



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 8929-66-26 to 29 • (632) 8929-62-52  
Website: <http://www.denr.gov.ph> / Email: [web@denr.gov.ph](mailto:web@denr.gov.ph)

19 JUL 2023

**MEMORANDUM**

**FOR/TO :** ALL OFFICIALS AND EMPLOYEES  
DENR Central Office

**FROM :** THE DIRECTOR  
Administrative Service and  
Vice-Chairperson, EMS

**SUBJECT :** ENERGY CONSERVATION STRATEGIES

In order to continually improve the implementation of the Environmental Management System (EMS) in accordance with ISO 14001:2015, this Office would like to reiterate the following programs and activities to reduce energy consumption in CY 2023.

1. All air-conditioning units (ACUs) shall be turned on at 9:00 o'clock in the morning set at twenty-four degrees Celsius (24°C) and be turned off at exactly 4:00 o'clock in the afternoon.
2. All office equipment shall be unplugged after office hours.
3. All computers, monitors, and laptops must be in power saving mode when not in use.
4. Lights and computer shall be turned off during lunch breaks except on frontline service offices.
5. ACUs shall be turned off during Saturdays and Sundays, particularly during office cleaning time.
6. Elevators shall be turned off after office hours.

All offices shall appoint a focal person to ensure compliance with the aforementioned strategies.

Please be guided accordingly and looking forward to your most kind cooperation.

  
**ROLANDO R. CASTRO**