



3 October 2022

**MEMORANDUM CIRCULAR NO. 112**

Series of 2022

**T O: VSU Faculty, Staff and Students**

**R E: Energy Conservation Measures**

The VSU Energy Efficiency Conservation and Committee has informed the Office of the President that the University's electricity bills for July and August 2022 amounted to P4.527 M and P4.104 M, respectively. The electricity bill for September is P5.2 M. The University's budget for electricity is not enough to pay for the increased costs. Therefore, all sectors of the VSU community are urged to institute energy-saving measures to reduce our power consumption substantially.

While the Energy Efficiency Conservation and Committee is working on the long-term energy saving measures, all Office/Department Heads and Center Directors are directed to effect the following power saving measures immediately:


1. Using the air conditioning units:
  - a. All offices and similar facilities should turn on their air conditioning units from **9:00 AM to 12:00 PM** and from **1:00 PM to 4:00 PM** only.
  - b. If possible, avoid running multiple air conditioning units simultaneously in one room/office if usage is not necessary.
  - c. Adjust the thermostat lever into a warmer setting once ambient coolness and desired comfort are already achieved.
  - d. Avoid running air conditioning units at very low-temperature settings (should be about 25°C).
  - e. Make sure to close the windows and the curtains to prevent increasing the room's temperature.
2. Classrooms, laboratories, and audio-visual rooms should refrain from using air conditioners unless necessary.
3. Only the Tissue-Culture laboratory, computer rooms, data centers, and similar facilities requiring controlled temperature can utilize air conditioners to support their activities or operation.
4. Heat-generating appliances such as electric ovens, rice cookers, electric stoves, refrigerators, freezers, water heaters, and similar pieces of electrical equipment should be minimized, if not altogether avoided.
5. The Convention Center, RDE Hall, and other similar air-conditioned facilities may use air-conditioning only when the user(s) have duly paid for using these facilities.

6. All department heads should ensure that the office lights, air conditioner, and classrooms are turned off whenever there are no classes.
7. All offices concerned should replace air conditioning units with a high energy-efficiency ratio (EER) and replace ballast-type fluorescent tubes, incandescent bulbs, and halogen lighting with LED bulbs/tubes for the lighting system.
8. Turn off the lights when daylight lighting is still sufficient for the rooms.
9. Every respective office, department, and section should have a “monitor” or person to remind everyone to turn off air conditioning units and lights.
10. During their night-time routine inspections, the VSU guards on duty should also check all necessary perimeter lighting, PCs, idling air conditioning units, etc.

In conjunction with this effort, this “awareness campaign” must also be disseminated to all VSU residents, hostel, apartelle, seafront suites, and store owners/tenants (at the market site).

The cooperation of all VSU residents is hereby enjoined so that the University can meet its power obligations to LEYECO IV.

For information and guidance of all concerned.

  
**EDGARDO E. TULIN**  
President