

Republika ng Pilipinas
(Republic of the Philippines)
KAGYAPANG NG ENERHIYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

November 26, 1975

DEPARTMENT MEMORANDUM
No. 211, s. 1975

DESIGNATION OF ENERGY CONSERVATION OFFICER

To: the:

Bureau Directors
Regional Directors
Chiefs of Services and Heads of Offices
and Special Units

1. In order to achieve more immediate effects of the current energy conservation program, it is desired that, effective immediately, an energy conservation officer be designated in each bureau, regional office, division office or special unit. A ranking official, such as the assistant superintendent, a general education supervisor, supervisor or the administrative officer may be so designated.

2. The energy officer shall have full responsibility and authority over the program. Among others, he is charged with the following duties:

- a. See to it that the conservation measures contained in Department Memorandum No. 190, s. 1975, and those issued by higher offices are observed.
- b. Recommend to the head of office other measures for fuel conservation, including holding of seminars to upgrade knowledge and techniques on improving fuel economy.
- c. Submit to the head of office a monthly progress report on the energy conservation measures and results.
- d. Coordinate with the provincial energy conservation officer.

3. It is desired that bureau directors, regional directors, and heads of offices submit to this Office a monthly report on energy conservation starting with the month of December and every month thereafter, indicating among others, conservation of electricity and gasoline and savings realized. The reports from the regional offices should reflect the report of each school division in the region.

(SGD.) JUAN I. MANUEL
Secretary of Education and Culture