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

MC # 65, s. 1990

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION
MANAGERS, OPERATION/PROJECT MANAGERS, PROVINCIAL
IRRIGATION ENGINEERS, PROJECT ENGINEERS, IRRIGATION
SUPERINTENDENTS AND ALL OTHERS CONCERNED.
National Irrigation Administration

SUBJECT : National Energy Conservation Program

Pursuant to Executive Order No. 418 dated August 13, 1990, all government offices including government-owned and/or controlled corporations shall reduce their monthly consumptions of electricity (in kilowatt-hours) and petroleum products (in liters) by 10% and 5%, respectively, as compared to consumptions during the corresponding month of the preceeding year. For this purpose, all concerned officials and employees are hereby ordered to strictly comply with the energy conservation measures which include but are not limited to the following:

1. NIA or project-owned vehicles shall be used only for official business. In every case, the trip ticket authorizing the use of the vehicle shall be displayed on the windshield or in other conspicuous place on the vehicle.

No NIA vehicles shall be used on Sundays, legal holidays, or out of the regular office hours or outside the route of the officials or employees authorized to use them. Use by any person other than such officials or employees, without proper authority shall be prima facie evidence of violation of the Executive Order in the administrative proceeding against the officials or employees responsible for such violation.

2. The use of air-conditioning units particularly during lunch breaks shall be regulated.
3. Likewise, the use of lights and electrical appliances such as fans, airpots and the like shall be regulated.

Every Regional Irrigation Manager/Operation Manager/Project Manager shall designate in every office or system under his jurisdiction a senior official as Energy Conservation Officer who shall be responsible for the implementation of this circular as well as the development and implementation of other energy conservation measures peculiar to his office, if any. Reports of consumptions of electric power, diesel and gasoline (see attached formats), shall be submitted not later than the 10th day following the reporting month to the Office of the Administrator, attention: AA for Administrative Services who shall prepare and submit a summary report to the Office of Energy Affairs not later than the 15th day following the reporting month.

The first reports of consumption shall be for the month of October, 1990 to be submitted not later than November 10, 1990.

This circular takes effect immediately.

For strict compliance.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

Sept. 10, 1990

ELECTRIC POWER CONSUMPTION SUMMARY REPORT
MONTH OF _____, 19____

Name of Region/Project/Office/System: _____

Address: _____

DATE PREPARED: _____
PREPARED BY: _____
APPROVED BY: _____
POSITION: _____

| | OFFICE | REFERENCE | TARGET CONSUMPTION | CONSUMPTION | % INCREASE | REMARKS |
|-------------------|--------|--|---------------------------------------|---------------------------|------------|---------|
| | | CONSUMPTION (RC), kWh Corresponding Month Preceding Year | CONSUMPTION, kWh Less 10% of R. C. | THIS MONTH, kWh ACTUAL | (DECREASE) | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |
| Total Consumption | | | | | | |

- NOTES:
1. Approval of report should be made by highest official in particular organization.
 2. Report should be made by designated Energy Conservation Officer of the organization.
 3. Report should be submitted to the Central Office not later than 10th day of succeeding month.
 4. Target consumption should be at least 10% less than reference consumption.
 5. Reference consumption should be the actual consumption for the same month in the preceeding year.
 6. Consumption this month should be actual consumption for reporting month.
 7. Note why ^{TARGET} was not met. Use separate sheet(s) if necessary.

DIESEL CONSUMPTION SUMMARY REPORT
MONTH OF _____, 19__

Name of Region/Project/Office/System: _____

Address: _____

DATE PREPARED: _____
PREPARED BY: _____
APPROVED BY: _____
POSITION: _____

| | OFFICE | REFERENCE CONSUMPTION (RC), liters Corresponding Month Preceding Year | TARGET CONSUMPTION CONSUMPTION, liters Less 10% of R.C. | CONSUMPTION THIS MONTH, liters ACTUAL | % INCREASE (DECREASE) | REMARKS |
|-----|-------------------|--|---|---|--------------------------|---------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |
| | Total Consumption | | | | | |

NOTES:

1. Approval of report should be made by highest official in particular organization.
2. Report should be made by designated Energy Conservation Officer of the organization.
3. Report should be submitted to the Central Office not later than 10th day of succeeding month.
4. Target consumption should be at least 10% less than reference consumption.
5. Reference consumption should be the actual consumption for the same month in the preceeding year.
6. Consumption this month should be actual consumption for reporting month.
7. Note why target was not met. Use separate sheet(s) if necessary.

GASOLINE CONSUMPTION SUMMARY REPORT
MONTH OF _____, 19____

Name of Region/Project/Office/System: _____

Address: _____

DATE PREPARED: _____

PREPARED BY: _____

APPROVED BY: _____

POSITION: _____

| | OFFICE | REFERENCE CONSUMPTION (RC), liters Corresponding Month Preceding Year | TARGET CONSUMPTION CONSUMPTION, liters Less 10% of R.C. | CONSUMPTION THIS MONTH, liters ACTUAL | % INCREASE (DECREASE) | REMARKS |
|-----|-------------------|--|---|---|--------------------------|---------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |
| | Total Consumption | | | | | |

NOTES:

1. Approval of report should be made by highest official in particular organization.
2. Report should be made by designated Energy Conservation Officer of the organization.
3. Report should be submitted to the Central Office not later than 10th day of succeeding month.
4. Target consumption should be at least 10% less than reference consumption.
5. Reference consumption should be the actual consumption for the same month in the preceding year.
6. Consumption this month should be actual consumption for reporting month.
7. Note why target was not met. Use separate sheet(s) if necessary.