



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 19 2026

MEMORANDUM
No. 029, s. 2026

**ADJUSTMENT AND COST MANAGEMENT IN THE PAYMENT SCHEME
FOR ELECTRICITY EXPENSES FOR FISCAL YEAR 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary/Secondary School Heads
Others Concerned

1. This office informs all concerned of an adjustment in the scheme for the payment of electricity expenses for Fiscal Year (FY) 2026.
2. For context, the pre-pandemic period implemented a 50-50 cost-sharing arrangement between the City Government of Muntinlupa (CGM) and our public schools. As a temporary pandemic response measure starting in 2024, and pursuant to DepEd-DBM-DILG Joint Circular No. 1, s. 2017 or the Revised Guidelines on the Use of the Special Education Fund (SEF), the CGM assumed full payment of electricity costs charged to the Special Education Fund (SEF) to alleviate the financial burden on schools as they addressed learning continuity expenses during the COVID-19 pandemic.
3. In light of the full reversion to face-to-face (F2F) classes and upon the recommendation of the Local School Board (LSB), a revised cost-sharing scheme will be implemented beginning Fiscal Year (SY) 2026. The electricity consumption shall be settled under a 75%-25% sharing scheme, where:
 - o **9 months (January to March and July to December 2026)** will be shouldered by the **City Government of Muntinlupa**.
 - o **3 months (April to June 2026)** will be the responsibility of the **respective public schools**.
4. The LSB recognizes the need to reallocate SEF resources toward other crucial priorities, particularly those addressing issues that contribute to the decline in learning outcomes, as evidenced by various assessment results.
5. To mitigate the impact of this adjustment and to ensure the efficient use of the Special Education Fund (SEF) and school-based funds for other critical instructional and operational priorities, all schools are hereby directed to implement and intensify the following cost-cutting measures on electricity consumption effective immediately:
 - o Maximize the use of natural light during daytime classes. Open windows and use fans instead of air conditioning units when weather and air quality permit.

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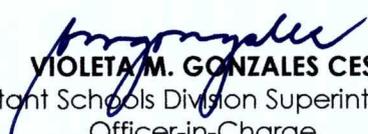
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- o Enforce a "Switch-Off" policy for all lights, fans, air conditioners, computers, and other electronic equipment when not in use, especially after class hours and during weekends. Assign monitoring responsibilities to designated personnel.
- o Ensure regular cleaning and maintenance of air conditioning units, electric fans, and lighting fixtures to improve efficiency and prevent higher consumption due to malfunction.
- o Launch an information campaign within the school community (administrators, teachers, staff, and learners) to promote a culture of energy conservation and responsible resource use.

6. The savings generated from these proactive measures are intended to support other school priorities, including but not limited to learning recovery programs, instructional materials, and facility improvements.

7. As articulated during the Workshop on the Formulation of the School Project Procurement Management Plan (PPMP) for FY 2026 held last November 5-6, 2025, all schools are hereby directed to ensure that their proportionate share for the said electricity bills (April-June 2026) is included and reflected as a budget priority in their respective PPMPs and other pertinent budget documents for FY 2026. The implementation of the above cost-cutting measures should be considered in the school's operational plans.

8. Thank you for your continued cooperation, prudent fiscal management, and commitment to redirecting resources toward enhancing the quality of education.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

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

SPECIAL EDUCATION FUND

BUDGET PRIORITIES

VMG/Memo — Adjustment and Cost Management in the Payment Scheme for Electricity Expenses for Fiscal Year 2026

029 / January 14, 2026

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