



ADMINISTRATIVE ORDER NO. 2024 – 001  
VV

**PRESCRIBING ENERGY CONSERVATION MEASURES IN THE CITY  
GOVERNMENT OF NAGA**

**WHEREAS**, Republic Act No. 11285, also known as the “Energy Efficiency and Conservation Act” (EEC Act), declares it the policy of the state to institutionalize energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country to cushion the impact of high prices of imported fuels to local markets and protect the environment in support of the economic and social development goals of the country;

**WHEREAS**, Section 9 of the EEC Act provides for the creation of the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) to evaluate and approve government energy sufficiency projects, and provide strategic direction in the implementation of the Government Energy Management Program (GEMP);

**WHEREAS**, the GEMP is a government-wide program covering all government entities, including Local Government Units (LGUs), to reduce the government’s monthly consumption of electricity and petroleum products through electricity efficiency and conservation, including fuel use of government vehicles, among others;

**WHEREAS**, the IAEECC Resolution No. 01, s. 2020 directs all government entities to comply with the GEMP, and orders the Department of Energy (DOE) to conduct energy audits, spot checks, surveys, technical analyses, and other research activities related to energy efficiency projects of all government entities;

**WHEREAS**, in adherence to the GEMP and in accordance to the conduct of energy audit of the DOE, there is a need to establish measures pertaining to energy conservation and management in the City Government of Naga;

**NOW THEREFORE, I, NELSON S. LEGACION**, by virtue of the powers vested in me by law, do hereby order the following:



**SECTION 1. ADOPTION OF ENERGY EFFICIENCY AND CONSERVATION MEASURES.** The following measures shall govern the observance and implementation of energy conservation and management in all the offices of the City Government of Naga.

**1.1 Lighting System**

- a. Ensure the use of energy-efficient lighting system
- b. Optimize use of natural light inside offices
- c. Maintain good surface reflectance
- d. Use task-oriented lighting whenever practicable
- e. Ensure replacement of old/busted lighting system
- f. Turn-off unused lighting system
- g. Conduct regular maintenance

**1.2 Air-Conditioning Units (ACUs)**

- a. Schedule of operation of ACUs shall be from 9:00AM until 4:00PM
- b. ACUs should be turned into “fan mode” during break time (12NN-1PM). Electric fans and other cooling devices may be used during this period.
- c. Thermostat shall be set not lower than 24 degrees Celsius
- d. On purchasing ACUs, ensure proper sizing and resort to inverter-type or similar equivalent units
- e. Minimize air leakage. Keep doors of air-conditioned spaces closed to maintain ambient temperature.
- f. Conduct regular maintenance servicing and regular cleaning of ACU filters as necessary. Designate ACU operator/s for regular upkeep

**1.3 Vehicles and Fuels**

- a. Observe regular maintenance and ensure vehicles are in good condition, i.e. proper inflation and alignment of tires and proper balancing of wheels. Conduct regular engine tune-up and replacement of air and fuel filters
- b. Properly schedule trips to avoid unnecessary short trips
- c. When driving, observe smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary/repetitious speeding up/slowing down
- d. Keep records of daily dispatch of vehicles, fuel consumption, and distance traveled per vehicle



Republic of the Philippines  
**Office of the City Mayor**  
City of Naga, 4400



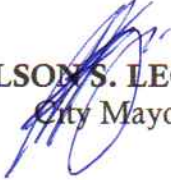
- e. Refrain from idling or keeping the engine running even when vehicle is not moving
- f. Avoid overloading of vehicles
- g. Encourage use of alternative fuels

**1.4 Other Office Facilities and Equipment**

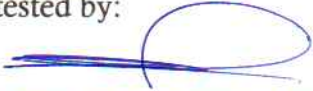
- a. Computer units shall be shut down when not in use. Strictly keep for official use only
- b. Encourage use of stairs instead of elevators except for physically-challenged, pregnant women, senior citizens, and those carrying heavy loads

**SECTION 2. EFFECTIVITY.** This Administrative Order shall become effective immediately upon its approval.

**Issued** this 26<sup>th</sup> day of January, 2024 in the City of Naga, Republic of the Philippines.

  
**NELSON S. LEGACION**  
City Mayor

Attested by:

  
**ELMER S. BALDEMORO**  
City Administrator