



Republic of the Philippines  
Department of Science and Technology  
**Technology Application and Promotion Institute**

SEP 07 2022

TAPI OFFICE ORDER NO. 005  
Series of 2022

**SUBJECT : Office Policy to Conserve Electricity within the  
DOST-TAPI Premises**

In the interest of service and to strengthen the implementation of Energy Conservation and Management System, the Institute adopts the following policies guided by DOST Administrative Order No. 003 series of 2012:

1. DOST-TAPI personnel shall be allowed to stay within DOST-TAPI premises only during weekdays and from 4:00 A.M. to 7:00 P.M. Staying outside of the said period shall be allowed only upon approval of the Division Manager (DM) concerned. Overnight stay shall require a prior written approval from the Director with due recommendation from the concerned DM, provided that the request for authority for the overnight stay is received by OD at least two (2) working days prior the requested schedule indicating the date and the purpose thereof. The use of air-conditioners, lights, electrical appliances, and other office machines shall be regulated.
2. DOST-TAPI personnel shall not be allowed to enter the DOST premises on weekends and holidays without prior approval from the concerned Division Manager.
3. The use of Electricity in all DOST-TAPI premises shall be minimized. Lights shall be turned off when room is not being used and on noon breaks (12:00nn – 1:00 p.m.), except for offices rendering frontline services to clients/public as determined in the functional chart of the DOST or when official meetings/seminars are ongoing.
4. The use of air-conditioning units shall be allowed on weekdays from 9:00 a.m. to 4:00 p.m. except for offices which have no access to windows or natural ventilation or other specific rooms requiring continuous cooling.
5. The use of electrical appliances such as microwave, stove and other cooking/heating appliances shall be minimized, if not totally avoided, while the use of electrical water dispensers and refrigerators, shall be regulated. Specific guidelines for the use of such appliances will be included in a separate issuance.

For strict compliance.

  
ATTY. MARION IVY D. DECENA  
Director