



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

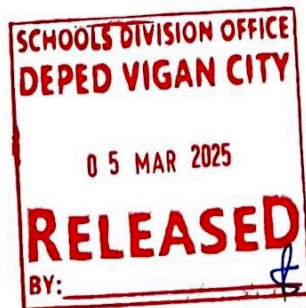
OFFICE MEMORANDUM

No. 4, s.2025

**SUSPENSION OF IMPLEMENTATION OF THE SCHEDULED USE OF
AIRCONDITIONING UNITS IN SDO VIGAN CITY OFFICES DUE TO PREVAILING
HEAT INDEX**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
All SDO Proper Personnel

1. OSDS Memo 00-0422-001 titled SDO Vigan City Energy Efficiency and Conservation and other Austerity Measures provides guidelines on utilization of office resources and facilities to reduce electricity consumption.
2. On March 3, 2025, the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) release a report placing Ilocos Sur on extreme heat index ranging from 33 to 45 degree Celsius.
3. To prevent the harmful effect of the extreme heat and to ensure the well-being of personnel in the Division Office, the scheduled use of the air-conditioning units shall be from 8:00 to 5:00 PM.
4. Offices shall turn off lights during lunch breaks or when not in use, except for frontline offices.
5. All other provisions on the practice of austerity measures shall remain in effect.
6. For widest dissemination, information, guidance, and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent



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