



DepEd ICT Unit

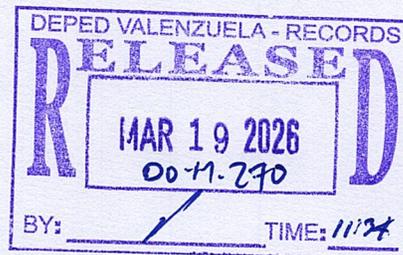
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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0269 s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION AND FUEL-RATIONING MEASURES
IN ALL OFFICES, BUILDINGS, FACILITIES, AND VEHICLES OF THE CITY
GOVERNMENT OF VALENZUELA**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Attached is Executive Order No. 2026-013 s. 2026 titled *An Executive Order Implementing Energy Conservation and Fuel-Rationing Measures in All Offices, Buildings, Facilities, and Vehicles of the City Government of Valenzuela* dated March 9, 2026 from Hon. Weslie T. Gatchalian, City Mayor, City Government of Valenzuela, the content of which is self-explanatory, for information and for appropriate action of all concerned.

2. The following measures are hereby invited to **Section 2** (from a to h) of the aforementioned Executive Order.

3. Fuel allocations for local government vehicles of the City Government of Valenzuela shall be subject to the specific caps set forth under this Executive Order. Division service vehicles under LGU shall apply **Twenty-five (25) liters per week**, subject to the nature of use and operational necessity and directed to reduce their actual fuel consumption by **not less than ten percent (10%)** and **not more than twenty percent (20%)**, through **Fleet-Efficiency Measures** including trip consolidation, route optimization, strict minimization of engine idling, proper dispatch scheduling and other appropriate fuel-efficiency measures.

4. Any request for additional fuel allocation, adjustment, increase, supplemental release, or exemption from the foregoing caps shall be subject to the prior **written recommendation** from the **Property Management Office** and **approval of the City Mayor**, upon clear showing of necessity, urgency, operational demand, and availability of resources.

5. All Unit Heads are responsible for the strict implementation of this order within their respective jurisdictions and shall ensure that all subordinate personnel are properly informed and comply herewith.



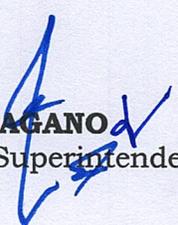
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6. This division shall submit a report on the measures undertaken and the status of implementation within **five (5) days** from receipt hereof, and thereafter as may be required by the LGU Valenzuela's Admin and Records Office.

7. Any violation, non-observance, or unjustified failure to comply with this Executive Order by any official or employee by any authorized user of City Government property or vehicles covered hereunder, shall be dealt with in accordance with applicable laws, civil service rules, and other existing regulations, without prejudice to the imposition of appropriate administrative or other sanctions.

8. Immediate dissemination and strict compliance of this Memorandum is desired.


NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated

References: Memorandum Circular No. 114

To be indicated in the Perpetual Index
under the following subjects:

ENERGY CONSERVATION

FUEL- RATIONING MEASURES

MAE/KC - IMPLEMENTATION OF ENERGY CONSERVATION AND FUEL-RATIONING MEASURES IN ALL OFFICES, BUILDINGS, FACILITIES, AND VEHICLES OF THE CITY GOVERNMENT OF VALENZUELA
_____/March 16, 2026



EXECUTIVE ORDER NO. E 2026-013
Series of 2026

AN EXECUTIVE ORDER IMPLEMENTING ENERGY CONSERVATION AND FUEL-RATIONING MEASURES IN ALL OFFICES, BUILDINGS, FACILITIES, AND VEHICLES OF THE CITY GOVERNMENT OF VALENZUELA

WHEREAS, the geopolitical tensions have destabilized global energy markets, resulting in higher fuel prices and affecting the national economy. Therefore, energy conservation measures are necessary to reduce electricity and fuel use, ensure efficient government resource management, and maintain public service delivery.

WHEREAS, pursuant to Memorandum Circular No. 114, Administrative Order No. 15, Republic Act No. 11285, its Implementing Rules and Regulations, and other relevant issuances, all departments, offices, divisions, sections, and units of the City Government of Valenzuela, as well as all national government agencies, instrumentalities, and offices occupying or utilizing City Government-owned buildings or facilities, are hereby directed to strictly observe and implement energy conservation protocols in all official operations.

WHEREAS, it is necessary for the City Government of Valenzuela to institutionalize and enforce energy conservation protocols applicable to all local government offices and, insofar as City Government-owned buildings, facilities, and vehicles are concerned, to all national government agencies, instrumentalities, offices, and authorized users thereof;

NOW, THEREFORE, I, WESLIE T. GATCHALIAN, City Mayor of Valenzuela, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Coverage. This Executive Order shall apply to the Offices of the Sangguniang Panlungsod, all departments, offices, divisions, sections, and units of the City Government of Valenzuela, the Liga ng mga Barangay, all Punong Barangays, all national government agencies, instrumentalities, and offices occupying or utilizing City Government-owned buildings or facilities, and all offices, entities, officials, employees, and personnel authorized to use or actually using local government vehicles of the City Government of Valenzuela.

SECTION 2. Energy Conservation Measures. All covered offices and entities shall strictly observe and implement the following energy conservation measures:

a. Temperature Setting and Equipment Shutdown. Maintain a standard thermostat setting of 24°C for all air-conditioned spaces. Sleep settings shall be activated on all office equipment whenever available. Non-essential lights and electronic equipment shall be strictly turned off during lunch breaks and after office hours. All air-conditioning units shall be turned off not later than 4:00 o'clock in the afternoon, unless continued operation beyond such time is strictly necessary for official functions, public service transactions, or other justified operational requirements.

b. Monitoring of Electricity Usage. Electricity usage in all government buildings and facilities shall be regularly monitored to ensure compliance with energy conservation measures. The Admin and Records Office, through Ms. Gina Aquino, shall oversee the monitoring of power consumption and coordinate with the concerned offices for the adoption of corrective measures to prevent unnecessary or excessive electricity use.

- c. Virtual Meetings as Default Mode.** Virtual meetings shall be adopted as the default mode for inter-office coordination, consultations, conferences, seminars, workshops, and similar engagements, except where physical presence is legally required or operationally indispensable. All Heads of Offices shall ensure that their respective offices are equipped with the necessary digital infrastructure to support such transition. No official travel shall be authorized for activities that can be effectively facilitated online.
- d. Limitation on Official Travel.** Official travel shall be limited strictly to essential and indispensable functions. Travel shall be deemed unnecessary when the intended objectives may be effectively accomplished through virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities. Travel undertaken without clear justification of urgency, operational necessity, or direct programmatic relevance shall likewise be considered unnecessary.
- e. Fuel Allocation Cap.** Effective immediately, fuel allocations for local government vehicles of the City Government of Valenzuela shall be subject to the specific caps set forth under this Executive Order. The following prescribed fuel caps shall apply, regardless of office or unit assignment, subject to the nature of use and operational necessity of the vehicle concerned:
- 1. Philippine National Police (PNP)**
 - a. Mobile patrol vehicles – twenty (20) liters per week;
 - b. Motorcycles – five (5) liters per week;
 - 2. Valenzuela City Disaster Risk Reduction and Management Office (VCDRRMO)**
 - a. Ambulances – forty (40) liters per week;
 - b. Extrication truck – forty (40) liters per week;
 - c. Hazmat vehicle – fifty (50) liters per week;
 - 3. Bureau of Fire Protection (BFP)**
 - a. Fire trucks – forty (40) liters per week;
 - b. Fire truck (tanker) – sixty (60) liters per week;
 - 4. Waste Management Office (WMO)**
 - a. Garbage trucks – forty (40) liters per week;
 - 5. Motor Pool Office**
 - a. Heavy equipment vehicles – seventy (70) liters per week;
 - 6. Engineering Office**
 - a. Engineering trucks – thirty (30) liters per week;
 - 7. City Health Office**
 - a. Service vans – thirty (30) liters per week;
 - 8. Traffic Management Division (TMD)**
 - a. Motorcycles – ten (10) liters per week;
 - b. Tow trucks – sixty (60) liters per week;
 - 9. City Council**
 - a. Four-wheel vehicles – twenty-five (25) liters per week;
 - 10. Other Offices**
 - a. Four-wheel vehicles – twenty-five (25) liters per week;

Any request for additional fuel allocation, adjustment, increase, supplemental release, or exemption from the foregoing caps shall be subject to the prior written recommendation of the Property Management Office and approval of the City Mayor, upon clear showing of necessity, urgency, operational demand, and availability of resources.

Moreover, offices, units, or personnel whose fuel allocation remains unchanged or whose present allocation substantially falls within the same range as the latest prescribed cap are hereby directed to reduce their actual fuel consumption by not less than ten percent (10%) and not more than twenty percent (20%), through trip consolidation, route optimization, strict avoidance of unnecessary engine idling, proper dispatch scheduling, and other appropriate fuel-efficiency measures.

Rescue vehicles, ambulances, fire trucks, and other emergency response vehicles shall remain subject to the foregoing caps, unless additional allocation is recommended by the Property Management Office and approved by the City Mayor, due to justified operational necessity. In all cases, their fuel usage shall be strictly monitored and shall be used exclusively for official emergency, rescue, disaster response, fire suppression, medical response, and other analogous public safety purposes.

f. Fleet-Efficiency Measures. All offices using government transport shall strengthen fleet-efficiency measures to reduce fuel consumption and improve fuel-economy performance, including but not limited to the following:

1. trip consolidation by combining official tasks and destinations to reduce vehicle deployments;
2. route optimization through the use of the shortest and least-congested travel paths and coordinated scheduling to avoid peak-hour congestion;
3. strict minimization of engine idling, requiring engines to be switched off during waiting periods except when operationally necessary; and
4. adoption of the full-tank method for precise fuel monitoring and strict compliance with preventive vehicle maintenance schedules.
5. observance of the fuel caps prescribed under this Executive Order, subject only to prior written approval of the Property Management Office for any increase or additional allocation.

g. Elevator Use. Where practicable, elevator use shall be minimized by encouraging personnel to use the stairs when moving one floor up or one floor down, subject to health, safety, and accessibility considerations.

h. Other Appropriate Measures. All covered offices and entities shall adopt and implement such other appropriate energy conservation measures as may be necessary to ensure the efficient, judicious, and responsible use of energy resources in all government operations, consistent with applicable laws, rules, regulations, and policies on energy efficiency and conservation.

SECTION 3. Responsibility of Heads of Offices. All Department Heads, Office Heads, and heads of covered entities shall be directly responsible for the strict implementation of this Executive Order within their respective jurisdictions and shall ensure that all subordinate personnel are properly informed of and comply herewith.

SECTION 4. Monitoring and Compliance Report. The Admin and Records Office, Property Office, and City Environment and Natural Resources Office (CENRO), shall oversee the monitoring and implementation of this Executive Order. All covered offices and entities shall submit to the Admin and Records Office a report on the measures undertaken and the

status of implementation within five (5) days from receipt hereof, and thereafter as may be required.

SECTION 5. Administrative Accountability. Any violation, non-observance, or unjustified failure to comply with this Executive Order by any official or employee of the City Government, or by any authorized user of City Government property or vehicles covered hereunder, shall be dealt with in accordance with applicable laws, civil service rules, and other existing regulations, without prejudice to the imposition of appropriate administrative or other sanctions.

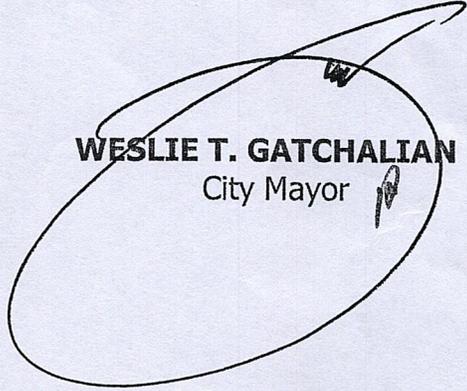
SECTION 6. Separability Clause. If any provision of this Executive Order is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 7. Repealing Clause. All executive orders, office orders, memoranda, rules, regulations, and other issuances, or parts thereof, inconsistent with this Executive Order are hereby repealed, amended, or modified accordingly.

SECTION 8. Effectivity. This Executive Order shall take effect immediately upon signing.

DONE this 9th day of March 2026 in the City of Valenzuela, Metro Manila, Philippines.

WESLIE T. GATCHALIAN
City Mayor



cc: *Office of the President*
MMDA
DILG
UP Law Center, Diliman, Quezon City (3 Certified True Copies)
All Concerned

MQP/NPC/MLBE/ampcf