

PAMBANSANG PANGASIWAAN NG PATUBIG

(National Irrigation Administration)

Lungsod ng Quezon

MC # 45, S. 1998

MEMORANDUM CIRCULAR

Handwritten: CORPLAN 10/28
To: ALL CORPLAN STAFF
Pls take notes & cooperate in the implementation of these measures.
Thank. N/A J/K

TO : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL MANAGERS,
OPERATIONS/PROJECT MANAGERS, PROVINCIAL
IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS
AND ALL OTHERS CONCERNED

SUBJECT : Cost Cutting Measures

In view of the adverse financial condition of the National Irrigation Administration and in line with the directive of the President to identify and implement Economy Measures in Government as prescribed under AO # 372 and disseminated under MC # 3, S. 1998, the following guidelines to reduce the consumption of office supplies, electricity, water and other utilities shall be observed:

1. All unnecessary lights shall be switched off especially from 12:00 noon to 1:00 p.m. and immediately after the close of office hours everyday. As much as possible, avail of natural lightings.
2. Single fluorescent lighting shall be used instead of the existing double fluorescent lighting. If the single fluorescent lamp cannot provide sufficient lighting over the working area, diffusers or plastic covers shall be removed for brighter illumination.
3. Fluorescent lamps in corridors, hallways, lobbies and covered walks shall be lighted alternately.
4. Electric fans, computers, calculators, copying/duplicating machines and other electrical equipment shall be turned off when not being used.
5. Cooking food or boiling water using electric stoves in all offices at any time is strictly prohibited. Electric airpots shall be used to boil water.
6. All air conditioners shall be used only from 9:00 a.m. to 3:30 p.m. and shall be turned off when nobody is in the room. However, when there are meetings, conferences, seminars, trainings or other official affairs, the air conditioners may be opened any time.
7. Only one elevator at the DCIEC Bldg. shall be used except during peak hours or when there are ongoing activities at the Convention Hall/Function Rooms. The schedule for the use of both elevators are as follows:

7:30 a.m. - 8:30 a.m.

11:30 a.m. - 1:30 p.m.

4:00 p.m. - 5:00 p.m.

8. Water supply shall be scheduled as follows:

Monday to Friday -	7:15 a.m.	-	9:00 a.m.
	10:00 a.m.	-	10:30 a.m.
	11:00 a.m.	-	1:00 p.m.
	3:00 p.m.	-	3:30 p.m.
	4:30 p.m.	-	5:00 p.m.
Saturdays	-	8:00 a.m.	- 12:00 noon
Sundays &			
Holidays	-	No water	

9. All direct telephone lines shall be replaced with local telephones through trunklines. Department Managers shall be provided with one direct line each. Telephone lines with direct distance dialing (DDD) shall have personal identification number (PIN) to avoid unauthorized long distance calls. Officials concerned shall be responsible for the unauthorized calls made through their assigned telephones.

10. Purchase of supplies, materials, office furniture and equipment shall be limited and prioritized according to the immediate needs of concerned offices. Used bond/mimeograph papers, computer forms and other office supplies shall be recycled.

At the Central Office, the Department and Division Managers, as well as Central Office-Based Project Managers shall be responsible for the implementation of these guidelines.

Likewise, the Building & Facilities Maintenance Division and the Civil Security Affairs shall monitor the implementation of Guidelines No. 1 to 9 while Property Division shall monitor Guideline No. 10. These offices shall report all unjustifiable deviations therefrom to the Assistant Administrator for Administrative Services for appropriate action.

At the Field Offices, all Regional Managers and Project Managers are directed to issue immediately similar instructions and guidelines on cost cutting measures within their respective areas of jurisdiction, copy furnished the Assistant Administrator for Administrative Services. Status reports on the implementation of these measures especially on savings generated from them shall be submitted quarterly for information and monitoring purposes.

All previous circulars inconsistent herewith are hereby amended or revoked accordingly.

Strict and immediate compliance is enjoined.

October 26, 1998


MANUEL S. AREVALO
Administrator

Regional/Operations/Project Manager