

**CDMO STAFF MEETING**

Date: September 07, 2020

Subject : **MONTHLY ENERGY REVIEW (AUGUST 2020)**

**ATTENDEE:**

	<b>Name</b>	<b>Position</b>
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Melona Mendez	Housekeeping Supervisor - N
8	Carlos C. Hortinella III	Technical Assistant / Safety Officer

**INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:**

1	Building with highest energy consumption for August 2020	<b>North Building with total kWh of 8,871,396.</b>
2	Areas with the highest energy consumption for August 2020	<b>MIS Main Server at 2F North = 7,380,480 kWh</b> <b>AR-ID-BE IDF at 4F South = 1,874,880 kWh</b> <b>Security Lobby at GF South = 1,621,920 kWh</b>
3	Repair & Maintenance Work performed to help reduce wastage of electricity.	
	Work Detail	SRF Ref No.
		None
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and wastage of electricity.	
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).	
	b. Security personnel are turning-off desktop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).	
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.	
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.	
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).	
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).	
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.	

**CDMO STAFF MEETING**

Date: October 05, 2020

Subject : **MONTHLY ENERGY REVIEW (SEPTEMBER 2020)**

**ATTENDEE:**

	<b>Name</b>	<b>Position</b>
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Melona Mendez	Housekeeping Supervisor - N
8	Carlos C. Hortinella III	Technical Assistant / Safety Officer

**ITEM DISCUSSED & MENTIONED DURING MEETING:**

1	Building with highest energy consumption for September 2020	<b>Main Building with total kWh of 9,651,028 .</b>
2	Areas with the highest energy consumption for September 2020	<b>MIS Main Server at 2F North = 7,142,400 kWh</b> <b>DO-IT at 4F Main = 2,242,416 kWh</b> <b>AR-ID-BE IDF at 4F South = 1,814,400kWh</b>
3	Repair & Maintenance Work performed to help reduce wastage of electricity.	
	<b>Work Detail</b>	<b>SRF Ref No.</b>
	<b>Date Accomplished</b>	
a.	Replacement of busted lights at Gym and toilets.	4212
		9/8/2020
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and	
a.	Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).	
b.	Security personnel are turning-off desktop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).	
c.	Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.	
d.	Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.	
e.	Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).	
f.	Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).	
g.	Housekeeping personnel assigned at South and West Building are only turned on if needed.	

**CDMO STAFF MEETING**

Date: November 09, 2020

Subject : **MONTHLY ENERGY REVIEW (OCTOBER 2020)**

**ATTENDEE:**

	<b>Name</b>	<b>Position</b>
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Melona Mendez	Housekeeping Supervisor - N
8	Carlos C. Hortinella III	Technical Assistant / Safety Officer

**ITEM DISCUSSED & MENTIONED DURING MEETING:**

1	Building with highest energy consumption for October 2020	<b>Main Building with total kWh of 9,728,572 .</b>	
2	Areas with the highest energy consumption for October 2020	<b>MIS Main Server at 2F North = 7,380,480 kWh</b> <b>DO-IT Server at 4F Main = 2,242,416 kWh</b> <b>AR-ID-BE IDF at 4F South = 1,874,880 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	<b>Work Detail</b>	<b>SRF Ref No.</b>	
	<b>Date Accomplished</b>		
a.	Separate of switch for exhaust fan & lights on: Admission C.R. for Male & Female, S.A.M.101 and S.A.F. 101	4264	10/8/2020
b.	Separate of switch for lights and exhaust at S. Admission Male & Female	4265	10/8/2020
c.	Separate of switch for lights and exhaust at S. Admission. EMP.1.01	4266	10/8/2020
d.	Separate of switch for exhaust fan & lights on OEVPAA C.R.	4268	10/12/2020
e.	Separate of switch for exhaust fan & lights on at SM301	4270	10/13/2020
f.	Repair of 2 units exhaust fan for Admission	4272	10/14/2020
g.	Separate of switch for exhaust fan & lights at SM401	4274	10/14/2020
h.	Separation of switch of exhaust and lightings at W.Maint. B.101 and W.Maint B.102	4277	10/16/2020
i.	Conversion of electric plug to 3-phase at N300	4283	10/16/2020
j.	Separate switch of exhaust fan and lightings at W.CHM301 and NWM401 C.R.	4284	10/19/2020
k.	Separate switch of exhaust fan and lightings at N.Fac 102 and N.EECE. 301.	4285	10/19/2020
l.	Transfer of lights and switch at PO	4287	10/20/2020
m.	Separate switch of exhaust fan and lightings at Finance Office	4296	10/23/2020
n.	Separate switch of exhaust fan and lightings at N.FAC.202	4297	10/23/2020

o. Separate switch of exhaust fan and lightings for N.CHAPEL.M201 and N.CHAPEL.F.201	4303	10/23/2020
p. Separate switch of exhaust fan and lightings for M.E. Storage 101	4304	10/23/2020
q. Replacement of electrical box at AV Mezzanine Stairwell	4312	10/30/2020
4 Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and		
a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).		
b. Security personnel are turning-off deskstop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).		
c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.		
d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.		
e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).		
f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).		
g. Housekeeping personnel assigned at South and West Building are only turned on if needed.		

## CDMO STAFF MEETING

Date: December 04, 2020

Subject : **MONTHLY ENERGY REVIEW (NOVEMBER 2020)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Melona Mendez	Housekeeping Supervisor - N
8	Carlos C. Hortinella III	Technical Assistant / Safety Officer

### ITEM DISCUSSED & MENTIONED DURING MEETING:

1	Building with highest energy consumption for November 2020	<b>Main Building with total kWh of 8,947,612 .</b>	
2	Areas with the highest energy consumption for November 2020	<b>MIS Main Server at 2F North = 7,142,400 kWh</b>	
		<b>DO-IT at 4F Main = 2,038,560 kWh</b>	
		<b>AR-ID-BE IDF at 4F South = 1,814,400 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	Work Detail	SRF Ref No.	Date Accomplished
	a. Replacement of damage outlet periodical library	4315	11/4/2020
	b. Fix PVC molding cover, replace old switch & cover and fixed light switch post near exhaust fan	4316	11/4/2020
	c. Replacement of 8 pcs busted lamp at West 4th floor hallway	4359	11/25/2020
	d. Replacement of busted fluorescent lamp at W402	4360	11/26/2020
	e. Replacement of busted fluorescent lamp at W406	4361	11/26/2020
	f. Replacing of busted fluorescent lamp at West 3rd floor hallway	4362	11/26/2020
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and		
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).		
	b. Security personnel are turning-off desktop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).		
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.		
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.		
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).		
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).		
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.		

**CDMO STAFF MEETING**

Date: January 10, 2021

Subject : **MONTHLY ENERGY REVIEW (DECEMBER 2020)**

**ATTENDEE:**

	<b>Name</b>	<b>Position</b>
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Melona Mendez	Housekeeping Supervisor - N
8	Carlos C. Hortinella III	Technical Assistant / Safety Officer

**ITEM DISCUSSED & MENTIONED DURING MEETING:**

1	Building with highest energy consumption for December 2020	<b>Main Building with total kWh of 9,042,216.</b>	
2	Areas with the highest energy consumption for December 2020	<b>MIS Main Server at 2F North = 7,380,480 kWh</b> <b>AR-ID-BE IDF at 4F South = 1,874,880 kWh</b> <b>DO-IT at 4F Main = 1,834,704 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	<b>Work Detail</b>	<b>SRF Ref No.</b>	
	<b>Date Accomplished</b>		
a.	Check and repair of emergency light and servicing of battery	4386	12/7/2020
b.	Checking and repair of power high voltage reading at Gym	4394	12/9/2020
c.	Re-installation of 2 pcs. power outlet at W306	4409	12/16/2020
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and		
a.	Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).		
b.	Security personnel are turning-off deskstop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).		
c.	Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.		
d.	Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.		
e.	Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).		
f.	Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).		
g.	Housekeeping personnel assigned at South and West Building are only turned on if needed.		

## CDMO STAFF MEETING

Date: February 5, 2021

Subject : **MONTHLY ENERGY REVIEW (JANUARY 2021)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Melona Mendez	Housekeeping Supervisor - N
8	Carlos C. Hortinella III	Technical Assistant / Safety Officer

### INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:

1	Building with highest energy consumption for April 2021	<b>Main Building with total kWh of 9,135,312.</b>
2	Areas with the highest energy consumption for April 2021	<b>MIS Main Server at 2F North = 7,380,480 kWh</b> <b>DO-IT at 4F Main = 2,038,560 kWh</b> <b>AR IDF at South = 1,874,880 kWh</b>
3	Repair & Maintenance Work performed to help reduce wastage of electricity.	
	Work Detail	SRF Ref No.      Date Accomplished
	a. Replace busted lamp at hallway and C.R.West 3rd floor	04424      1/4/2021
	b. Replace of busted lamp at South, West and Main Building	04426      1/4/2021
	c. Replacing of defective light switch at chapel office	04442      1/8/2021
	d. Replace defective light fixture at GYM	04454      1/15/2021
	e. Replacing of 3pcs. Busted FL tube (14.5 watts) at Accounting office	04462      1/18/2021
	f. Recondition of lights installed at the tunnel near the South entrance gate	04474      1/21/2021
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and wastage of electricity.	
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).	
	b. Security personnel are turning-off desktop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).	
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.	
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.	
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).	
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).	
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.	

## CDMO STAFF MEETING

Date: March 5, 2021

Subject : **MONTHLY ENERGY REVIEW (FEBRUARY 2021)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Rosita Lince	Housekeeping Supervisor - N

### INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:

1	Building with highest energy consumption for April	<b>Main Building with total kWh of 8,369,748 .</b>	
2	Areas with the highest energy consumption for April 2021	<b>MIS Main Server at 2F North = 6,666,240 kWh</b>	
		<b>DO-IT at 4F Main = 2,038,560 kWh</b>	
		<b>AR IDF at South = 1,693,440 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	Work Detail	SRF Ref No.	Date Accomplished
	a. Installation of ventilation fan for R.O. Mezzanine Office	04492	2/1/2021
	b. Installation of ventilation fan for SOCIP Mezzanine Office	04494	2/1/2021
	c. Installation of ventilation fan for Athletics faculty office	04513	2/10/2021
	d. Installation of ventilation fan at Physics faculty office	04517	2/11/2021
	e. Installing of ventilation fan at Physics Faculty Office at	04520	2/15/2021
	f. Installing of ventilation fan at M.E. Dean's Office	04521	2/15/2021
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and		
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO		
	b. Security personnel are turning-off desktop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).		
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.		
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.		
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).		
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).		
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.		



## CDMO STAFF MEETING

Date: April 6, 2021

Subject : **MONTHLY ENERGY REVIEW (MARCH 2021)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Rosita Lince	Housekeeping Supervisor - N

### INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:

1	Building with highest energy consumption for April	<b>Main Building with total kWh of 9,437,992 .</b>	
2	Areas with the highest energy consumption for April 2021	<b>MIS Main Server at 2F North = 7,380,480 kWh</b>	
		<b>DO-IT at 4F Main = 2,344,344 kWh</b>	
		<b>AR IDF at South = 1,874,880 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	Work Detail	SRF Ref No.	Date Accomplished
	a. Replacing of busted light 2pcs. At ILRAD office	04567	3/5/2021
	b. Separation of switch of lights and ventilation at S302	04587	3/10/2021
	c. Separation of switch for lights and fans at S311	04594	3/12/2021
	d. Separation of switch for lights and fans at S300	04595	3/12/2021
	e. Separation of switch for lights and fans at S313	04596	3/12/2021
	f. Separation of switch of lights and fans at SW304	04604	3/18/2021
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and		
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO)		
	b. Security personnel are turning-off deskstop computer of employees that Work-from-Home by 6:00pm (SMS &		
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office		
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting,		
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use		
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms		
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.		

## CDMO STAFF MEETING

Date: May 7, 2021

Subject : **MONTHLY ENERGY REVIEW (APRIL 2021)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Antonio Cadahing	Housekeeping Supervisor - M
7	Rosita Lince	Housekeeping Supervisor - N

### INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:

1	Building with highest energy consumption for April 2021	<b>North Building with total kWh of 8,892,864 .</b>
2	Areas with the highest energy consumption for April 2021	<b>MIS Main Server at 2F North = 7,142,400 kWh</b> <b>DO-IT at 4F Main = 1,936,632 kWh</b> <b>AR IDF at South = 1,814,400 kWh</b>
3	Repair & Maintenance Work performed to help reduce wastage of electricity.	
	Work Detail	SRF Ref No.      Date Accomplished
	a. Separation of control switch for ceiling fan and wiring layout for power supply of exhaust fan at S309	04643      4/12/2021
	b. Separation of control switch for ceiling fan on lecture room & lab, and Lay out of wiring for power supply of exhaust fan. SW 301	04644      4/12/2021
	c. Separation of control switch for ceiling fan and wiring layout for power supply of exhaust fan at SW303	04646      4/12/2021
	d. Separation of control switch for ceiling fan and wiring layout for power supply of exhaust fan at S305	04648      4/12/2021
	e. Replace defective light switch at SOCIP office	04649      4/12/2021
	f. Replace busted lamp at south circle, SM.201, SF.101, South CR ground floor, SM.302 & south CR 3rd floor	04650      4/13/2021
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and wastage of electricity.	
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).	
	b. Security personnel are turning-off desktop computer of employees that WFH by 6:00pm (SMS & CCESC).	
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.	
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.	
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).	
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).	
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.	

## CDMO STAFF MEETING

Date: June 7, 2021

Subject : **MONTHLY ENERGY REVIEW (MAY 2021)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Rommel Andrada	Housekeeping Supervisor - M
7	Melona Mendez	Housekeeping Supervisor - N

### INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:

1	Building with highest energy consumption for April 2021	<b>North Building with total kWh of 9,163,392 .</b>	
2	Areas with the highest energy consumption for April 2021	<b>MIS Main Server at 2F North = 7,380,480 kWh</b>	
		<b>DO-IT at 4F Main = 2,140,488 kWh</b>	
		<b>AR IDF at South = 1,874,880 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	Work Detail	SRF Ref No.	Date Accomplished
	a. Replace busted lamp at security office, 1 set	04711	05/4/2021
	b. RLAB6-Ventilation project- wiring installation for power	04715	5/5/2021
	c. RLAB7-Ventilation project- wiring installation for power supply of exhaust fan and control switch	04718	5/6/2021
	d. Installation of exhaust fan at N207 and N209 w/ the fabricated brackets	04724	5/7/2021
	e. S209-Ventilation project- wiring installation for power supply of exhaust fan and control switch	04729	5/10/2021
	f. Installation of exhaust fan at N204 and N206.	04738	5/17/2021
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and wastage of electricity.		
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).		
	b. Security personnel are turning-off deskstop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).		
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.		
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.		
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102 ,NF102, NM201 and N.F.201).		
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).		
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.		

## CDMO STAFF MEETING

Date: July 7, 2021

Subject : **MONTHLY ENERGY REVIEW (JUNE 2021)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Rommel Andrada	Housekeeping Supervisor - M
7	Rosita Lince	Housekeeping Supervisor - N

### INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:

1	Building with highest energy consumption for April 2021	<b>Main Building with total kWh of 9,160,920.</b>	
2	Areas with the highest energy consumption for April 2021	<b>MIS Main Server at 2F North = 7,142,400 kWh</b>	
		<b>DO-IT at 4F Main = 2,242,416 kWh</b>	
		<b>AR IDF at South = 1,814,400 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	Work Detail	SRF Ref No.	Date Accomplished
	a. Replace busted lamp at west basement septic tank area, ground floor, 2nd floor, 3rd floor.	04790	6/3/2021
	b. Installation of control switches for exhaust fan and ceiling	04811	6/7/2021
	c. Installation of electrical wiring and control switch at M.E. faculty	04824	6/9/2021
	d. Installation of control switches for exhaust fan at N200B	04826	6/10/2021
	e. Conversion of FL T5 into LED lamp at N205A, N205B, N200B, N208, N208 office Lab assistant, ILMO office.	04829	6/11/2021
	f. Installation of exhaust fan and bracket at: M.E. Faculty, RLAB-6 and CCESC	04835	6/18/2021
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and wastage of electricity.		
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).		
	b. Security personnel are turning-off desktop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).		
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.		
	d. Housekeeping personnel assigned at Main Building are unplugging stand fans at RO, TO, PO, Accounting, Purchasing, DOIT and Academics after office hours.		
	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102, NF102, NM201 and N.F.201).		
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).		
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.		

## CDMO STAFF MEETING

Date: August 5, 2021

Subject : **MONTHLY ENERGY REVIEW (JULY 2021)**

### ATTENDEE:

	Name	Position
1	Engr. Francisco B. David, Jr.	CDM Head
2	Engr. Jeffrey V. Montes	Facilities Management Engineer / Pollution Control Officer
3	Edgar A. Ponce	Senior Electro-Mech
4	DC Armel D. Bautista	Detachment Commander
5	Vernon Bronola	Housekeeping Supervisor - S&W
6	Rommel Andrada	Housekeeping Supervisor - M
7	Rosita Lince	Housekeeping Supervisor - N

### INFORMATIONS DISCUSSED & MENTIONED DURING THE MEETING:

1	Building with highest energy consumption for April 2021	<b>Main Building with total kWh of 9,165,336.</b>	
2	Areas with the highest energy consumption for April 2021	<b>MIS Main Server at 2F North = 7,380,480 kWh</b>	
		<b>DO-IT at 4F Main = 2,242,416 kWh</b>	
		<b>AR IDF at South = 1,8748,880 kWh</b>	
3	Repair & Maintenance Work performed to help reduce wastage of electricity.		
	Work Detail	SRF Ref No.	Date Accomplished
	a. Wiring layout and power installation for both exhaust and ceiling fan at S102	04860	7/1/2021
	b. Wiring layout and installing of power switch for ceiling fan installation at the following rooms: S300, S301, S302 and S303	04874	7/1/2021
	c. Removing of wiring layout and transfer at electrical outlet at N407 A&B	04892	7/12/2021
	d. Installing of new ceiling fan and control switch testing for N101, N103, N201, N210 & N211	04914	7/15/2021
4	Practice being implemented by Housekeeping and Security Personnel to help reduce consumption and wastage of electricity.		
	a. Security personnel reduce opening of lighting fixtures in room occupy only by 1-2 persons (DO-IT, PO, ILMO Computer Laboratories).		
	b. Security personnel are turning-off desktop computer of employees that Work-from-Home by 6:00pm (SMS & CCESC).		
	c. Housekeeping personnel assigned at Main Building are unplugging water dispenser near R.O. and T.O. after office hours.		
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	e. Housekeeping personnel assigned at North Building are turning off lights in opened common toilets after use (NM101, NM102, NF102, NM201 and N.F.201).		
	f. Housekeeping personnel assigned at North Building is not opening lights in rooms/toilet during day time if rooms needs to be cleaned is well illuminated ( like N208 and ILMO Office).		
	g. Housekeeping personnel assigned at South and West Building are only turned on if needed.		