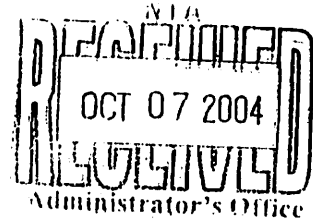


**Republika ng Pilipinas**  
**PAMBANSANG PANGASIWAAN NG PATUBIG**  
**(NATIONAL IRRIGATION ADMINISTRATION)**  
**Lungsod ng Quezon**

MC # 39 s, 2004

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



**SUBJECT : ENERGY CONSERVATION PROGRAM ON FUEL CONSUMPTION**

In line with AO 103 directing the continued adoption of austerity measures in the government and to ensure energy conservation (enercon) as a way of life within the bureaucracy and the NIA, you are hereby directed to promulgate and implement, among others, the following measures to reduce expenses on fuel consumption of service vehicles by 10%:

1. All service vehicles shall be under a centralized pooling system except those assigned to the following:
  - a) Top Management Officials
  - b) Department and Project Managers (CO-Based)
  - c) Regional/Operations/Project Managers
  - d) Irrigation Superintendents
  - e) Provincial Irrigation Officers
2. All NIA vehicles not officially dispatch during Saturdays, Sundays and Holidays shall be parked at the Central/Regional/Integrated System/Project Office including NISO/PIO compound, except for vehicles of the above-mentioned officials who, by the nature of their positions, may also perform official functions during weekend and holidays.
3. Fuel allocation shall be properly regulated thru a weekly issuance of fuel coupons, sample of which is shown in ANNEX A as attached. The quantity of fuel to be issued shall be established according to the need within Metro Manila and/or field office locality.

For NIA Central office, the following are the recommended fuel allocation for the foregoing users within Metro Manila:

<b>USERS</b>	<b>FUEL ALLOCATION PER WEEK</b>
1. TOP MANAGEMENT OFFICIAL	50 LITERS / OFFICIAL
2. DEPT/PROJECT MANAGER (CO -BASED)	40 LITERS / OFFICIAL
3. S.O.E.M SECTOR	180 LITERS (EMD, SMD, IDD & SPS-S.O.E.M)
4. PDI SECTOR	140 LITERS (DSD, CMD, PDD & SPS-PDI)
5. ADMINISTRATIVE SERVICES SECTOR	100 LITERS (PPRD, PRMD, LD & NIAEASP)
6. FINANCE & MANAGEMENT SECTOR	50 LITERS (MSD, CD & TD)
7. STAFF OF THE ADMINISTRATOR'S OFFICE	50 LITERS (CORPLAN, PAIS, CSA)

**NOTE:** Subject to adjustment once a more realistic statistics have been established up to the end of the year.

In case of field work and/or travel outside Metro Manila or their respective field offices, amount of fuel to be issued shall be based on the actual distance to be covered by the trip charged to the requesting office.

Further, for CO vehicles for dispatch and/or subject to one-day car pooling in a week , amount of fuel to be issued shall also be based on the distance to be traveled charged to the requesting office.

Similar allocation scheme shall be applied to the different Regional/Integrated System/Project Offices including NISO's and PIO's.

4. No vehicle shall be issued fuel without approved trip ticket, transportation request, and fuel request slip.
5. Fuel and oil request shall be signed by the requesting official and approved by the Sector Head concerned in case of NIA Central Office, the Regional Irrigation/Integrated System/Project Manager for Regional/Integrated System/Project Office and Irrigation Superintendent and Provincial Irrigation Officer for NISO and PIO, respectively.
6. Actual issuances of fuel thru fuel coupons, and oil shall be the responsibility of the Property Division in the Central Office or property section/ unit in the field offices based on the approved request.

All offices shall come out with an Energy Conservation Program On Fuel Consumption to be submitted to the Office of the Assistant Administrator for Administrative Services not later than October 31, 2004, including CY 2003 and January-September 2004 fuel consumption. Thereafter, a monthly fuel consumption report for service vehicles including motorcycles shall be submitted every 15<sup>th</sup> day of the following month to start in November, 2004 using the attached form marked ANNEX B.

Non-compliance hereof constitutes violation of reasonable office rules and regulations and shall be dealt with in accordance with Civil Service Law, rules and regulations under Section 52, Rule IV (Penalties).

All previous issuances inconsistent with this Memorandum Circular are hereby revoked.

For strict compliance.

  
**JESUS EMMANUEL M. PARAS**  
Administrator

October 8, 2004

## SAMPLE FUEL COUPON

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Date: Oct. 2004 Week No 1 Ctrl No. 001-2004

FUEL COUPON FOR ADMINISTRATOR

PLATE NO WMC-843

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 3 Ctrl No. 003-2004

FUEL COUPON FOR ADMINISTRATOR

PLATE NO WMC-843

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 1 Ctrl No. 005-2004

FUEL COUPON FOR DEPUTY ADMINISTRATOR

PLATE NO XHY-786

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 3 Ctrl No. 007-2004

FUEL COUPON FOR DEPUTY ADMINISTRATOR

PLATE NO XHY-786

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 1 Ctrl No. 009-2004

FUEL COUPON FOR AA FOR S.O.E.M.

PLATE NO SGH-925

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 3 Ctrl No. 011-2004

FUEL COUPON FOR AA FOR S.O.E.M.

PLATE NO SGH-925

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 2 Ctrl No. 002-2004

FUEL COUPON FOR ADMINISTRATOR

PLATE NO WMC-843

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 4 Ctrl No. 004-2004

FUEL COUPON FOR ADMINISTRATOR

PLATE NO WMC-843

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 2 Ctrl No. 006-2004

FUEL COUPON FOR DEPUTY ADMINISTRATOR

PLATE NO XHY-786

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 4 Ctrl No. 008-2004

FUEL COUPON FOR DEPUTY ADMINISTRATOR

PLATE NO XHY-786

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 2 Ctrl No. 010-2004

FUEL COUPON FOR AA FOR S.O.E.M.

PLATE NO SGH-925

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

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Date: Oct. 2004 Week No 4 Ctrl No. 012-2004

FUEL COUPON FOR AA FOR S.O.E.M.

PLATE NO SGH-925

50 LITERS (DIESEL) BALANCE \_\_\_\_\_ LTRS

Note: One week fuel allocation for travel within Metro Manila pursuant to MC No. \_\_\_\_\_ s. 2004 and in-line with Administrative Order No. 103.

**6 / - Reasons for variance. (-) Variance indicates Diesel or Gasoline savings while (+) indicates more Diesel or Gasoline consumed.**