



Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

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OFFICE ORDER NO. 022

Series of 2024

PRA – ENERGY EFFICIENCY AND CONSERVATION MEASURES

Pursuant to Republic Act (RA) No. 11285 or the Energy Efficiency and Conservation (EEC) Act, has for its main goals, institutionalizing energy efficiency and conservation, enhancing efficient use of energy, and granting incentives to energy efficiency and conservation projects, the following energy conservation measures are for strict implementation:

1. **Lighting Efficiency:**

- a. Breaktime Lighting: Turn off up to 50% of lighting fixtures during break periods to reduce unnecessary energy consumption.

2. **Air-conditioning Optimization:**

- a. Thermostat Setting: Set air-conditioning thermostats to a recommended temperature of 24°C for optimal energy efficiency.
- b. Operational Hours: Air conditioning units will operate from 8 am to 5 pm. Ensure units are turned off outside of these hours.

3. **Computer and Equipment Management:**

- a. Shutdown Protocol: Shut down and unplug computer units when not in use, especially during extended breaks and after office hours.
- b. Power Strips: Utilize power strips to easily disconnect multiple devices, ensuring they are fully powered off during non-working hours.
- c. Small Appliances: Unplug the power cords of all small appliances when not in use to prevent standby power consumption.

4. **Restroom Lighting:**

- a. Light Switch Management: Turn off the lighting switch in all restrooms when not in use.

5. **Office Equipment Shutdown:**

- a. End-of-Day Procedure: Ensure all office equipment, including computers, printers, copiers, and other electronic devices, are turned off after office hours.

6. **Electrical Wiring and Safety:**

- a. No Extension Cord Usage: Avoid using extension cords to prevent octopus-connections and overloading of branch circuits. Install additional outlets where necessary.

- b. Regular Inspections: Conduct regular inspections to identify and address potential electrical hazards and inefficiencies.

7. **Fuel Usage:**

- a. Avoid Idling: No Idling for more than 10 seconds uses more fuel and emits more CO2 than restarting an engine. Drivers can strategize on when it makes sense to turn off the engine, such as pulling off the road to make a sales call, running into a business to drop off a package, or warming up a vehicle's interior before driving.
- b. Get a Fleet Fuel Card: A fuel management program controls fuel expense in many ways: It limits the grade of fuel purchased and other non-fuel-related items, provides fleet managers with data about fuel purchases, and allows the company to set parameters to prevent unauthorized spending.
- c. Tighten Up Preventive Maintenance: Improper maintenance will decrease vehicle performance and thus fuel economy. Keep an eye on failing oxygen sensors, dirty or clogged air filters, bad spark plugs, bad fuel injectors, and defective coolant sensors or engine thermostats. Unaligned wheels that fight each other will also waste fuel.

8. **Departmental Responsibility:**

- a. Designated Staff: Designate at least two staff members per department to oversee the implementation of energy conservation guidelines, monitor compliance, and provide feedback. The names of designated staff members should be submitted to EECP Team for coordination and monitoring purposes.

9. **Paper and Printing Conservation:**

- a. Double-Sided Printing: Set default printer settings to double-sided to reduce paper usage.
- b. Electronic Documentation: Encourage the use of electronic documentation and communication to minimize paper waste.

As guidance on technical specifications for optimal energy management to foster a sustainable and energy-conscious office environment, please refer to the guidelines outlined in the attached approved Energy Management Program Handbook when dealing with office electrical facilities.

For compliance.

ENGR. CESAR S. SIADOR, JR.
General Manager & CEO

24 January 2024

