



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

February 25, 2025

DIVISION MEMORANDUM

OSDS No. 021, s. 2025

**RECONSTITUTION OF ENERGY EFFICIENCY CONSERVATION (EEC)
OFFICER, FOCAL PERSON AND COORDINATORS FOR THE
IMPLEMENTATION OF GOVERNMENT ENERGY
MANAGEMENT PROGRAM (GEMP)**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads/School Heads
Division and School Committee on Anti-Red Tape (CART)
All Others Concerned
This Division

1. Pursuant to Republic Act No. 11285, otherwise known as the Energy Efficiency and Conservation (EEC) Act, Inter-Agency Energy Efficiency and Conservation Committee (IAECC) Resolution No. 1 s. 2021 and Resolution No. 5, s. 2022 and Section 3 of Administrative Order No. 15, s. 2024 (AO 15) to intensify the efficient utilization and conservation efforts of electricity and fuel, each government entity shall designate an Energy Efficiency and Conservation Officer (EECO), Focal Person and Coordinators.

2. Anent this, hereunder are the designated EECO, EEC focal Person and Coordinators for the implementation of Government Energy Management Program (GEMP):

EECO	:	ZENAIDA B. PORRAS Administrative Officer V
EEC Focal Person	:	VIVIEN O. LIMA AO IV (Asset Management/Supply) (In-Charge of General Services)
EEC Coordinators	:	ARLENE ROSA G. ARQUIZA Chief, CID MAYFLOR D. ROMUALDO Chief, SGOD JOEY T. LOZANO ITO SHERYLL A. MORADAS AO V (Budget Officer) JONEL G. SOLOMON Accountant III



Address: Alunan Highway, Poblacion, Tacurong City 9800
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ENGR. KIEFF HUMPHREY M. BEDIA

Engineer In-Charge

GLENDA P. ORCINADO

AO IV (HRMO)

LIZA P. DE LUNA

AO IV (Cashier)

JENNIFER CLAIRE A. TAYAG

AO IV (Records Officer)

JONALD S. CADIAO

EPS II/DRRM

MOHANI A. PAGUITAL

SEPS, M&E

3. Duties and Responsibilities of Energy Efficiency and Conservation Officer (EECO) are as follows:

- a. Prepares and formulates Energy Efficiency and Conservation Program (EECP)
- b. Ensures the implementation and improvement of energy efficiency and conservation measures within their offices/buildings/facilities

4. Duties and Responsibilities of Energy Efficiency and Conservation Focal Person (EEC Focal Person) are as follows:

- a. Assists the EEC Officer in the preparation and formulation of the EECP.
- b. Submits the monthly energy performance report through the GEMP online system.
- c. Administers the energy monitoring and control within their assigned area/building.

5. Duties and Responsibilities of Energy Efficiency and Conservation Coordinators (EEC Coordinators) are as follows:

- a. Assists the EEC Officer and EEC Focal Person in the overall implementation of GEMP.
- b. Implements the EEC measures in their assigned area such as turning off unused lights and air-conditioning units, maintaining the ambient room temperature of 24°C, etc.

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

- | | | |
|--------------------------|---|---------------------------------------|
| 1. John G. Bayugos | - | SGOD |
| 2. Jonald S. Cadiao | - | CID |
| 3. Roselle T. Carvajal | - | OSDS/ 1 st Floor |
| 4. Ellen Rose L. Bade | - | OSDS/ 2 nd Floor |
| 5. Outside SDO Buildings | - | Guard on Duty, and
Jomar S. Garcia |

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



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


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference: REPUBLIC ACT NO. 11285; IAEECC Resolution Nos. 1, s. 2021 and 5, s. 2022; and
Administrative Order No. 15, s. 2024
Allotment: None
To be included in the Perpetual Index under the following Subjects:
ENERGY COMMITTEE RECONSTITUTION

ZBP/ADMIN/DM / RECONSTITUTION OF ENERGY EFFICIENCY CONSERVATION (EEC) OFFICER, FOCAL PERSON AND COORDINATORS FOR THE IMPLEMENTATION OF GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)/ February 25, 2025



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