

MEMORANDUM

TO : ALL CONCERNED

DATE : 30 July 2021

SUBJECT : ENERGY EFFICIENCY AND CONSERVATION ACTION PLAN

Following the approval of the attached Energy Efficiency and Conservation Plan (EECP) and in compliance to Republic Act (RA) No. 11285 or the Energy Efficiency and Conservation Act (EEC Act) and other relevant policies, the Tourism Promotions Board (TPB) shall implement the following action plan, aimed at promoting the efficient use and conservation of energy in its operations, particularly electricity and fuel. TPB aims to reduce TPB's monthly consumption of electricity and petroleum products by at least ten percent (10%) against the fixed baseline year of 2019 through the following:

A. EFFICIENCY AND CONSERVATION IN ELECTRICITY USE

1. Allocate amount from the annual budget for the resources needed in implementing the EECP, such as outsourcing energy audit, purchase of inverter technology appliances, and use of renewable energy sources whenever possible.
2. TPB, through the Procurement and General Services Division (PGSD) shall implement the replacement of:
 - a. All 40-watt and 20-watt fluorescent lamp tubes with 18 watts or less slim type lamp tubes;
 - b. All rapid start electromagnetic ballasts with preheat type electromagnetic ballasts or electronic ballasts; and
 - c. All incandescent bulbs with compact fluorescent lamps (CFLs)
3. Observe the following with regards to the use of air-conditioning units:
 - a. Limit the use of all TPB air-conditioning units up to a maximum of eight (8) hours, from 8:00am to 4:00 pm with the exception of server rooms.
The operation/use of air-conditioning units during the summer months (March to May) may be extended up to nine (9) hours, from 7:30 am to 4:30pm.

- b. Set the thermostat control to achieve a room temperature of 24°C;
 - c. Set at fan mode from 12:00 noon to 1:00 pm;
 - d. Observe regular maintenance servicing and regular cleaning at least twice a year based on the annual preventive maintenance plan; and,
 - e. Electric fans, blowers, and other cooling devices shall be used during weekend/overtime work instead of air-conditioning units.
4. Use of heat-generating appliances shall be limited to those procured by TPB.

Other personal heat-generating appliances such as, but not limited to, microwaves and electric cookers, must be reported to the PGSD using the attached form for appropriate clearance and recording, subject to the approval of the EEC Officer. This will aid in monitoring electrical usage and electrical load to ensure that such is within the approved capacity. The PGSD shall conduct an inventory of personal appliances currently being used and recommend the appropriate action to the EECC.

5. Lights shall be turned off during lunch breaks and after office hours except in locations/units where continuous work or service to the public is being conducted, such as the Cash Unit and lobby.
6. Computers and printers are strictly for official use only and shall be shut down when not in use.

B. EFFICIENCY AND CONSERVATION IN FUEL USE OF TPB VEHICLES

1. Adoption of the maintenance and driving tips indicated hereunder:
 - a. Proper inflation and alignment of tires and proper alignment and balancing of wheels;
 - b. Regular oil change and oil filter replacement;
 - c. Regular engine tune-up and replacement of air and fuel filters;
 - d. Smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary and repetitious speeding up and slowing down; and
 - e. Strict prohibition on idling of engines when a vehicle is parked.
2. Adoption of proper vehicle use, including the following:
 - a. Proper scheduling of daily trips to avoid unnecessary short trips and long routes;

- b. Shuttle schedule must be strictly followed, i.e. one trip in the morning, and one trip in the afternoon. Otherwise, no shuttle service will be provided to those who are unable to join at the designated time; and
- c. Prohibition on overloading of vehicles, both in the number of persons and cargo.

C. SAVINGS AND SYSTEM OF REWARDS

1. Consistent with the provisions of Section 3.2 of Administrative Order No. 110, as amended by Section 1 of Administrative Order No.110-A, if TPB attains ten percent (10%) savings or more, TPB may be allowed to use one hundred percent (100%) of its accumulated savings in electricity consumption (in kWh) or petroleum products (in liter) to give benefits and incentives to the employees in the following order of priority:
 - a. Upgrade/Lease/Purchase of vehicles to be used by employees as shuttle service;
 - b. Purchase/Lease of service vehicles to replace the old and inefficient units assigned to officials;
 - c. Citations or recognitions; and
 - d. Granting of other benefits to employees, consistent with the Collective Negotiation Agreement (CNA).
2. Government entities that attained at least ten percent (10%) savings in electricity and fuel consumption shall be awarded by the DOE, through the EAT (Energy Audit Team), with a Certificate of Recognition in order to motivate and inspire public servants to help implement the ECP.
3. If TPB has attained the efficient level for its energy facilities and equipment, as well as supplies, TPB may set aside and use succeeding/remaining equivalent Annual Peso Savings to continuously maintain the efficient operation of the building/facilities upon the discretion of the Chief Operating Officer.

Please be guided accordingly.


JOCELYN PATRICE L. DECO

Deputy Chief Operating Officer, Corporate Affairs
Energy Efficiency and Conservation Officer

TOURISM PROMOTIONS BOARD
PERSONAL APPLIANCE USE REQUEST FORM

DEPARTMENT	DATE OF REQUEST
REQUESTER'S NAME	
DETAILS	
TYPE / DESCRIPTION OF UNIT	WATTAGE
1.	
2.	
3.	
REMARKS / RECOMMENDATION (TO BE FILLED OUT BY PROPERTY OFFICER)	
_____	_____
Signature Over Printed Name	Date
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> OTHER REMARKS _____	

_____	_____
Signature Over Printed Name Energy Efficiency and Conservation Focal Person	Date

NOTE: Fill out completely and email to paula_granale@tpb.gov.ph as a requirement prior to using personal electrical appliances in the TPB office premises.