



Office of the Vice President for Development Office of the Vice President for Administration

OVPD-OVPA Joint Memorandum No. EAZ-NGY-2022-01

**Date:** 15 November 2022

**For:** **The Vice Presidents**

Office of the Vice President for Academic Affairs  
Office of the Vice President for Planning and Finance  
Office of the Vice President for Public Affairs  
Office of the Vice President for Legal Affairs

**Office of the Secretary of the University and the Board of Regents  
The Chancellors**

UP Baguio  
UP Cebu  
UP Diliman  
UP Los Baños  
UP Manila  
UP Mindanao  
UP Open University  
UP Visayas

**The Director, UP PGH**

**Subject:** **Energy Efficiency and Conservation Measures**

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Pursuant to Resolution No. 01, s.2020 of the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) directing all government entities to comply with the Government Energy Management Program (GEMP) to reduce the government's monthly consumption of electricity and petroleum products through electricity efficiency and conservation in fuel use of government vehicles, among others, we ask for the involvement of your offices in this initiative of the University wherever and whenever possible by adopting the following measures:

**A. Lighting Equipment**

1. Use energy-efficient lighting system, such as LED
2. Optimize use of natural light and maintain good surface reflectance
3. Use task-oriented lighting whenever practicable
4. Replace old and/or busted lighting system
5. Turn off unused lighting system
6. Ensure regular maintenance of lighting systems

**B. Airconditioning Units (ACUs)**

1. Use inverter type or similar equivalent technologies
2. Conduct regular maintenance of ACUs
3. Set thermostat not lower than 24 degrees Celsius
4. Schedule operation of ACUs (e.g. 9:00 AM - 4:00 PM)
5. Turn ACU into "Fan Mode" during break time (12:00 NN to 1:00 PM)
6. Ensure proper cooling capacity of ACU
7. Minimize air leakage




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8. Designate ACU operators per office
  9. Encourage use of natural ventilation
- C. Other Electronic Equipment (e.g. computers, photocopying machines, etc.)
1. Use energy efficient technologies
  2. Turn off or set to sleep mode unused equipment
  3. Conduct regular maintenance
- D. Elevators
1. Encourage the use of stairs rather than the elevator, except for the elderly, persons with disability (PWD), or those with health problems
  2. Use the stairs if the point of destination is located only on the next floor
  3. Turn off the elevator systems during weekends
- E. Vehicles/Fuel
1. Conduct regular vehicle maintenance
  2. Keep records of daily dispatch of vehicles fuel consumption, and distance travelled per vehicle
  3. Avoid idling (engine is running but the vehicle is not in motion)
- F. Other measures
1. Maintain and regularly update the inventory of all energy-consuming and energy generating equipment/facility
  2. Post energy conservation measures and schedule of operation of equipment to strategic locations
  3. Explore the use of renewable energy facilities, such as solar power and net metering

We enjoin you to ensure that this information is disseminated to all offices. You are encouraged to release similar issuances on energy efficiency and conservation to include other measures that will address unique conditions in your respective CUs/units.

Thank you and kind regards.

  
**ELVIRA A. ZAMORA**  
Vice President for Development  
Energy Efficiency and Conservation Officer

  
**NESTOR G. YUNQUE**  
Vice President for Administration

Cc: Office of the President