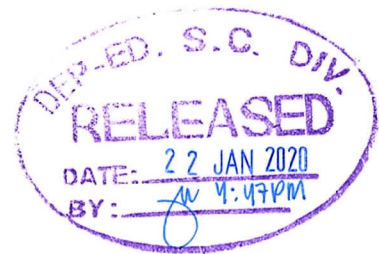




Republic of the Philippines
Department of Education

REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



January 20, 2020

DIVISION MEMORANDUM

No. 27, s. 2020

AUSTERITY MEASURES IN THE SCHOOLS DIVISION OF SURIGAO CITY

TO: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Curriculum Implementation Division Chief
School Heads and Principals
This Division

1. Having no additional budget for School and Division MOOE, this Office hereby reiterates Department Order No. 61, s. 2004 re: ADOPTION OF AUSTERITY MEASURES PURSUANT TO ADMINISTRATIVE ORDER NO. 103, stating that as part of the Department's prudent fiscal management, heads of offices, officials and employees in DepED shall be guided by the following principles as the basis for making local decisions in compliance with the said order:
 - a. Austerity measures shall be levied principally on the general overheads related to the administration of regional and division offices.
 - b. Austerity measures shall not compromise student programs, academic events, school events in support of academic objectives, or teacher/non-teaching staff training.
 - c. Austerity measures should not compromise the safety or health of students, teachers, or the general public in our schools or offices.
2. In pursuance thereof, this Schools Division Office hereby require its offices to lower down the consumption of fuel, water, office supplies, electricity and other utilities. Accordingly, the following measures shall be in effect immediately:
 - a. No air conditioning before 8:30 a.m., after 5:00 p.m.
 - b. Lights are to be shut off whenever offices are vacant.
 - c. Prohibit the use of desktop computers and laptops for gaming and other recreational activities. Turn off these devices when not in use.
 - d. Television will only be opened during special events.
 - e. Prohibit the use of rice cooker and other electronic heaters for cooking.
 - f. Heaters of water dispensers must be turned off when not in use.
 - g. Use of other electronic devices must be regulated.
 - h. General Services Officer is to move around daily and check all bathrooms for running water and/or leaks which are to be repaired immediately.
 - i. Inter-office memos and papers of a non-confidential nature shall use recycled paper (i.e. used paper) provided that the used paper shall also be of non-confidential content.



- j. There shall be no overtime on Saturdays and Sundays except with written approval from the Immediate Heads / Schools Division Superintendent. The authority to render overtime on Saturdays and Sundays shall be date and task-specific. (For approved overtime on Saturdays and Sundays, air conditioners shall be limited to 9:00 a.m. to 12:00 noon.)

3. Immediate and wide dissemination of this Order is desired.

KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Reference:

Department Order No. 61, s. 2004, Administrative Order No. 103

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

AUSTERITY MEASURES FUNDS ADMINISTRATIVE

klg/rsb 01.17.2020

