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OP Memorandum
No. 34, s. 2021

To: **ALL EMPLOYEES**

SUBJECT: CSU GUIDELINE FOR ENERGY EFFICIENCY AND CONSERVATION

Pursuant to the R.A. 11285, otherwise known as Energy Efficiency and Conservation Act, the Caraga State University EE and C Core Team formulated the herein attached guideline to ensure that the University will abide to the provisions by the said law.

All office heads are directed to cause wide dissemination of this guideline in their respective officer.

For strict compliance and guidance.


ANTHONY M. PENASO, Ph.D.
University President



CARAGA STATE UNIVERSITY ENERGY EFFICIENCY AND CONSERVATION GUIDELINES FOR ELECTRICITY AND FUEL

A. Air-conditioning System

- Keep the doors and windows closed to prevent hot air from coming inside the air-conditioned area.
- Maintain the ACU setting of room temperature not lower than 24°C.
- Provide thermometers (analog or digital) for each air-conditioned areas to monitor the room temperature.
- Clean the filters and condensers regularly. It helps operate the motor efficiently.
- Install shading or glass tints on window panels exposed to direct sunlight.
- Consider to replace conventional air-conditioning units with inverter type air-conditioning units. Consider the reduction of AC units in all air-conditioned areas of the building and/or replace the 3 TR units with window type AC units.
- Post reminders or notices on AC units regarding time of operation.

B. Lighting System

- Replace slim type fluorescent lamps and compact fluorescent lamps with LEDs.
- Assess the existing lighting system of the office areas. Make sure that each work area/desk has enough illumination between 300 to 700 lux.
- To increase or maintain the illumination level, clean the lamp fixtures regularly.
- There shall be a monthly monitoring of illuminance per building.
- Make use of natural lightning whenever possible.
- Post reminders of notices beside lighting switches regarding shutting down lights when not in use.

C. Other Office Equipment

- Turn-off computer monitors when leaving the workplace for a longer period of time.
- Educate and encourage employees to be energy-conscious and to offer ideas about how energy can be saved. Post reminders or notices near doors or in bulletin boards regarding shutting down office equipment when not in use.
- All CSU officials, faculty and staff, and students are expected to be energy-conscious in the use of equipment.





D. Fuels

- Keep records of vehicle odometer reading and fuel consumption monthly to determine vehicle mileage.
- Use of vehicle shall be planned and scheduled to avoid unnecessary trips.
- There shall be request for replacement of vehicles more than 7 years if it has already traveled 175,000 km pursuant to Section 9.1.1 of National Budget Circular no. 446 series of 1995.
- As necessary and applicable, the Energy core team can designate an EEC Focal person for the other CARSU campuses, among their duties include reporting EEC concerns and activities to the main EECO of CARSU. Moreover, the EEC Officer and Focal person shall be in charge with the compliance to Government Energy Management Program (GEMP).
- Formulate energy conservation guidelines for electricity and fuel, in relation to the attached IAEECC Resolution No. 1 series of 2020 entitled "Directing all government agencies including Local Government units (LGUs) and foreign service posts to comply with the GEMP, ordering the DOE to conduct energy audits and spot checks, and submit the proposed improvements to the GEMP."
- EEC Focal person/Team of CARSU to classify additional energy consuming equipment per year, otherwise keep records of data on the retrofit activities (i.e., replacement of excess air-conditioning systems into unitary inverter type A/Cs) which may result in gradual increase/decrease of annual energy consumption.
- Continuously update and formulate an internal office policy for sustaining the implementation of EE&C.
- Posting of energy conservation signage such as "Turn off lights/office equipment when not in use."
- Conduct in-house capacity building seminars to all employees focusing on energy saving tips and proper energy management in the building. Moreover, conduct information campaign to students regarding energy efficiency and conservation measures.
- Maintain and record essential documents such as electric bill, inventory of lighting, A/C and other energy equipment constantly.
- Maintain energy consumption monitoring database for electricity and fuel for all service vehicles in accordance with Administrative Order 110.

