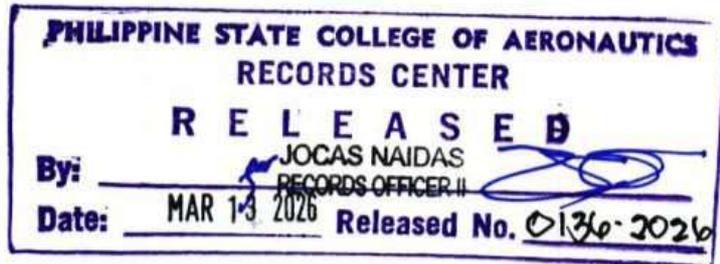


Republic of the Philippines
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
(Formerly Philippine State College of Aeronautics)
OFFICE OF THE PRESIDENT

09 March 2026

OFFICE ORDER

No. 44, Series 2026



To: **ALL NAAP EMPLOYEES, STUDENTS AND STAKEHOLDERS**

Subject: **IMPLEMENTATION OF ENERGY CONSERVATION MEASURES, TEMPORARY FLEXIBLE WORK ARRANGEMENTS AND RELATED OPERATIONAL PROTOCOLS PURSUANT TO MEMORANDUM CIRCULAR NO. 114, S. 2026**

Pursuant to Office of the President Memorandum Circular No. 114, s. 2026, directing all government agencies to adopt energy conservation protocols, and in accordance with Republic Act No. 11285 (Energy Efficiency and Conservation Act), Administrative Order No. 15, s. 2024 on the Government Energy Management Program, Executive Order No. 77, s. 2019 on official travel, and Civil Service Commission Memorandum Circular No. 6, s. 2022, as amended, the National Aviation Academy of the Philippines (NAAP) has undertaken the necessary internal and external coordination and consultations with concerned offices and campus administrators to ensure that the implementation of the prescribed measures is responsive to the operational requirements and unique circumstances of its various campuses.

Accordingly, the following institutional guidelines are hereby issued to operationalize the directive while ensuring the continuous delivery of academic, training, and administrative services of the Academy. These measures are issued to reduce electricity and fuel consumption, improve operational efficiency, and ensure the continuous delivery of the Academy's academic instruction, aviation training, and administrative services.

I. COVERAGE

This Office Order shall apply to all officials, faculty members, administrative personnel, and support staff, including Contract of Service personnel, both teaching and non-teaching, across campuses of the National Aviation Academy of the Philippines.

All units shall comply with the energy conservation measures and operational arrangements prescribed herein.



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II. GENERAL ENERGY CONSERVATION MEASURES

All offices, classrooms, laboratories, and training facilities shall observe the following measures:

1. Air Conditioning

Air-conditioning units shall maintain a thermostat setting of twenty-four degrees Celsius (24°C) and shall be turned off one (1) hour before the end of office hours, except when required for equipment safety.

2. Lighting and Electrical Equipment

Offices shall maximize the use of natural lighting whenever practicable. Personnel shall ensure that:

- Non-essential lights are turned off when not in use;
- Computers and equipment operate in energy-saving mode; and
- Electrical equipment is shut down after office hours.

3. Meetings and Conferences

Virtual meetings shall be adopted as the default mode for coordination, consultations, and conferences.

Face-to-face meetings shall only be conducted when physical presence is operationally necessary.

4. Official Travel

Official travel shall be limited to essential activities, consistent with Executive Order No. 77, s. 2019.

Nothing in this provision shall prevent campus officials from undertaking necessary travel when operational exigencies so require.

III. CAMPUS-SPECIFIC ENERGY MANAGEMENT

Villamor Campus:

The Villamor Campus shall maximize the utilization of its existing 310 kWp Grid-tied Rooftop Solar Photovoltaic (PV) Panel System installed in academic buildings to reduce electricity consumption from the power grid.



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The Institutional Development and Planning Office shall undertake weekly monitoring of solar power generation and utilization, align energy-intensive activities during peak solar generation hours, and maintain consumption monitoring in compliance with the Government Energy Management Program.

The Academy shall continue to explore renewable energy and sustainability initiatives, including the expansion of solar energy systems and STP technologies in external campus facilities.

BAB, FAB, AND MACTAN CAMPUSES

The BAB, FAB, and Mactan Campuses shall implement coordinated energy conservation measures consistent with their academic, administrative and training operations:

1. Pending normalization, all administrative functions of the BAB Campus shall be transferred to the Basa-Palmayo Extension Campus.
2. Campus administrators shall ensure the consolidation of classroom schedules, the regulated operation of laboratories and training equipment, and the limitation of energy-intensive operations outside scheduled instructional periods.
3. Laboratory rooms, including training equipment and peripherals, shall operate only during scheduled instructional activities.
4. Campus vehicles shall observe fuel-efficiency measures, including trip consolidation and the minimization of idling.

IV. INTER-CAMPUS ADMINISTRATIVE COORDINATION

To reduce fuel consumption and operational travel, personnel from the BAB, FAB, and MBEAB Campuses shall limit official travel to the Main Campus (Villamor) unless operationally necessary.

The Office of the Director for Extension Services at the Main campus shall: a) receive and monitor campus concerns and endorsements; b) coordinate with concerned offices for appropriate action; and c) assist in the monitoring and follow-up of academic and administrative transactions and reports.



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V. UTILIZATION OF ELECTRONIC MAIL FOR OFFICIAL COMMUNICATION

The MIS shall ensure that all offices and units are able to maximize the use of official institutional email and other official communication channels for inter-office and inter-campus communication. Electronic documents shall be used whenever practicable and physical transmission of documents shall be limited to records requiring original signatures utilizing courier services, as necessary. Office/Unit heads shall ensure proper acknowledgment, recording, and tracking of electronic communications.

VI. FLEXIBLE WORK ARRANGEMENTS

A. Non-teaching Administrative Units

Administrative personnel shall render ten (10) working hours per day, from 7:30 AM to 6:30 PM, inclusive of lunch break, from Monday to Thursday.

Student services such as the Library, Office of Student Affairs, Medical Clinic and the Guidance Unit shall observe the reporting schedule aligned with the academics asynchronous class schedule in Table 1 of Page 5 of this Order and shall render 10-working hours per day. After the 18th week of the semester, the administrative personnel under the above-mentioned offices shall observe the 10-working hours per day, from 7:30 AM to 6:30 PM, inclusive of lunch break, from Monday to Thursday.

Offices responsible for public health, safety, and emergency preparedness and response shall remain fully operational at all times. Medical personnel shall render a shifting schedule to maintain appropriate on campus activities, including NSTP classes, to safeguard the welfare of the campus community.

Notwithstanding existing work arrangements, personnel under the Executive Offices may be required to render regular workloads and assign duties as the need arises to ensure the uninterrupted delivery of institutional functions and services. This arrangement is necessary due to the nature of their functions, which involve executive coordination, policy direction, records management, institutional communications, and external stakeholder engagement. Furthermore, in light of the ongoing preparations and administrative requirements related to the Search for the NAAP Presidency, the continuous presence and operational readiness of executive offices are essential to ensure timely coordination with the Search Committee, the Board of Trustees and its Sub-Committees, and other concerned government offices.

B. Teaching Personnel

As recommended by the Vice President for Academic Affairs, teaching personnel shall follow the flexible instructional arrangement issued by the Office of the Vice President for Academic Affairs consisting of:

- Four (4) days onsite classes
- One (1) designated asynchronous instructional day

The asynchronous day shall be considered official duty forming part of the faculty member's service hours.

Table 1: ASYNCHRONOUS CLASS SCHEDULE

WEEK	ASYNCHRONOUS CLASS SCHEDULE
Week 13	19 March 2026 (Thursday)
Week 14	24 March 2026 (Tuesday)
Week 15	01 April 2026 (Wednesday)
Week 16 (Examination Week for Graduating)	06 April 2026 (Monday)
Week 17	17 April 2026 (Friday)
Week 18(Examination Week for Non-Graduating)	24 April 2026 (Friday)

Faculty members shall submit documentation or accomplishment reports of asynchronous instructional activities, duly certified by the Dean or Campus Director.

Classes scheduled on Saturdays and Sundays, including those under the Institute of Graduate Studies, shall adopt an alternating asynchronous and onsite modality of instruction.

In cases of exigency or other necessary circumstances requiring onsite presence during a designated asynchronous class day, faculty members with administrative designations may report to campus to perform administrative duties while their instructional activities are conducted through asynchronous modalities.

Courses requiring laboratory or simulator training shall continue to be conducted regularly as scheduled, primarily onsite.

Part-time faculty members shall render teaching services in accordance with their approved teaching load and schedule.

On-the-Job Trainings (OJT) courses shall proceed in accordance with the schedule provided by the Host Training Establishment (HTE) particularly programs under the CAAP regulations.



VII. STUDENT ACTIVITIES AND ORGANIZATION OPERATIONS

In support of the Academy's energy conservation measures and efficient utilization of campus facilities, the following guidelines shall govern student organization activities and related student engagements within NAAP campuses:

1. Schedule of Student Activities

All student organization activities and student-related engagements shall be conducted from 7:00 AM to 6:00 PM only, Mondays to Thursdays. This includes, but is not limited to:

- student organization meetings and activities
- rehearsals for cultural performances and presentations
- sports-related practices and trainings
- Reserve Officers' Training Corps (ROTC) trainings and related activities
- use and operation of student organization offices
- other student-led campus activities.

The Office of Student Affairs and campus OSA Heads shall ensure compliance with the prescribed schedule in the use of campus facilities.

2. Student Organization Seminars

Seminars, orientations, workshops, and similar learning activities organized by student organizations shall, as far as practicable, be conducted through online modality in order to reduce electricity consumption and optimize campus facility utilization.

Face-to-face seminars may be conducted only when physical presence is necessary for instructional or institutional purposes, subject to approval of the Office of Student Affairs.

3. Exception for Institutional Programs and Official Events

Activities that form part of official institutional programs, government-mandated activities, or major Academy events may be conducted beyond the prescribed schedule when duly authorized by the Office of the President or the Campus Director provided that energy conservation measures are still observed.

4. Clarification on Employee Work Schedules

The prescribed 7:00 AM to 6:00 PM schedule for student organization activities refers only to the authorized use of campus facilities for student-related activities.

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This schedule shall not be interpreted as the official work schedule of faculty members, administrative personnel, or other employees, whose work arrangements shall be governed by the applicable provisions on flexible work arrangements and compressed workweek under this Office Order.

VIII. BUILDING MONITORING PROTOCOL

The General Services Division, in coordination with the Security Services Provider, shall ensure that:

- Air-conditioning systems are turned off;
- Lighting is limited to essential safety lighting;
- Non-essential equipment is shut down; and
- Electrical facilities are inspected.

IX. NAAP ENERGY CONSERVATION TASK FORCE

A NAAP Energy Conservation Task Force is hereby created.

Chairperson: Vice President for Administration and Finance

Co-Chairperson: Vice President for Academic Affairs

Vice-Chairperson: Chief Administrative Officer

Members:

- Director, Administrative / General Services Unit
- Director, Institutional Development and Planning Office
- Director, Quality Assurance
- Director, HRMSD
- Campus Directors

The General Services Unit with the Institutional Development and Planning Office shall serve as Secretariat.

The NAAP Energy Conservation Task Force is responsible for developing, implementing, monitoring, and enforcing energy conservation measures across all campuses to ensure efficient use of electricity, fuel, and other resources in compliance with government energy management policies.

X. MONITORING AND REPORTING

The Institutional Development and Planning Office shall monitor electricity consumption per campus, fuel consumption of vehicles, and solar energy generation at Villamor Campus.



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Monthly reports shall be submitted through the Government Energy Management Program system of the Department of Energy.

XI. ACCOUNTABILITY AND COMPLIANCE

The Officer-in-Charge may authorize adjustments in work arrangements when institutional exigencies so require, subject to coordination with and recommendation from the Vice Presidents. The Officer-in-Charge may likewise issue supplemental instructions or clarifications as may be necessary to ensure the effective implementation of this Order.

The Human Resource Management Services Division (HRMSD), in coordination with the respective Office and Unit Heads, shall monitor the implementation of the compressed workweek arrangement to ensure that official working hours are properly utilized and that the expected outputs and services of each office are delivered in accordance with institutional performance standards. Office and Unit Heads shall ensure that personnel assigned under the ten (10)-hour workday maintain appropriate work assignments, productivity levels and service delivery throughout the prescribed working hours. Attendance monitoring, work outputs and accomplishment reports may be required to ensure accountability and the proper utilization of government time and any misuse of official working hours shall be addressed in accordance with applicable Civil Service laws, rules, and regulations.

XII. EFFECTIVITY

This Office Order shall take effect 16 March 2026 and shall remain in force until modified or revoked by a subsequent directive.


DR. MARIA SISA T. DELA CRUZ
Officer-in-Charge

