



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
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October 23, 2025

**OFFICE MEMORANDUM**  
**No.081, s. 2025**

**STRICT IMPLEMENTATION OF ELECTRICAL AUSTERITY AND SAFETY MEASURES**

**TO:** All employees of this office

In the interest of promoting energy conservation and ensuring the safety of all personnel, this Office reiterates the observance of **electrical austerity and safety measures** within the DepEd Division Office and its premises.

All employees are enjoined to strictly comply with the following guidelines:

1. **Turn off all electrical equipment** (computers, air conditioners, lights, fans, printers, etc.) when not in use, especially during lunch breaks, after office hours, and weekends.
2. **Unplug appliances** after use to prevent energy wastage and electrical short circuits.
3. **Refrain from using personal high-wattage appliances** (e.g., water heaters, electric stoves, rice cookers, etc.) within office premises unless authorized.
4. **Report immediately** any electrical malfunction, exposed wiring, or damaged outlet to the General Services Unit or Property Section for proper action.
5. **Avoid overloading electrical outlets** and using substandard or improvised extension cords.
6. Ensure that all **electrical repairs or installations** are conducted only by qualified personnel.

These measures aim to reduce electrical consumption, prevent fire incidents, and ensure the safety of everyone in the workplace. All **Chiefs of Divisions, Section Heads, and Unit Heads** are hereby directed to **ensure full compliance** within their respective areas of responsibility.

For strict compliance.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

ZS-OM-OSDS-ADMIN-2025  
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