



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 22, 2024

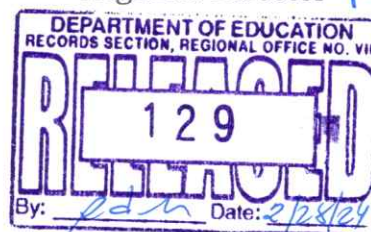
OFFICE MEMORANDUM
AD-2024- 129

GUIDELINE ON PROCURING AIR CONDITIONING UNITS

To: Director III
Functional Division Chiefs
All Others Concerned

1. To ensure the safety and efficiency of our electrical systems, this Guideline is hereby issued on procuring additional air conditioning unit/s:
 - a. Effective immediately, all Divisions are restricted from procuring air conditioning units in addition to the newly installed 12.
 - b. Any Division which will request for additional air conditioning unit shall secure a pre-inspection report from the GSU, duly certified by the ESSD through the Head of the Physical Facilities Unit that the increased electrical load can be accommodated by the existing electrical facilities and that said request is necessary for an improved workplace environment.
 - c. Should there be findings that said facilities cannot accommodate the increased load, the Division shall prioritize procurement of rewiring and/or additional transformer before request can be granted by the Top Management.
 - d. This restriction is implemented to prevent overloading of electricity and to maintain the integrity of our electrical infrastructure.
2. For information and guidance.


EVELYN R. FETALVERO CESO IV
Regional Director



AD-GSU-ATR



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-2997
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph