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OFFICE OF THE
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Memorandum Circular No. 226
Series of 2024

TO: All VSU Faculty, Staff, and Students

RE: Reiteration of Memo Circular No. 112 s. 2022 on Energy Conservation Measures

FROM:  DR. PROSE IVY G. YEPES
University President

DATE: October 11, 2024

In light of increasing electricity consumption and the corresponding rise in utility costs, this office is once again reiterating the energy conservation measures outlined in **Memorandum Circular No. 112, Series of 2022**. The University's electricity bills continue to strain the allocated budget, making it crucial for all sectors of the VSU academic community to work together in reducing power consumption.

For the past months, the VSU Energy Efficiency Conservation Committee has reported continuous increases in electricity bills, averaging to Php 3.5 million per month, with the most recent month's usage amounting to Php 4.5 million that exceeds the University's budget. In response, we urge all faculty, staff, students, and residents to strictly observe the following energy-saving measures immediately:

1. **Use of Air Conditioning Units:** Offices and similar facilities are directed to turn on air conditioning units only from **9:00 AM to 3:00 PM (including noon break)**. Avoid running multiple air conditioning units simultaneously in one room if not necessary. Once ambient coolness is achieved, adjust the thermostat to a warmer setting to conserve energy. Keep air conditioners at a moderate temperature setting of **25°C** and avoid very low settings. Ensure that windows and curtains are closed to maintain room temperature and reduce cooling costs.
2. **Classrooms, Laboratories, and Audio-Visual Rooms:** Refrain from using air conditioners unless absolutely necessary.
3. **Temperature-Controlled Facilities:** Essential facilities such as tissue culture laboratories, computer rooms, and data centers that require controlled temperatures may continue to use air conditioning units as needed.

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4. **Heat-Generating Appliances:** The use of electric ovens, rice cookers, stoves, refrigerators, freezers, and water heaters should be minimized or avoided whenever possible.
5. **Event Venues:** Air-conditioning at venues such as the Convention Center and RDE Hall should only be used if the corresponding fees for facility usage have been paid.
6. **Switch Off Unused Appliances:** Ensure all **lights, computers, electric fans, and other electrical appliances** are turned off when not in use, especially at the end of the workday or when no classes are being held. This does not apply to laboratories or facilities with equipment that need to remain powered on for operational purposes.
7. **Replacement of Inefficient Equipment:** Offices are encouraged to replace inefficient air conditioning units with those that have high Energy Efficiency Ratios (EER) and switch to LED bulbs or tubes from incandescent or halogen lighting systems.
8. **Maximizing Natural Light:** Turn off lights when natural daylight is sufficient for lighting up rooms.
9. **Energy Monitors:** Assign a monitor in each office, department, or section to ensure air conditioning units and lights are turned off when not in use.
10. **Night-Time Inspections:** VSU security guards are tasked with checking idling air conditioning units, unnecessary lights, and other electrical appliances during their night-time rounds.

Additionally, this awareness campaign extends to all VSU residents, including those residing in hostels, apartelle, seafront suites, and market site store owners/tenants. Your cooperation in following these energy-saving guidelines is vital to ensuring the University meets its obligations to **LEYECO IV**.

Let us all contribute to this collective effort by being mindful of our energy consumption and by making energy conservation a daily habit.

For your information and compliance.

cc: All Chancellors
All Vice Presidents