



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 08 2023

MEMORANDUM

No. 060 s. 2023

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 006 S. 2021: GUIDELINES
ON THE USE OF WATER AND ELECTRICITY IN ALL PUBLIC ELEMENTARY
AND SECONDARY SCHOOLS IN SDO-MUNTINLUPA CITY**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officers-In-Charge
Administrative Officer V
All Others Concerned

1. This office reiterates Division Memorandum No. 006 s. 2021 dated January 12, 2021 on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Special attention is invited to item No.1. Be it noted that the Special Education Fund will shoulder a portion of electric and water bill from January to June and the School MOOE will pay the months of June to December.
3. Attached is the list of the schools indicating the amount covered by Special Education Fund starting March 2023 bill to fit in the allotted budget.
4. Immediate, wide dissemination and compliance of this Memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

CONSUMPTION UTILITIES SCHOOLS

MMP/NAV/DM – CORRIGENDUM TO DIVISION MEMORANDUM NO. 006 S. 2021: GUIDELINES ON THE USE OF WATER AND
ELECTRICITY IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN SDO-MUNTINLUPA CITY
060 / MARCH 6, 2023

NUM-2023-060



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No.	Name of School	Maynilad	Meralco
1	Alabang Elementary School		90,000.00
2	Bagong Silang Elem. School		40,000.00
3	Bayanan Elem. School Unit 1		50,000.00
4	Bayanan Elementary School Main		45,000.00
5	Buli Elementary School		35,000.00
6	Cupang Elementary School Main		35,000.00
7	F. De Mesa Elementary School		40,000.00
8	Cupang Senior High School		40,000.00
9	Filinvest Alabang Elementary School		50,000.00
10	Itaas Elementary School Main		75,000.00
11	Lakeview Integrated School		50,000.00
12	Muntinlupa Business High School Sucat Annex		50,000.00
13	Muntinlupa Business High School Main 1		50,000.00
14	Muntinlupa Business High School Main 2		25,000.00
15	Muntinlupa Elementary School	40,000.00	75,000.00
16	Muntinlupa NHS Main	70,000.00	150,000.00
17	Muntinlupa NHS Main SHS Bldg.		50,000.00
18	Tunasan National High School		80,000.00
19	Muntinlupa Science High School		60,000.00
20	Pedro Diaz High School		90,000.00
21	Poblacion Elementary School 1		50,000.00
22	Soldiers Hills Elementary School		35,000.00
23	Sucate Elementary School Main		50,000.00
24	Tunasan Elementary School		40,000.00
25	Victoria Homes Elementary School	50,000.00	





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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 12 2021

MEMORANDUM

No. 006 s. 2021

**GUIDELINES ON THE USE OF WATER AND ELECTRICITY IN ALL PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS IN SDO-MUNTINLUPA CITY**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
All Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Water and Electricity are very important commodity in the operation and maintenance of schools and offices. A portion in the LGU-Special Education Fund (SEF) budget and in the downloaded fund from DepEd – Maintenance and Other Operating Expenses (MOOE) are set aside to pay for its monthly consumption. Henceforth, it is the responsibility of every head of office to conserve/reduce the use of water and electricity as a reduction in its use is also equivalent to reduced/lesser bills. In other words, we are contributing to saving government funds.
2. Relative to this, a set of guidelines on the aforementioned subject is hereto released, for information, guidance, and strict compliance of all concerned.
3. Engineer Renante L. Tejada, Division Engineer, is assigned to monitor compliance of the schools.
4. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: as stated

References: none

To be indicated in the Perpetual Index
under the following subjects:

GUIDELINES

COMMUNICATIONS

FACILITIES

RRA/ Guidelines on the use of Water and Electricity in All Public Elementary and Secondary Schools in
SDO-Muntinlupa City

006 / 1/11/2021



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**GUIDELINES ON THE USE OF WATER AND ELECTRICITY IN ALL PUBLIC
ELEMENTARY, SECONDARY SCHOOLS, LEARNING CENTERS,
AND OFFICES IN SDO-MUNTINLUPA CITY**

1. The School MOOE will pay for the electric and water consumption of the schools from January to June. The months of July to December will be shouldered by the Special Education Fund (SEF).
2. The weekly monitoring and recording of electric and water meters is required. It must have a separate logbook, to be accomplished by the duly-assigned School Guard or Utility Worker.
3. Wirings and pipes must be checked every week. Leaks and open/cut wires must be reported immediately to the concerned office. Repairs must be undertaken immediately. To detect leaks and open/cut wires, the assigned School Guard will shut down all electric and water-using facilities for 12 hours every Sunday, and will log the electric and water meter reading before and after.
4. **“No-Tapping Policy”** must be implemented. Included are the following:
 - a. Tap, make or cause any connection with overhead lines, service drops or other electric service wires, without previous authority or consent of the private electric utility.
 - b. Tap, make or cause any connection to the existing electric service facilities of any duly-registered consumer without the latter's or the electric utility's consent or authority; and
 - c. Tamper, install or use of any device which interferes with the proper or accurate registry or metering of electric current, or otherwise results in its diversion in a manner whereby electricity is stolen or wasted.
5. During Saturdays and Sundays, all circuit breakers and gate valves should be turned off.
6. Install or fit the taps or faucets with aerators and water-efficient plumbing fixtures, as they reduce the amount of water flowing from the tap by 50% while maintaining the pressure.
7. Replace incandescent bulbs and standard fluorescent lights with modern LED bulbs.
8. All electric fans, aircondition units and light bulbs in offices, ancillary service facilities, academic laboratories, and classrooms must be turned off when not in use.

9. Unplug all devices when not in use for a longer period, not just turning them off.
10. Don't allow students to recharge their gadgets in school.
11. For newly-constructed buildings, require the installation of power-efficient lighting and fixtures. Also, use satin or semi-gloss paint on the walls as they reflect light better.
12. At night, for a standard 3-storey-9-classroom building, turn on one fluorescent light per floor if there are no safety grills (with gate on the first floor) installed. If there are, turn on only the lights on the first floor. For buildings bigger than the standard, adjust the number of bulbs turned on. For the school grounds, turn on half of the number of the street lights/lamp posts installed.
13. Turn off aircondition units 30 minutes before dismissal time.
14. If possible, install a sensor-based lighting in places where light is not often required.
15. Require protective covering for all wirings and fixtures. Avoid plugs at the bottom to prevent accidents and damages during flood due to heavy rains/clogged drainage.
16. Regularly dust off/vacuum all bulbs, radiators, aircondition filters, and vent hose.
17. Install a fire alarm system that is affordable.
18. Provide environment-friendly fire extinguishers.
19. Make use of natural light. Avoid heavy curtains inside the classrooms that block the sunlight. Curtains, should there be, be hung away from wall-mounted electric fans.
20. If applicable, upgrade very old refrigerators/ freezers/ coolers/ aircondition units, toilets, laundry machines and replace them with water and energy-efficient models.
21. Official School Canteens are NOT allowed to use electric stove for its daily operations.
22. In the canteen, don't place the fridge near the heat source. Also, defrost the fridge regularly as the more ice build-up there is, the harder the fridge will have to work, thus consuming more energy. Also, check if the seals are still airtight.
23. Canteens and other shops/stores run by Cooperatives must have their own electric and water meters.

24. All constructions/repairs in the school should have a sub-meter. It must be connected to the main breaker. The wire from the electric company side to the main breaker or fuse must not be smaller than gauge 6. Further, additional guidelines include:
- a. Before the initial construction, the contractor must have a refundable bond payment of **Php 100,000.00** for possible damages and other related expenses.
 - b. Refund shall be made if the construction/repair is 100% completed as evidenced by the Certification of Completion, and the Clearance signed by the Principal and noted by Schools Division Superintendent.
25. Adopt a water conservation policy and procedure, and incorporate it in faculty meetings and school orientation with all students.
26. All school personnel are NOT allowed to use electric appliances such as stove, aircondition units, light, water heater, rice cooker, washing machines/dryers, or other non-essential appliances, for unofficial use.
27. The use of school property or facilities of any school personnel or employee as his/her residence is illegal. Any illegal act related to the utilization of school property shall be penalized under Article 20 of the Revised Penal Code.
28. Involve the whole school community in the task of energy and water conservation.