



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**QUEZON CITY**  
San Francisco HS Compound  
Misamis St., Bago Bantay, Quezon City



July 27, 2012

**MEMORANDUM TO:**

**Asst. Schools Division Superintendents**  
**Division/District Supervisors**  
**Elementary and Secondary School Principals**  
**Head Teachers and Officers-In-Charge**

**DESIGNATING SCHOOL PROPERTY CUSTODIANS AND SCHOOL FACILITIES COORDINATORS AS IN-CHARGE OF ELECTRICAL AND WATER USAGE**

It has been observed that most schools have large consumption on electricity and water (including telephones) despite the numerous memoranda issued regarding energy saving measures to reduce the monthly consumption on utilities by at least 10%.

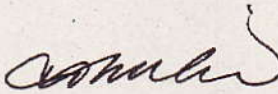
In this regard, **School Property Custodian** and/or **School Physical Facilities Coordinator** are designated to be **In-Charge** of the WATER AND ELECTRICAL USAGE such as:

1. Shutt-off of the school's main breaker of *electricity and the main gate valve of water system* right after the last period of classes in the evening and shall be opened again at 5:00 a.m. the following day. Only one (1) light will be allowed to illuminate the guard house and one (1) light at the corridor of every building for security.
2. See to it that lights are off in selected areas where there is no need for bright illumination and turn on lights only when necessary.
3. Check that computers are strictly for official use only and not for games.
4. Regulate charging of cellphones and the use of personal electrically-operated gadgets.
5. Prohibit use of electric stoves, toasters and microwave ovens.
6. Discourage the use of octopus outlets, extension cords and under-sized wirings.
7. Report immediately to authorities concerned or replace faucets and other accessories with leaks.
8. Watering the plants should be done early in the morning and late afternoon with used waters.
9. Teach the school children the proper conservation of water and electricity.
10. Use a basin of water when washing hands, dishes, fruits, vegetables, cars, etc.

The School Property Custodian and/or the School Physical Facilities Coordinator shall render a monthly report on issues and concerns relative to the said utilities and submit to the Infrastructure Section at the end of every month. Please submit to the Infra Section the names of designated personnel.

The designated personnel shall monitor the proper use of electrically-operated equipment and conservation of water as provided in DepED Order No. 50, s. 2008 dated June 20, 2008 entitled Energy Saving Measures and Division Memorandum No. 395, s. 2010, entitled Energy and Water Conservation.

Strict and wide dissemination of this Memorandum is desired.

  
**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent