

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 82, s. 1973

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; CHIEFS OF  
DIVISIONS AND SECTIONS; PROJECT MANAGERS/DIRECTOR  
OF SPECIAL PROJECTS; REGIONAL AND PROVINCIAL IRRI-  
GATION ENGINEERS; SUPERINTENDENTS AND/OR OFFICERS-IN-  
CHARGE OF IRRIGATION SYSTEMS; AND ALL OTHERS CONCERNED  
This Agency

SUBJECT : Reducing Electrical Consumption as per Presidential  
Directive

Quoted hereunder is Memorandum Circular No. 665, Office of the  
President, dated September 12, 1973, for your information, guidance  
and compliance:

"MEMORANDUM CIRCULAR NO. 665

ENJOINING THE ADOPTION BY ALL GOVERNMENT OFFICES OF  
NECESSARY MEASURES TO REDUCE ELECTRICAL CONSUMP-  
TION BY AT LEAST TEN PERCENT (10%)

In order to effectively carry out the current campaign  
of the government for the conservation of electric power,  
all heads of departments, bureaus and offices, including  
government-owned or controlled corporations, are hereby  
enjoined to adopt effective immediately necessary measures  
to reduce by at least ten percent (10%) electrical consump-  
tion in their respective offices.

Strict compliance herewith is enjoined.

By authority of the President:

(SGD.) ALEJANDRO MELCHOR  
Executive Secretary

Manila, September 12, 1973"

In line with the above directive, the following guidelines are  
hereby issued for strict compliance of all concerned:

1. USE OF ELECTRICAL FACILITIES


1. All electric lights, electric fans, and other  
electrical appliances shall be put off from  
12:00 noon to 1:00 P.M. everyday.

2. Except when there are board meetings and other important conferences, airconditioning units should be used only from 9:00 A.M. to 12:00 noon and 1:00 to 4:00 P.M.
3. Electric stoves shall be used for heating water only and not for cooking. Heating should be done 20 minutes before break time in the morning and afternoon.
4. The use of electric lights should be reduced to the barest minimum. Extra lights should be put off. Similarly, electric fans and airconditioners should be put off at any time they are not in use.
5. Unless certified as urgently necessary by any supervisor from Division level up, copying machines should be operated from 3:00 P.M. up to 4:00 P.M. only.

11. RESPONSIBILITIES

1. It shall be the responsibility of all Supervisors to implement the above guidelines. They should not merely leave to the Security Guards or Janitors the putting off electrical facilities whenever necessary.
2. The Chief of the Administrative Department/Services, or his deputized representative, shall make a constant check in the implementation of these guidelines. He shall report to the Head of Office concerned all violations committed thereto.
3. Officials and employees found to be negligent in the observance of these guidelines will be subject to appropriate administrative disciplinary action.

This Memorandum takes effect immediately.

  
ALFREDO L. JUINIO  
Administrator

JCO/MSR/afu

November 22, 1973