

PERSONNEL CIRCULAR

TO: Personnel - D. Hemady Campus
 FROM: Mrs. Edna Sue Leung-Yao - Administrator
 SUBJECT: WISE USE OF ENERGY
 DATE: July 01, 2014

Given the increasing cost of electrical consumption and difficult economic times, the School needs to continue implementing energy conservation guidelines. Guidelines effective upon intranet posting.

1. For function rooms and offices with two (2) or more aircondition units, start with all units and turn off one (1) or more aircondition units beginning 1:00 PM if the place becomes very cool.
2. For classrooms, start with two (2) aircondition units and with only one (1) unit should it be too cold.
3. The use of aircondition is from Monday through Friday. Please set at the standard temperature of 22° - 25°C. or thermostat at 9. On cool days, aircon can be shut off and window opened to enjoy the cool weather as well as to conserve electrical consumption.
4. The aircondition unit is to be turned off when the windows are opened for a lengthy period to clear the room of obnoxious odor.
5. Turn off aircondition units and lights in Faculty Rooms / Offices when all Faculty / Staff are out on activities, meetings or seminars.
6. On a daily basis, no need to unplug electrical units in all rooms.
7. Schedule for Airconditioning units and Fans.

Location	Schedule	Mon - Fri		Personnel-In-Charge	
		ACU	FANS	Turn-On	Turn-Off
6.1 Elementary Classrooms		7:00 AM - last period	Prior to ACU time period	Class Advisers	Faculty of last period
6.2 Function Rooms					
6.2.1 Ground Floor					
6.2.1.1 HELE		N/A	when in use	Ms. Jesimar Catabian	
6.2.2 Second Floor					
6.2.2.1 ERC		6:00 - 9:30 AM (2 unit) 9:30 - 3:30 PM (4 units) Three ACU shall be turned on if there is a class research	7:00 - 11:00 AM (Sat)	Ms. Micah Bulig	Ms. Esmeralda Cadeliña
6.2.2.2 Reading Room		9:30 - 4:30 PM (1 unit) 8:00 - 12:00NN (Sun)		Ms. Esmeralda Cadeliña	
6.2.2.3 Science Learning Center		N/A	when in use	Teacher who reserved	
6.2.3 Third Floor					
6.2.3.1 The Studio		When in use	N/A	Person who reserved	
6.2.3.2 Computer Room				Mr. Darcy Armie Mirasol	
6.2.4 Fourth Floor					
6.2.4.1 Art Room		When in use	N/A	Ms. Karen Mainit	
6.2.4.2 Room 409				Mr. Edmond Inocencio	
6.3. OFFICES					
6.3.1 First Floor					
6.3.1.1 Administration		6:30 AM - 6:30 PM	7:00 - 11:00 AM (Sat.)	Mrs. Nenita Lacuna	Mr. Michael Borneo
6.3.1.2 Conference Room		When in use	Saturday / Beyond ACU Time Period	Person who reserved	
6.3.1.3 Elementary Office		8:30 AM - 4:30 PM	7:00 - 11:00 AM (Sat.)	Mrs. Rosario R. de Guzman	
6.3.1.4 Executive Directress Office		8:30 AM - 3:30 PM	N/A	Dr. Sally L. Coyukiat	

Location	Schedule	Mon - Fri		Personnel-In-Charge	
		ACU	FANS	Turn-On	Turn-Off
6.3.1.5 ICT Room	10:00 AM - 5:00 PM	Saturday / Beyond ACU Time Period	Mr. Michael Borneo		
6.3.1.6 Property Office	8:30 AM - 3:30 PM		Mr. Edmond F. Inocencio		
6.3.1.7 Makabayan	8:30 AM - 4:30 PM		Ms. Carla Neo		
6.3.1.8 Math & Science	8:30 AM - 4:30 PM		Ms. Jocelyn Añano		
6.3.2 Fourth Floor					
6.3.2.1 CF Center	When in use	Saturday / Beyond ACU Time Period	Ms. Praise Belmonte		
6.3.2.2 CFD Office	8:30 AM - 3:30 PM		Mrs. Luz Cristobal		
6.3.2.3 Language	8:30 AM - 4:30 PM		Mrs. Edna Mae Cabusas		
6.4 SERVICE CENTER					
6.4.1 Canteen (Anna's Catering)	N/A	when in use	Assigned Janitor		
6.4.2 Clinic	8:30 AM - 4:30 PM	Sat or Beyond ACU time	Ms. Dianne Jenica Balisi		
6.4.3 Zion's Café	N/A	when in use	Faculty / Staff who last used		
6.5. COMMON AREA					
6.5.1 Waiting Area	N/A	Arrival/Dismissal time	Assigned Security Guard		

6.6. During periodical exam days, aircondition units in Elementary Faculty Rooms will be turned on from 11:00 am to 3:00 pm.

6.7. Aircondition units in Offices will be turned on from 8:30 to 12:00 pm on half day schedules during school days.

6.8. Aircondition units in all offices will be turned on from 8:30 am to 3:00 pm during summer.

7. Schedule for Lights from 7:00 AM to 6:00 PM during school days.

Location	Schedule	Sunny Day	Dim Day	Personnel In-Charge	
				Turn-On	Turn-Off
7.1 Elementary Classroom / Functions Rooms / Offices	All lights on		Assigned Personnel in #6.1, 6.2 and 6.3		
7.2 ERC	All lights on during student arrival, recess, lunch, dismissal, class library. Alternate lights at other times.		Ms. Micah Bulig	Ms. Esmeralda Cadelina	
7.3 Canteen	All lights on when students / Faculty / Staff are eating. Alternate lights on when vendors are present. All lights off when not in use		Assigned Janitor		
7.4 Waiting Area and Driveway	All lights on during dismissal time		Assigned Janitor		
7.5 Comfort Rooms	All lights off	All lights on	Assigned Janitor		
7.6 Corridors			Assigned Janitor		
7.7 Cover Court			Security Guards on Duty		
7.8 Dark Corners					
7.8.1. Clinic	All lights on		Assigned Janitor		
7.8.2. Gr. 1 Marigold	All lights on		Assigned Janitor		
7.8 Stairways	All lights off	All lights on	Assigned Janitor		
7.9 Driveway			Security Guards on duty		

8. Only lights in offices are to be turned on when students are out of school.

9. Use alternate lights in Offices when not all occupants are present.

10. Schedule of lights at night - Alternate lights for stairways, corridors, waiting area and lobby are to be turned on by the guard at 6:00 PM and turned off by the next shift at 6:00 AM.