JIMMY B. LACEBAL  
SANGGUNIANG SECRETARY  
SANGGUNIANG PANLUNGSOD

- c. Properly maintaining your refrigerator will not only help it to last longer, but it will also save energy as well.
- d. Regularly defrost the freezer. Make sure there is no air leakage.
- e. Make sure that the compressor is running smoothly. It is the compressor that regulates cold air in appliance, if it is struggling to keep the unit cold, it is using more energy than necessary.
- f. Turning off appliances when not in use. It can reduce energy bills by 2%.
- g. Dirty filters restrict airflow and can cause the system to run longer, increasing energy use.
- h. Position fridges in a location that is well-ventilated and not exposed to direct sunlight or heat from other equipment.

7. TRANSPORTATION

- a. Switch off the motor when waiting for more than 30 seconds.
- b. Carpool - avoid single-driver rides. Establish carpooling of employees.
- c. Keep car well-tuned. A well maintained car is more fuel-efficient, produces fewer greenhouse gas emissions, more reliable and safer. Follow the manufacturer's maintenance schedule and use the recommended grade of motor oil.
- d. Check and replace the vehicle's air filter regularly.
- e. Check tire pressure regularly. Under-inflation increases tire wear, reduces fuel economy by up to 3% and leads to higher greenhouse gas emissions and release of air pollutants.
- f. Combining errands - to save on gas, whenever possible, combine activities and errands into one trip.

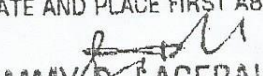
8. IMPLEMENTING OFFICE. The City Administrator's Department shall be the implementing office tasked to oversee, supervise and monitor that standards or norms of conduct of saving energy are properly observed and to ensure that said government offices are compliant.

NOW, THEREFORE, on motion duly seconded, the Sangguniang Panlungsod of Mandaluyong, in session assembled, RESOLVED, as it hereby RESOLVES, to prescribe the norms of conduct to save on energy in all public offices and institutions in the City of Mandaluyong.


Let copy of this Resolution be furnished all public offices and institutions in the City of Mandaluyong.

ADOPTED on this 16<sup>th</sup> day of June, 2014 in the City of Mandaluyong.


I HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS ADOPTED AND APPROVED BY THE SANGGUNIANG PANLUNGSOD OF MANDALUYONG IN REGULAR SESSION HELD ON THE DATE AND PLACE FIRST ABOVE GIVEN.

  
JIMMY B. LACEBAL  
Sanggunian Secretary

APPROVED:

  
BENJAMIN D.C. ABALOS, JR.  
City Mayor

PRESIDED BY:

  
EDWARD G. BARTOLOME  
Vice Mayor &  
Presiding Officer

Date: JUN 19 2014