



EXECUTIVE ORDER NO. 2026 - 026

AN ORDER DIRECTING ALL DEPARTMENTS AND OFFICES UNDER THE CITY GOVERNMENT OF CALAMBA TO ADOPT ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS

WHEREAS, Republic Act (RA) No. 11285 or the "*Energy Efficiency and Conservation Act*" declares it a 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, to protect the environment in support of the economic and social development goals of the country;

WHEREAS, the ongoing geopolitical tensions in the Middle East have led to significant volatility in global energy markets, resulting in the rising cost of fuel that impacts the national economy;

WHEREAS, there is an urgent need to adopt strict energy conservation measures and flexible work arrangements in the City Government of Calamba to further reduce the energy footprint of government operations and optimize the use of public resources in the city;

WHEREAS, the Office of the President issued Memorandum Circular No. 114 Series of 2026 which directed all Government Agencies and Instrumentalities to strictly adopt energy conservation protocols and likewise encouraged Local Government Units to adopt and implement the same;

NOW, THEREFORE, I, ROSELLER H. RIZAL, by virtue of the powers vested in me by law as Chief Executive of the City of Calamba, do hereby order the adoption of energy conservation protocols and flexible work arrangements as provided under Memorandum Circular No. 114 Series of 2026 of the Office of the President.

Section 1: Adoption of Flexible Work Arrangements. To further reduce building energy load and transport fuel use, all Departments and Offices under the Office of the City Mayor of the City Government of Calamba shall adopt a four (4)-day onsite work arrangement from Monday to Thursday, from 7:00 A.M. to 6:00 P.M.

The adoption of a four (4)-day onsite work arrangement shall be implemented in accordance with Civil Service Commission (CSC) MC No. 6, s. 2022, as amended by CSC MC No. 1, s. 2025, and other existing rules and guidelines on the adoption of flexible work arrangements.

Moreover, it shall be strictly observed that formal notices regarding the adoption of flexible work arrangements are displayed throughout City Hall for the guidance of clients, and that information dissemination measures are undertaken through social media platforms.

This arrangement shall serve as an interim measure and shall continue only until circumstances warrant its modification or discontinuance.



Section 2: Adoption of an Energy Conservation Protocol. In line with Republic Act No. 11285, its Implementing Rules and Regulations (IRR), and in the adoption of the energy conservation protocols provided under Memorandum Circular No. 114, Series of 2026, issued by the Office of the President, all Departments and Offices under the Office of the City Mayor of the City Government of Calamba are hereby directed to strictly undertake the following conservation measures:

- a. Maintain a standard thermostat setting of 24°C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours;
- b. Adopt virtual meetings as the default mode for inter-agency coordination, consultations, conferences, and similar engagements. In this regard, all meetings, seminars, and workshops must be conducted through secure digital platforms, except in cases where physical presence is legally required or operationally indispensable.

For the effective implementation of the abovementioned, all Departments and Offices under the Office of the City Mayor are directed to ensure that their respective offices are equipped with the necessary digital infrastructure to support this transition and that no official travel is authorized for events that can be effectively facilitated online

- c. All Departments and Offices under the Office of the City Mayor shall limit official travel to essential and indispensable functions. Travel shall be deemed unnecessary when the objectives may be effectively accomplished through alternative modalities, such as virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities. Travel undertaken without a clear justification of urgency, operational necessity, or direct programmatic relevance shall likewise be considered unnecessary.
- d. All Departments and Offices under the Office of the City Mayor shall strengthen their fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These fleet-efficiency measures may include, but may not be limited to the following:
 - Trip consolidation, by combining official tasks and destinations to reduce the number of vehicle deployments;
 - Optimized route, through the use of shortest, least-congested travel paths and coordinated scheduling to avoid peak-hour congestion;
 - Strict minimization of idling, requiring engines to be switched off during waiting periods except when operationally necessary; and
 - Adoption of the "full-tank method" for precise fuel monitoring and adhere to rigid preventive vehicle maintenance.
- e. Where practicable, all Departments and Offices under the Office of the City Mayor shall minimize elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down; and



- f. Adopt and implement such other appropriate energy conservation measures to ensure the efficient, judicious, and responsible use of energy resources in all government operations, consistent with applicable laws, regulations, and national policies on energy efficiency and conservation.

Section 3. Non-interruption of Government Services. Departments and Offices providing essential, basic, and vital services, including those responsible for health, public safety, and emergency preparedness and response, shall remain fully operational at all times. These Departments and Offices shall ensure the uninterrupted delivery of critical functions and shall implement the Energy Conservation Protocols in a manner that does not impede or compromise their mandated services.

Specifically, the following Departments and Offices, except for their administrative personnel, are hereby exempted from the adoption of flexible working arrangements as provided under Section 1 of this Order:

1. Public Order and Safety Office;
2. City Health Services Department;
3. City Social Services Department;
4. Veterinary and Slaughterhouse Management Department;
5. Market Management Division;
6. Local Disaster Risk Reduction Management Division; and
7. All other Departments and Offices as may be determined by the City Mayor.

The Business Permits and Tricycle Franchising Office, along with the regulatory offices responsible for the implementation of the year-round Business One-Stop Shop, are instructed to facilitate the utilization and promotion of the electronic Business One-Stop Shop (eBOSS).

Section 4. Minimum Energy Reduction. All Department Heads and Heads of Offices under the Office of the City Mayor of the City Government of Calamba shall reduce their actual electricity and fuel consumption by ten to twenty percent (10%-20%).

Section 5. Separability Clause. If any provision of this Order is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

Section 6: Effectivity Clause. This Order shall take effect immediately until revoked, repealed or modified.


ROSELLER H. RIZAL
City Mayor

Signed: March 09, 2026