

**TO** : ALL EMPLOYEES NATIONWIDE  
**SUBJECT** : ENERGY SAVINGS GUIDELINES  
**REFERENCE** : ADM-000-26-3-003  
**DATE** : March 11, 2026  
**CC** : FILE, DCO, OP, AUD, FIN, SAL, MKTG, SVC, HRD,  
MIS,WH&D,PWHSE,QC, ENG, PROD

---

In our continuous effort to promote sustainability and manage operational cost effectively, we are implementing an additional *energy efficiency policy effective immediately across ALL BRANCHES*.

Please *ensure strict compliance* with the following guidelines regarding Air conditioning, lighting and elevator usage.

**Air conditioning Units:**

- **General Temperature Setting:** AC temperature must be set no lower than 24°C.
- **Operating Schedule:** To maximize cooling efficiency, a *15-minute* buffer will be applied at the start and end of the shift.  
*Example:* If the shift starts at 7:30am, AC's must be turned ON at 7:15am and must be turned OFF at 5:15pm, if the shift ends at 5:30pm

Time	Day	Location / Department
07:15 am - 05:15 pm	Mon to Fri	Head Office
07:15 am - 04:15 pm	Mon to Sat	Head Office - Service Department
07:45 am - 04:45 pm	Mon to Sat	Service Centers
07:15 am - 05:45 pm	Mon to Fri	Cavite Plant
07:45 am - 04:45 pm	Mon to Sat	Cavite Plant - FG Warehouse

- **Pantry Area AC Temperature cycle:** Specific cooling schedule apply to the Pantry area to conserve energy during non peak hours:  
**Operating Hours:** 9:25am to 3:15pm ONLY.

Time	Temperature Setting
09:25 am - 10:15 am (AM Break)	24°C
10:16 am - 11:59 am	26°C
12:00 pm - 01:00 pm ( LUNCH Break)	24°C
01:01 pm - 02:24 pm	26°C
02:25 pm - 03:15 pm (PM Break)	24°C
03:16 pm onwards	OFF

**NOTE:** The pantry operating hours above applies to the Head Office. For the Cavite Plant and Service Centers, please align the AC temperature cycle with your official break time.

- **Showroom area:** AC temperature must be set no lower than 26°C.

**Lighting:**

- Please ensure all lights are turned off immediately after leaving a room. This includes comfort rooms, pantry area, conference rooms, storage rooms and private offices.
- **Hallways area:** Must be reduced to 50% load capacity.
- **Showroom area:** Must be turned OFF when there are no customers, and kept at 50% load capacity upon customer entry.

**Elevator:**

- Use stairs if your destination only 1 or 2 floors above and below your current location.
- Exceptions will be made for:
  - Employees with physical disabilities or temporary medical conditions, pregnant and senior citizens.
  - Personnel transporting heavy equipment, large deliveries or catering supplies.
- **Operating Hours:**

<i>Time</i>	<i>Day</i>
06:00 am - 05:15 pm	Monday to Friday
No Operation	Saturday, Sunday & Holiday

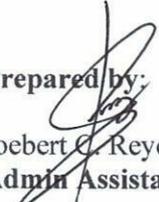
**Overtime Protocol:** For employees staying beyond regular working hours:

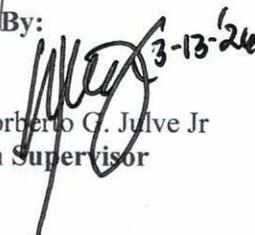
- **Air Conditioning:** Must be turned OFF completely.
- **Lighting:** Must be reduced to 50% load capacity (only use lights in the immediate work area).
- **Elevator:** Service will be unavailable.

**STRICT COMPLIANCE IS MANDATORY:** Branch Officers and Admin personnel will be conducting regular floor checks to ensure compliance.

We appreciate everyone's cooperation in making our workplace more energy efficient.

Thank You.

Prepared by:  MAR 13 2026  
 Joebert C. Reyes MAR 13 2026  
 Admin Assistant - General Affairs

Noted By:  3-13-26  
 Mr. Norberto G. Julve Jr  
 Admin Supervisor

Approved by:   
 Mr. Oliver M. Filoteo  
 President/CEO