

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PAGASA
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 81 S. 1975

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS
STAFF/DEPARTMENT DIRECTORS
MANAGERS OF SPECIAL PROJECTS
REGIONAL IRRIGATION DIRECTORS
National Irrigation Administration
SUBJECT : Conservation of Electrical Energy

In view of the worsening energy crisis in our country, every employee of the NIA is enjoined to cooperate fully in the concerted effort of this Agency to economize on and conserve electrical power. For this purpose the following guidelines in the use of electrical facilities are reiterated :

- (1) All lights, electric fans, electric typewriters, calculating machines, electric radios and other electrical appliances in all offices of the NIA should be switched off between 12:00 NOON and 1:00 PM and immediately after the close of office hours everyday.

Air conditioners shall be in use only from 9:00 AM to 12:00 NOON and 1:00 PM to 4:00 PM and shall be put off when nobody is in the room (s).

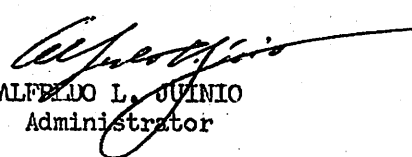
The lights and air conditioners of the Board Room and other conference halls or rooms shall be used only during official meetings and shall be switched off immediately after termination of the same.

- (2) Cooking in the office at any time is strictly prohibited. Electric stoves may be used for heating water between 9:00 AM to 10:00 AM and 2:00 PM to 3:00 PM. In the central office such electric stoves may be used in the following places only:

- (a) Left wing -o- Corridor outside the Office of the Corporate Auditor
- (b) Right wing -o- Planning Section, Engineering Department

- (3) The Chief, General Services Division shall be responsible for enforcing the above guidelines and shall report all unjustifiable deviations therefrom to the Administrative Director for appropriate action.
- (4) The heads of special projects and regions are directed to issue immediately to their respective personnel, similar instructions and guidelines on energy conservation which are adapted to their peculiar circumstances, copy to be furnished the Administrative Director, Central Office.

Strict and immediate compliance is enjoined:


ALFREDO L. JUINIO
Administrator

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November 18, 1975

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ENCLOSURE