

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Epifanio delos Santos Avenue
Quezon City

RSM -

ADD - 009-10/6

ETM - 009-12/6

JTS - 009-12/6

MC # 59, s. 1976

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS; STAFF/DEPARTMENT
DIRECTORS; MANAGERS OF SPECIAL PROJECTS;
REGIONAL IRRIGATION DIRECTORS
National Irrigation Administration

SUBJECT : Conservation of Electrical Energy

In order to observe more meaningfully the energy conservation program of the government, 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 unnecessary lights, electric fans, electric typewriters, calculating machines, 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 in the Central Office Complex shall be in use only from 7:30 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. Individual air con units shall be put off when not being used.

The lights 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 heaters may be used for heating water between 9:30 A.M. to 10:15 A.M. and 2:30 P.M. to 3:15 P.M.
3. The Chief, Security and Intelligence 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.
5. This MC supersedes Memorandum Circular #85, s. 1975.

Strict and immediate compliance is enjoined.

(SGD.) CESAR L. TECH

FOR: ALFREDO L. JUNIO
Administrator

November 25, 1976