



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

**Office of the Schools Division Superintendent**

12 MAR 2026

**DIVISION MEMORANDUM**

No. 198, s.2026

2603-584

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

**DISSEMINATION AND COMPLIANCE TO VIGAN CITY EXECUTIVE ORDER  
 NO. 08, S. 2026**

1. The City Government of Vigan issued Executive Order No. 08, s. 2026 which instituted energy preservation and resource conservation measures in all offices of the city government of Vigan in light of the anticipated global energy supply disruptions.
2. In line with these, all personnel are directed to ensure prudent and efficient use of electricity, fuel, and other government resources in order that public fund and resources are directed toward essential services and priority programs.
3. A copy of the said executive order is attached here for the compliance of all personnel.
4. For widest dissemination and strict compliance.

**VILMA D. FDA, CESO V**  
 Schools Division Superintendent



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2603-584



Republic of the Philippines  
Province of Ilocos Sur  
CITY OF VIGAN  
CITY MAYOR'S OFFICE



EXECUTIVE ORDER NO. 06  
Series of 2026

**AN ORDER INSTITUTING ENERGY PRESERVATION AND RESOURCE CONSERVATION MEASURES IN ALL OFFICES OF THE CITY GOVERNMENT OF VIGAN IN LIGHT OF THE ANTICIPATED GLOBAL ENERGY SUPPLY DISRUPTIONS**

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
06 MAR 2026  
RECEIVED  
By: SBY ST

**WHEREAS**, recent developments and escalating tensions in the Middle East have raised concerns over possible disruptions in global oil supply, which may significantly affect fuel prices and energy costs worldwide, including in the Philippines;

**WHEREAS**, the anticipated increase in fuel and energy prices may adversely impact government operations, public services, and the overall economic stability of local government units;

**WHEREAS**, the City Government of Vigan recognizes the need to proactively adopt energy conservation and resource preservation measures to mitigate the potential effects of rising fuel and energy costs;

**WHEREAS**, Section 16 of the Local Government Code of 1991 provides that every local government unit shall exercise the powers necessary, appropriate, or incidental for its efficient and effective governance, and those essential to the promotion of the general welfare of its constituents;

**WHEREAS**, prudent and efficient use of electricity, fuel, and other government resources will help ensure that public funds and resources are directed toward essential services and priority programs of the City Government;

**NOW, THEREFORE, I, HON. RANDOLF "RANDY" V. SINGSON**, Mayor of the City of Vigan, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. Coverage.** This Executive Order shall apply to all departments, offices, and units under the City Government of Vigan, including all personnel, whether permanent, casual, contractual, or job order.

**SECTION 2. Energy Preservation Measures.** All offices are hereby directed to adopt the following energy conservation practices:

- a. Electricity Conservation
  - Turn off lights, air-conditioning units, computers, printers, and other electrical equipment when not in use;
  - Ensure that air-conditioning units are used only during official working hours; and
  - Maximize the use of natural lighting and ventilation whenever possible.
- b. Fuel Conservation
  - Official vehicle use shall be strictly limited to official, essential, and authorized government activities;
  - Offices are encouraged to consolidate official trips whenever feasible; and
  - Unnecessary or non-essential travel using government vehicles shall be avoided.



**SECTION 3. Rational Use of Government Resources.** All departments and offices are hereby directed to exercise prudence and restraint in the utilization of City resources, including but not limited to:

- Fuel and government vehicles;
- Electricity and office equipment; and
- Supplies and logistical support.

Requests for activities, programs, or events that require the use of City resources, facilities, equipment, vehicles, or manpower shall be carefully evaluated.

**SECTION 4. Limitation on Approval of Non-Essential Requests.** Heads of Offices and approving authorities are hereby directed to minimize the approval of requests that utilize City resources which are not urgent, necessary, or directly related to essential public services.

Priority shall be given to activities that are:

1. Essential to the delivery of basic services;
2. Related to public safety, health, and emergency response; and
3. Required by law or mandated government programs.

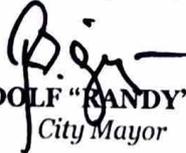
Requests deemed non-essential or discretionary in nature may be deferred, limited, or disapproved during this period of energy preservation.

**SECTION 5. Responsibility of Department Heads.** All Department Heads shall:

- Ensure strict compliance with this Executive Order within their respective offices;
- Monitor energy consumption and resource utilization; and
- Institute additional internal conservation measures when necessary.

**SECTION 6. Effectivity** This Executive Order shall take effect immediately upon issuance and shall remain in force until lifted or modified by subsequent issuance.

DONE in the City of Vigan, Ilocos Sur, this 4th day of March 2026.

  
**HON. RANDOLF "RANDY" V. SINGSON**  
*City Mayor*

/ADMIN  
/RAM  
/JPMJ

**"PUBLIC SERVICE ABOVE SELF"**



**Office of the President**  
**Malacañang**

**MEMORANDUM CIRCULAR NO. 114**

**DIRECTING ALL GOVERNMENT AGENCIES AND  
INSTRUMENTALITIES TO STRICTLY ADOPT ENERGY  
CONSERVATION PROTOCOLS**

**WHEREAS**, Section 1, Chapter 1, Subtitle B, Title I, Book V of Executive Order (EO) No. 292 or the "Administrative Code of 1987" provides that all government resources shall be managed, expended, or utilized in accordance with relevant laws, rules, and regulations, and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy, and effectiveness in the operations of government;

**WHEREAS**, Republic Act (RA) No. 11285 or the "Energy Efficiency and Conservation Act" declares it a policy of the State to institutionalize energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country, to cushion the impact of high prices of imported fuels to local markets and, to protect the environment in support of the economic and social development goals of the country;

**WHEREAS**, Administrative Order (AO) No. 15 (s. 2024) directs all government agencies and instrumentalities of the National Government, including government-owned or -controlled corporations (GOCCs), to undertake efforts ensuring efficient and judicious utilization of energy through the immediate implementation of Government Energy Management Program (GEMP) and relevant Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolutions;

**WHEREAS**, the ongoing geopolitical tensions have led to significant volatility in global energy markets, resulting in the rising cost of fuel that impacts the national economy;

**WHEREAS**, there is an urgent need to adopt strict energy conservation measures, to further reduce the energy footprint of government operations and optimize the use of public resources; and



**WHEREAS**, Section 17, Article VII of the Constitution vests in the President the power of control over all the executive departments, bureaus and offices, and the mandate to ensure the faithful execution of laws;

**NOW, THEREFORE**, the following are hereby ordered:

**Section 1. Coverage.** All agencies and instrumentalities of the National Government, including GOCCs, are hereby directed, and local government units, constitutional bodies, state universities and colleges, and other government instrumentalities are likewise encouraged, to adopt and implement the energy conservation measures set forth in this Memorandum Circular (MC).

**Section 2. Adoption of Energy Conservation Protocol.** In line with RA No. 11285, its Implementing Rules and Regulations (IRR), and AO No. 15, agencies and instrumentalities of the National Government, including GOCCs, are hereby directed to strictly undertake the following conservation measures:

- a. Accelerate the implementation of the GEMP pursuant to AO No. 15, RA No. 11285, its IRR, and relevant Department of Energy (DOE) issuances and IAEECC Resolutions;
- b. Maintain a standard thermostat setting of 24°C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours;
- c. Adopt virtual meetings as the default mode for inter-agency coordination, consultations, conferences, and similar engagements. In this regard, all meetings, seminars, and workshops must be conducted through secure digital platforms, except in cases where physical presence is legally required or operationally indispensable.

For the effective implementation of the abovementioned, heads of agencies are hereby mandated to ensure that their respective offices are equipped with the necessary digital infrastructure to support this transition and that no official travel is authorized for events that can be effectively facilitated online;

- d. All agencies shall limit official travel to essential and indispensable functions. Travel shall be deemed unnecessary when the objectives may be effectively accomplished through alternative modalities, such as virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities. Travel undertaken without a clear justification of urgency, operational necessity, or direct programmatic relevance shall likewise be considered unnecessary.

All agencies shall adhere to the provisions of EO No. 77 (s. 2019). Accordingly, the Office of the President shall strictly implement the provisions thereof in the grant of travel authorities and entitlements.

- e. All agencies shall strengthen their fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These fleet-efficiency measures may include, but may not be limited to the following:
  - (a) **Trip consolidation**, by combining official tasks and destinations to reduce the number of vehicle deployments;
  - (b) **Optimized route**, through the use of shortest, least-congested travel paths and coordinated scheduling to avoid peak-hour congestion;
  - (c) **Strict minimization of idling**, requiring engines to be switched off during waiting periods except when operationally necessary; and
  - (d) Adoption of the **"full-tank method"** for precise fuel monitoring and adhere to rigid preventive vehicle maintenance.
- f. Where practicable, agencies shall minimize elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down; and
- g. Adopt and implement such other appropriate energy conservation measures to ensure the efficient, judicious, and responsible use of energy resources in all government operations, consistent with applicable laws, regulations, and national policies on energy efficiency and conservation.

**Section 3. Adoption of Flexible Work Arrangements.** To further reduce building energy load and transport fuel use, agencies shall adopt a **four (4)-day onsite work arrangement, through a compressed workweek or a designated common day for work-from-home arrangements**, in accordance with Civil Service Commission (CSC) MC No. 6 (s. 2022), as amended by CSC MC No. 1 (s. 2025), and such other existing rules and guidelines for the adoption of flexible work arrangements.

The adoption of a four (4)-day onsite work arrangement shall be implemented starting 09 March 2026 and shall remain in effect until lifted or sooner revoked by the President. This arrangement shall serve as an interim measure, to be continued only until circumstances warrant its modification or discontinuance.

For this purpose, **all agencies are hereby directed to formulate their respective internal guidelines to ensure proper monitoring and documentation, including verification of attendance, and performance standards and monitoring mechanisms**, in accordance with existing CSC laws, rules and regulations.

**Section 4. Non-interruption of Government Services.** All agencies and instrumentalities of the National Government, including GOCCs, shall implement the foregoing Energy Conservation Protocols in a manner that ensures the continuous,

efficient, and uninterrupted delivery of government services. Agencies that provide frontline services shall likewise ensure that such services remain unimpeded at all times, notwithstanding the implementation of these protocols.

Agencies providing essential, basic, and vital service, including those responsible for health, public safety, and emergency preparedness and response, shall remain fully operational at all times. These agencies shall ensure the uninterrupted delivery of critical functions and shall implement the Energy Conservation Protocols in a manner that does not impede or compromise their mandated services.

**Section 5. Minimum Energy Reduction.** All agencies and instrumentalities of the National Government, including GOCCs, shall reduce their actual electricity and fuel consumption by ten to twenty percent (10%-20%).

For this purpose, all agencies shall: (a) designate an Energy Conservation Officer or Certified Energy Manager, as required by RA No. 11285 and its IRR; (b) fully cooperate with DOE-conducted energy audits, inspections, and spot checks; and (c) submit monthly electricity and fuel consumption data through the GEMP Online System Portal in the form and manner prescribed by the DOE.

**Section 6. Reporting and Monitoring.** All agencies are hereby directed to report their compliance with this MC through the GEMP Online System. In this regard, the IAEECC shall submit a monthly report to the Office of the President detailing the compliance status of each agency.

This Circular shall take effect immediately.

**DONE** in the City of Manila, this 6th day of March, in the Year of Our Lord, Two Thousand and Twenty-Six.

By order of the President:

  
RALPH G. RECTO  
Acting Executive Secretary