	GUIDELINES	Doc. Code	2026.GU.SSD.003
	<b>IMPLEMENTATION OF ENERGY CONSERVATION MEASURES OF THE LIGHT RAIL TRANSIT AUTHORITY (LRTA)</b>	Page No.	1 of 4
		Issue No.	0
		Revision No.	0
		Date Prepared	10 March 2026
		Date of Effectivity	19 MAR 2026

## 1.0 OBJECTIVE

To comply with Memorandum Circular No. 114 dated March 6, 2026 issued by the Office of the President directing all government agencies to adopt energy conservation protocols to reduce electricity and fuel consumption by ten to twenty percent (10%-20%)

To comply with the provisions of Republic Act No. 11285, otherwise known as the Energy Efficiency and Conservation (EEC) Act;

To comply with the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Advisory No. 02 on the Mandatory Implementation of Energy Efficiency and Conservation (EEC) Program and strict observance of the Government Energy Management Program (GEMP) Guidelines; and

To comply with Memorandum Circular No. 22 s. 2023 dated 07 June 2023 issued by the Office of the President mandating all National Government Agencies and Instrumentalities to strictly implement water conservation measures;

## 2.0 SCOPE

This guideline shall be applicable to all office-based employees and personnel of LRTA whether permanent, contractual and contract of service.

## 3.0 GUIDELINES


All Departments, Division, Offices and Project Management Offices (PMOs) are hereby directed and enjoined to comply with the following energy conservation measures:

### 3.1. ON LIGHTING AND ELECTRONIC SYSTEMS/ EQUIPMENT AND FACILITIES MANAGEMENT:

- 3.1.1. All necessary lights should be strictly turned-off during lunch breaks.
- 3.1.2. Lamp and lighting fixtures should be regularly cleaned.
- 3.1.3. Use of natural daylight should be maximized.
- 3.1.4. Linear lightings should be replaced by LED type lightings.
- 3.1.5. Turn off all non-essential lights and electronics during lunch breaks and after working hours.
- 3.1.6. Lighting of areas with no workers should be turned-off or minimized.

Documents that do not bear fresh LRTA's official document stamps are considered "Uncontrolled"



	GUIDELINES	Doc. Code	2026.GU.SSD.003
	<b>IMPLEMENTATION OF ENERGY CONSERVATION MEASURES OF THE LIGHT RAIL TRANSIT AUTHORITY (LRTA)</b>	Page No.	2 of 4
		Issue No.	0
		Revision No.	0
		Date Prepared	10 March 2026
		Date of Effectivity	19 MAR 2026

- 3.1.7. Check for any faulty lighting regularly. Report faulty lightings immediately to the Safety and Security Division.
- 3.1.8. Computers, printers and office equipment shall be set to energy-saving or sleep mode when not in use.
- 3.1.9. Before leaving for the weekend, to eliminate phantom energy consumption, unplug rarely used appliances, chargers, and equipment like water dispensers; and
- 3.1.10. When practicable, elevator use shall be minimized by encouraging personnel to take the stairs when moving one floor up or one floor down.

**3.2. ON VENTILATING AND COOLING SYSTEMS:**


- 3.2.1. The thermostat shall be set no lower than 24°C shall be adjusted accordingly depending on the actual ambient temperature monitored by the duly designated Energy Conservation Officer based on the daily weather condition forecast by PAG-ASA.
- 3.2.2. Air-conditioning units shall only be turned-on depending on the schedule set from Monday to Friday, except for offices rendering extended hours or when there is work during Holidays, Saturdays and Sundays by the Unified Committee for Energy, Water, and Fuel Consumption Conservation. Schedules set are as follows:
  - 3.2.2.1. 7:00 am – 4:00 pm
  - 3.2.2.2. 8:00 am – 5:00 pm
  - 3.2.2.3. 9:00 am – 6:00 pm
- 3.2.3. Turn off Air Conditioning Units (ACUs) during lunch breaks and after working hours.
- 3.2.4. Setting up of the temperature for the centralized air-conditioning unit shall be performed by the Maintenance Contractor through the supervision of the Engineering Department.

**3.3. ON FUEL-SAVING MEASURES:**

- 3.3.1. Vehicles should be regularly checked and scheduled for preventive maintenance.
- 3.3.2. Tires of vehicles should be properly inflated and aligned regularly.
- 3.3.3. Vehicle engines should be properly tuned.
- 3.3.4. Vehicle air filters should be replaced regularly.
- 3.3.5. Drivers should be regularly made aware of and enjoined to comply with fuel conservation measures.
- 3.3.6. Vehicles should be driven at a steady speed.
- 3.3.7. Vehicles should be accelerated smoothly and moderately.
- 3.3.8. Vehicle warm-ups should not exceed one (1) minute.

Documents that do not bear fresh LRTA's official document stamps are considered "Uncontrolled"



	<b>GUIDELINES</b>	Doc. Code	2026.GU.SSD.003
	<b>IMPLEMENTATION OF ENERGY CONSERVATION MEASURES OF THE LIGHT RAIL TRANSIT AUTHORITY (LRTA)</b>	Page No.	3 of 4
		Issue No.	0
		Revision No.	0
		Date Prepared	10 March 2026
		Date of Effectivity	19 MAR 2026

- 3.3.9 Trip Consolidation, by combining official tasks and destinations to reduce the number of vehicle deployments;
- 3.3.10 Optimized route, through the use of shortest, least congested travel paths and coordinated scheduling to avoid peak-hour congestion.
- 3.3.11 Strict minimization of idling, requiring engines to be switched off during waiting periods except when operationally necessary; and
- 3.3.12 Adoption of the "full-tank method" for precise fuel monitoring and adhere to rigid preventive vehicle maintenance.

**3.4. WATER CONSERVATION MEASURES:**

- 3.4.1 Report and immediately repair any leaking faucets, toilets, or pipes.
- 3.4.2 Ensure faucets and showers are fully closed after use.
- 3.4.3 Use water—efficient fixtures and fittings whenever possible.
- 3.4.4 Avoid leaving taps running unnecessarily, especially when washing hands or cleaning.
- 3.4.5 Use pails and dippers instead of running hoses when cleaning vehicles, equipment or outdoor areas.
- 3.4.6 Reuse or recycle water when applicable (e.g. for cleaning)
- 3.4.7 Conduct regular inspection of water lines and storage tanks to prevent wastage.
- 3.4.8 Promote awareness and encourage employees to practice water-saving habits in the workplace.

**4.0 OTHER DETAILS:**


**4.1. MONITORING AND COMPLIANCE**

- 4.1.1. The Energy Conservation Officers designated on Office Order No. 01 dated 06 March 2025 shall be tasked and responsible to ensure proper implementation and compliance of their respective Department, Divisions, Officers and PMOs with the energy conservation measures.
- 4.1.2. The Safety Officers and Security Personnel shall inspect that all lights and air-conditioning units should be turned-off after office hours.

**4.2. REFERENCES:**

Documents that do not bear fresh LRTA's official document stamps are considered "Uncontrolled"



	<b>GUIDELINES</b>	Doc. Code	2026.GU.SSD.003
	<b>IMPLEMENTATION OF ENERGY CONSERVATION MEASURES OF THE LIGHT RAIL TRANSIT AUTHORITY (LRTA)</b>	Page No.	4 of 4
		Issue No.	0
		Revision No.	0
		Date Prepared	10 March 2026
		Date of Effectivity	19 MAR 2026

- 4.2.1. Memorandum Circular No. 114 dated 06 March 2026 issued by the Office of the President directing government agencies to adopt energy conservation measures.
- 4.2.2. Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Advisory No. 02 on the Mandatory Implementation of Energy Efficiency and Conservation (EEC) Program and strict observance of the Government Energy Management Program (GEMP) Guidelines
- 4.2.3. Memorandum Circular No. 22 s. 2023 dated 07 June 2023 issued by the Office of the President mandating all National Government Agencies and Instrumentalities to strictly implement water conservation measures
- 4.2.4. Memorandum from the DOTr Secretary dated 09 March 2026 regarding Guidelines on the Adoption of Mandatory Energy Conservation Measures and Temporary Ban on Non-Essential Activities Pursuant to Memorandum Circular No. 114.

<p>Prepared by:</p> <p>  <b>DONNA JANE F. ORO</b>          Senior Safety Specialist,          Safety and Security          Division</p> <p>For:   <b>JIMMY L. CHUA</b>          Division Manager,          Safety and          Security Division</p>	<p>Reviewed by:</p> <p>  <b>LEO A. MANGAMPO</b>          Vice-Chairperson, Unified          Committee for Energy, Water and          Fuel Consumption Conservation          (UCEWFCC)          OIC, Administrative Department</p> <p>  <b>ENGR. SANTOS G. ABRAZADO</b>          Chairperson, UCEWFCC          Manager, Engineering          Department</p> <p>  <b>ENGR. SHERWIN P. BISCOCHO</b>          Leader, IMS Core Team          Manager, Planning Department</p>	<p>Approved by:</p> <p>  <b>ATTY. JOSE JOBEL V. BELARMINO</b>          Deputy Administrator for          Administrative, Finance and F.R.O.G.</p>
--	--	--

Documents that do not bear fresh LRTA's official document stamps are considered "Uncontrolled"

