



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

Office of the Schools Division Superintendent

05 MAY 2026

May 4, 2026

OFFICE MEMORANDUM

No. 30, s. 2026

TO: All SDO Personnel

SUSPENSION OF IMPLEMENTATION OF SCHEDULE FOR TURNING-ON AND OFF OF AIRCONDITIONING UNIT IN SDO VIGAN CITY OFFICES DUE TO PREVAILING HEAT INDEX

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. The PAGASA has reported that for the last 5 days, Ilocos Sur has experienced extreme heat ranging from 39 to 42 degree Celsius and it is expected to reach 43 degrees in the next days to come.
3. Excessive Heat Index hitting 32-51 degree could possibly cause heat cramps and heat exhaustion, and continuing activity could lead to heat stroke.
4. To prevent harmful effect of the extreme heat and to ensure the well-being of personnel in the office, the scheduled opening of the air conditioning unit at 9:00 a.m. and turning-off at 4:00p.m. is hereby suspended this month of May 2026, until further notice.
5. Air conditioning unit shall be turned on to ECO mode or at 24 degree Celsius starting 8:00 a.m.
6. Offices shall turn off lights during lunch breaks or when not in use, except for frontline services.
7. All other provisions on the practice of austerity measures shall remain in effect.
8. For your information, guidance and compliance.

VILMA D. EDA, CESO V
 Schools Division Superintendent



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