



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 008792	TIME: 8:55 AM
BY: _____	DATE: 25 MAR 2026
RELEASED	

**Office of the Schools Division
 Superintendent**

March 17, 2026

OFFICE MEMORANDUM

No. 070, s. 2026

TO: All employees of this office

**REITERATION OF ELECTRICAL AUSTERITY, SAFETY MEASURES, AND
 WATER CONSERVATION**

1. In line with the continuing commitment of this Office to promote energy efficiency, water conservation, and the safety of all personnel, all employees are hereby reminded to strictly observe the following guidelines within the DepEd Division Office and its premises:

2. Electrical Austerity and Safety Measures

- a. Turn off all electrical equipment (computers, air conditioners, lights, fans, printers, etc.) when not in use, especially during lunch breaks, after office hours, and on weekends.
- b. Unplug appliances after use to prevent unnecessary energy consumption and reduce the risk of electrical short circuits.
- c. Refrain from using personal high-wattage appliances (e.g., water heaters, electric stoves, rice cookers, etc.) within office premises unless authorized.
- d. Immediately report any electrical malfunction, exposed wiring, or damaged outlets to the General Services Unit (GSU) or Property Section for proper action.
- e. Avoid overloading electrical outlets and using substandard or improvised extension cords.
- f. Ensure that all electrical repairs or installations are conducted only by qualified personnel.

3. Water Conservation Measures

- a. Turn off faucets tightly after use to prevent leaks and wastage.
- b. Report any leaking or damaged water pipes, faucets, or fixtures to the GSU for immediate repair.



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Superintendent**

- c. Use water efficiently in all office activities, including cleaning and maintenance.
 - d. Avoid using water for non-essential purposes and encourage the use of water-saving practices whenever possible.
4. All Chiefs of Divisions, Section Heads, and Unit Heads are directed to ensure strict compliance with these measures within their respective areas of responsibility. The cooperation of every employee is vital to achieve energy efficiency, water conservation, and a safe working environment.
5. Let us all work together to promote a culture of responsibility, safety, and sustainability in our workplace.
6. For strict compliance.

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

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