



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

January 26, 2023

DIVISION MEMORANDUM

OSDS No. 16 s. 2023

**DESIGNATION OF ENERGY EFFICIENCY CONSERVATION (EEC) FOCAL PERSON
AND EEC OFFICERS, AND CREATION OF TECHNICAL
WORKING GROUP (TWG) FOR THE IMPLEMENTATION OF
GOVERNMENT ENERGY MANAGEMENT
PROGRAM (GEMP)**

TO : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
Unit/Section Heads
SDO Personnel
All Others Concerned

1. Pursuant to RA 11285 titled "**An Act Institutionalizing Energy Efficiency and Conservation, Enhancing the Efficient Use of Energy, and Granting Incentives to Energy Efficiency and Conservation Projects**", and Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) titled "Mandatory Implementation of Energy Efficiency and Conservation Programs, and the Strict Observance of the Government Energy Management Program (GEMP) Guidelines", each government entity shall designate an Energy Efficiency and Conservation Officer (EECO) and EEC Focal Persons/s.

2. Anent this, hereunder are the designated EECO, EEC Focal Persons, and the Technical Working Group for the implementation of **Government Energy Management Program (GEMP)**:

ECCO: **Mervie Y. Seblon, CESE**
OIC, Asst. Schools Division Superintendent

EEC Focal Persons: **Vivien O. Lima**
AO IV (Asset Management/Supply)
(In-Charge of General Services)

Technical Working Group:
Members: **Arlene Rosa G. Arqiza**
Chief, CID
Mayflor D. Romualdo
Chief, SGOD
Zenaida B. Porras
AO V (Admin. Services)
Sheryll A. Moradas
AO V (Budget Officer)
Jonel G. Solomon
Accountant III
Engr. Keiff Humphrey M. Bedia
Engineer In-Charge
Glenda P. Orcinado





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AO IV (HRMO)
Liza P. De Luna
AO IV (Cashier)
Jennifer Claire A. Tayag
AO IV (Records Officer)
Joey Lozano
ITO
Jonald Cadiao
(DRRM)
Mohani Paguita
SEPS, M& E

3. The Energy Efficiency and Conservation Officer shall ensure compliance of the Office with the provisions of the EEC Act and its IRR. (Sec. 45 of the EEC-IRR and IAEECC Resolution No. 1, s. 2020). Specifically, the duties and Responsibilities of the EECO shall:

- a. Prepare, formulate and submit for approval of the head of the government entity the design, plan and implementation, monitoring and evaluations scheme for the EEC program consistent with the GEMP;
- b. Submit to Department of Energy (DOE) the government entity's approved annual energy efficiency and conservation program, or any modifications thereof; and
- c. Submit to DOE the monthly energy performance report within the period prescribed in the EEC-IRR.

4. The designated Energy Efficiency and Conservation Focal Person and the members of the Technical Working Group shall assist the EECO in the implementation of GEMP.

5. The following personnel shall act as inspectors in their respective functional division to ensure proper implementation of EEC Act and its IRR:

- | | | |
|--------------------------|---|----------------------------|
| 1. Jonald S. Cadiao | - | SGOD |
| 2. Bernard F. Antolo | - | CID |
| 3. Roselle T. Carvajal | - | OSDS/1 st Floor |
| 4. Ramilyn Malabor | - | OSDS/2 nd Floor |
| 5. Outside SDO Buildings | - | Guard on Duty |

6. This Memorandum shall take effect immediately and shall continue to be in force until rescinded by the proper authority.

7. For the information, guidance and compliance of all concerned.

MIGUEL P. FILLALAN JR., CESO VI
Schools Division Superintendent

