



PHILIPPINE CHARITY SWEEPSTAKES OFFICE



Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552 **BAGONG PILIPINAS**
www.pcsso.gov.ph



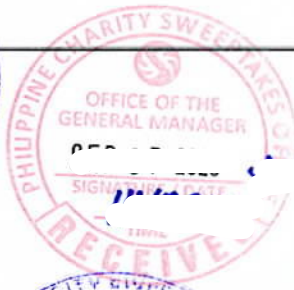
MEMORANDUM

TO : ALL SECTOR HEADS
ALL DEPARTMENT MANAGERS

FROM : THE GENERAL MANAGER

SUBJECT : ENERGY-SAVING MEASURES

DATE : 06 September 2023



As steward of government funds, management desires to cut costs on monthly electricity and other utilities through measures aligned with R.A. 11285¹ and its policy on institutionalizing energy efficiency and conservation as a national way of life, enhancing the efficient use of energy, and granting incentives to energy efficiency and conservation projects; hence, these energy saving measures:

A. LIGHTING AND ELECTRICAL EQUIPMENT

If natural light is available, electrical lighting shall be turned off. Lights are also encouraged to be turned off from 12:00 P.M. to 1:00 P.M.

All other equipment, such as thermos, coffee maker, bread toaster and microwave ovens, shall be turned off and unplugged when not in use. Refrigerators are encouraged to be turned off on weekends.

B. AIRCONDITIONING UNITS

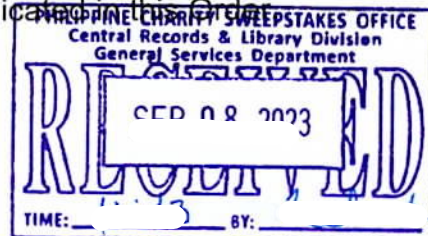
Where adequate or normal ventilation is available, the use of aircon shall be discouraged. Airconditioning units shall be turned on not earlier than 9:00 AM and turned off not later than 5:00 PM except for areas used in the lotto draw proceedings, and areas requiring continuous cooling.

During lunch breaks, aircons in offices, and areas not needing set temperature and those where on-going meetings are held, shall be switched to FAN MODE.

C. MONITORING AND REPORTORIAL REQUIREMENTS

To monitor compliance, Sector/s and Department/s in the same floor must designate one personnel to conduct the daily checks to ensure that all electrical equipment is turned off at the time indicated in this Order.

¹ "Energy Efficiency and Conservation Act", approved April 12, 2019



The General Services Department is hereby directed to submit not later than the 5th of each month to the Office of the General Manager the actual monthly electrical consumption to be used as basis in evaluating the effectiveness of these measures.

This Order rescinds all other previous inconsistent orders or issuances.

Failure to comply herewith shall be meted appropriate administrative sanctions.

Effective immediately.

MELQUIADES A./ROBLES