

PERSONNEL CIRCULAR

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

Given the increasing cost of electrical consumption, 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 (ACU), start with all units and turn off one (1) or more aircondition units beginning 1:00 p.m. 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°C to 25°C for ceiling mounted, wall-mounted and the package type aircon. For window type, thermostat should be set at 9 and main control can be high or low cool. On cool days, aircon can be shut off and window opened to enjoy the cool weather.
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 the aircondition and lights of Faculty Rooms / Offices when all Faculty / Staff are out on an activity, meeting or seminar.
6. On a daily basis, no need to unplug electrical in all rooms.
7. Schedules for Airconditioning units and Fans.

Location	Schedule	Monday-Friday		Personnel-In-Charge	
		ACU	Fans	Turn-On	Turn-Off
7.1. HS Classrooms	7:00 - last period	Prior to ACU time period	Class Adviser / Class President		
7.2. PS Classrooms			Class Adviser		
7.3. Function Rooms					
7.3.1. First Floor					
7.3.1.1. PS ERC	6:30-1:00	N/A	Mr. Leonardo Villafuerte		
7.3.1.2. CF / JEC Student Center	When in use	N/A	Ms. Mergie Bañes	Ptr. Nehemiah Sia	
7.3.1.3. Twist & Turn		When in use	Ms. Jasline Cabanlit		
7.3.2. Second Floor					
7.3.2.1. Chapel	When in use (6 units)	N/A	Mrs. Sherrilyn Labaton		
7.3.2.2. HS ERC	8:30-9:15 (1 unit) 8:45-5:00 (2 units) Two ACUs shall be turned on if there is a class research; only one ACU in use when there are no students.	Saturday / Beyond ACU Time Period	Mrs. Ma. Victoria Manuel		
7.3.2.3. Lecture Room	When in use	N/A			
7.3.3. Third Floor					
7.3.3.1. Room 301	When in use	N/A	Ms. Laila Franco		
7.3.3.2. Room 309			Mrs. Lenjie Nabur		
7.3.3.3. HS Computer Rm.			Ms. Erika Abigael Macam		
7.3.3.4. Music Room					

Location	Schedule	Monday-Friday		Personnel-In-Charge	
		ACU	Fans	Turn-On	Turn-Off
7.3.4. Fourth Floor					
7.3.4.1. Badminton Court		N/A	When in use	Person who reserved	
7.3.4.2. Community Hall	Turned-on for activities participated by all levels at the same period for a minimum of four hours duration.			Robert Pelaez / Lanvin Quiña	
7.3.4.3. Open Courts 1 & 2		N/A		Assigned Janitor	
7.3.4.4. Weightlifting Room				Person who reserved	
7.3.5. Fifth Floor					
7.3.5.1. Home Economics Center		N/A	When in use	Mrs. Marriane Farrah Segui	
7.3.5.2. Personal Grooming Rm				Mr. Philippe Prean Langcauon	
7.3.5.3. Practice House				Mr. Marlon Bugayong	
7.3.5.4. Science Learning Center					
7.3.5.5. Technology Shop					
7.4. Offices					
7.4.1. Ground Floor					
7.4.1.1. Admin. Office		8:30-3:30	Saturday / Beyond ACU Time Period	Mrs. Nancy Clemeña	
7.4.1.2. Bookstore				Ms. Katrina Villafuerte	
7.4.1.3. Finance Office				Mr. Joselito Giron	
7.4.2. First Floor					
7.4.2.1. CFD Office		8:30-3:30	Saturday / Beyond ACU Time Period	Ms. Cielo Rio Orense	
7.4.2.2. JCAPA Office		When in use	N/A	JCAPA President	
7.4.2.3. PS Faculty		8:30-3:30	Saturday / Beyond ACU Time Period	Mrs. Flora Pauig	
7.4.2.4. PS Office				Ms. Hidey Delez	
7.4.3. Second Floor					
7.4.3.1. Board Room		When in use	N/A	Mrs. Rebecca Balabag	Assigned Security Guard
7.4.3.2. Executive Directress Office		8:30-3:30	Beyond ACU Time Period	Dr. Sally L. Coyukiat	
7.4.3.3. ICT Office		6:30-6:30 / Sat. 7:00-10:30	N/A	Mr. Alexander Ang	
7.4.3.4. Junior HS Office		8:30-3:30	Saturday / Beyond ACU Time Period	Mrs. Gladys Reyes	
7.4.3.5. Senior HS Office				Mrs. Marlyn Salanio	
7.4.3.6. Property Office				Ms. Laila Franco	
7.4.4. Third Floor					
7.4.4.1. Conference Room		When in use	N/A	Person who reserved	
7.4.4.2. Language		8:30-4:30	Beyond ACU Time Period	Mrs. Nancy Ramos	
7.4.4.3. Makabayan				Mr. Philippe Prean Langcauon	
7.4.5. Fourth Floor					
7.4.5.1. Math & Science		8:30-4:30	Beyond ACU Time Period	Mr. Vincent Sabong	

Location	Schedule	Monday-Friday		Personnel-In-Charge	
		ACU	Fans	Turn-On	Turn-Off
7.5. Service Centers					
7.5.1. Ground Floor					
7.5.1.1. Canteen				Assigned Janitor	
7.5.1.1.1. Whole day class	8:00 – 3:00	Beyond ACU Time Period			
7.5.1.1.2. 1/2 day class	8:00 – 1:00				
7.5.1.1.3. No Class days	N/A				
7.5.1.2. Zion's Cafe		When in use	Faculty / Staff who last used		
7.5.2. First Floor					
7.5.2.1. Clinic					
7.5.2.1.1. Reception Area	8:30-4:30	Saturday / Beyond ACU Time Period	Mrs. Raquel Chiu		
7.5.2.1.2. Examination Area	When in use	N/A	Doctor / Dentist on duty		
7.5.2.1.3. In- patient					
7.6. Common Area	N/A	Student Arrival/ Dismissal	Assigned Security Guard		
7.6.1. Corridor	N/A	On class day	Assigned Security Guard		
7.6.2. Driveway					
7.6.3. Waiting Area		Student Arrival/ Dismissal			

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

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

7.9. Aircondition units in all Offices will be turned-on from 8:30 am to 2:30 pm during summer.

8. Schedule for Lights from 7:00 am to 6:00 pm during school days

Location	Schedule	Monday-Friday		Personnel-In-Charge			
		Sunny Day	Dim Day	Turn-On	Turn-Off		
8.1. Classroom / Function Rooms / Offices	All lights on		Assigned Personnel in # 7.1, 7.2, 7.3 and 7.4				
8.2. Libraries	- All lights during student arrival, recess, lunch, dismissal, class library use - Alternate lights at other times		Assigned Personnel in # 7.3.1.1 and 7.3.2.2				
8.3. Canteen	- All lights when students / are eating - Alternate lights when only are present - All lights off when not in use		Assigned Janitor				
8.4. Waiting Area	All lights on		Security Guard				
8.5. Comfort Rooms	All lights on		Assigned Janitor				
8.6. Corridors							
8.6.1. Shadowed	All lights on		Security Guard				
8.6.1.1. classrooms along F. Manalo							
8.6.1.2. along HS Computer Room							
8.6.2. Open Quadrangle	All lights off	All lights on					
8.7. Dark Corners							
8.7.2. JCAPA Office	Alternate Lights						
8.7.3. Executive Directress Office							
8.7.4. Lecture Room							
8.8. Stairways	All lights on		Robert Pelaez / Assigned Janitorial				
8.9 Driveway	Alternate Lights on	All lights on	Security Guard				

9. Only lights in Offices are to be turned-on when students are out of School.

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

11. 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 P.M. and turned off by the next shift at 6:00 A.M.