

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG ENERHIYA AT KULTURA  
(DEPARTMENT OF ENERGY AND CULTURE)  
Manila

November 5, 1975

DEPARTMENTAL MEMORANDUM  
No. 100 : 1975

INTENSIFYING EDUCATIONAL MEASURES  
ON ENERGY CONSERVATION

To: Bureau Directors  
Regional Directors  
Coordinators, State Colleges  
and Universities

1. In line with the government's policy to intensify the efficient utilization of power and energy in all sectors of the economy and the general public, and conformably to Letter of Instructions No. 329, the Department of Education and Culture is conducting a comprehensive nationwide information and educational campaign on energy conservation.
2. All heads of schools and officials concerned are enjoined to initiate the holding of seminars on fuel conservation in all schools of all levels and find means to integrate the subject in such disciplines as Science, Social Studies and Practical Arts both in the elementary and high schools.
3. In vocational and technical schools, subjects in the conservation and efficient utilization of fuels, electricity, power and other sources of energy should be included in the curriculum.
4. Enclosed are guidelines on measures that may be adopted on energy conservation. Implementation of the inclosed suggested guidelines should be enforced immediately and strictly by all officials concerned.

(SPO.) JUAN T. SANTILL  
Secretary of Education and Culture

Incl.:  
As stated

CONSERVATION MEASURES IN THE USE OF FUEL AND ELECTRICITY

Use of Fuel

1. Government vehicles should be used strictly for authorized official purposes.
2. The issuance of taxi tickets should be controlled in each bureau/office to avoid the indiscriminate use of government conveyances.
3. Government vehicles should be regularly checked to spot and repair certain mechanical defects which cause unreasonably large consumption of oil and gasoline.
4. Car pools should be organized. Car owners should not only accommodate employees without their own means of transportation but other car owners as well. Arrangements may be made in which car owners take turns in using their cars.
5. Car owners should be encouraged to use public utility buses to and from their places of work.
6. Employees who can walk to the office, even if they own cars, should be encouraged to do so.
7. Since equipment maintenance plays a very important role in optimizing fuel utilization, those in charge of machines should be able to detect conditions which adversely affect the equipment's over-all performance.
8. When doing errands, employees and employees using motor vehicles should plan trips systematically.
9. Families should learn to combine short trips. For instance when taking children to school, or picking up a family member after work, the family could take care of shopping errands on the same trip.
10. Car owners should get their engine tuned regularly. Special attention should be given to fuel and air filters, spark plugs, contact points and in late model cars, carburetor control device.
11. Fuel tanks should not be filled to the neck to avoid overflowing while car is in motion or when parked on an incline.
12. Car drivers should avoid "jack rabbit" starts.
13. Engines should be "warmed" up by driving instead of allowing it idle.
14. Speed should be kept down. Tests have proven that there is a 25% improvement in gasoline economy when speed is reduced from 70 to 50 miles per hour.

15. Motor vehicles should be driven at steady speed whenever possible.

16. When going to certain places, conditions and conditions may try other ways of getting there. Can they make a train, a bus, or a bicycle?

17. When considering buying a second car, buyers should buy smaller ones. Or if there are two or more cars to choose from, the smaller one should be used more often. Vehicle weight has a great deal of effect on gasoline consumption.

#### Use of Electricity

1. Lights, air-conditioning units, electric fans, and other electrical appliances should be switched off when not in use, during, or outside of, office hours.

a. Unless necessary, air conditioners and lights should be turned on only a few minutes before the start of office hours in the morning.

b. Lights should be turned off during the noon break and immediately after the close of office hours in the afternoon, unless extremely necessary.

c. Personnel leaving their rooms or offices for a considerable length of time should see to it that all lights and electrical appliances are turned off.

d. Lights in rooms that are not always occupied, like conference rooms, storerooms, and copy rooms, should be turned off when not in use.

2. Security guards should see to it that lights installed on the grounds for security purposes are switched off at dusk. An overseer should be designated to supervise the security guards in this task. He should be required to accomplish daily reports.

3. Periodic inspection of all electrical installations should be made. Grounded or frayed wires should be repaired immediately.

4. If one must use air conditioners here are some hints:

a. Keep the office "ice cool".

b. Minimize power consumption of air conditioners by:

(1) Keeping air conditioners clean and in good running condition.

(2) Making proper use of thermostat control to regulate room temperature.

(3) Minimizing air leaks, such as possible heat leakage through glass walls and windows by using curtains.

(4) Minimizing air leakage to and from air-conditioned space.

5. If neon lights are used outside the building, these should be turned off during curfew hours.

6. When buying office equipment, purchasers should choose those that consume energy more efficiently.

7. Personnel should conserve water. Water from faucets is delivered by means which waste energy.

8. Janitors should be instructed to clean lamps regularly to get more light. Dirt and grime can cut down illumination by as much as 50 per cent.

9. Lamps with correct voltage should be used. Lamps burned at higher-than-rated voltage will give more light, but the life of the lamp is reduced.

10. Transformers should be disconnected when not in use.

11. Conservation of energy should include conservation of office supplies. Facsimile by using blank spaces of printed matter (at the back) for comparing drafts.

12. A monthly report on electric consumption should be submitted by each bureau/office using its own electric meter. The report should show comparison with electric meter readings for previous months and amount saved in electric consumption, if any.