

**Memorandum Order
No. 10
June 25, 1990**

**SUBJECT: Internal Guidelines in the Implementation
Economy Measures Pursuant to National
Emergency Memorandum Order No. 24
dated May 17, 1990 and Adoption of Other
Cost Saving Measures**

Pursuant to the provisions of National Emergency Memorandum Order No. 24 dated May 17, 1990, directing all government agencies under the Executive Department to adopt and implement further economy measures to generate funds for the immediate implementation of certain priority programs for CY 1990, all DENR officials and employees are enjoined to take an active part in implementing the following cost reduction measures. Notes are added pathetically to explain what are not covered by the prohibition.

1. Deferment of construction of new office buildings or building annexes, renovations, except those already contracted as of the effectivity of this Memorandum Order No. 24, and those which are funded for the purpose of meeting bilateral or multilateral commitments.
[Note: Repairs of building facilities are still allowed]
2. Deferment of acquisition of land or land improvements, except infrastructure projects, projects to support tourism development and projects necessary to fulfill international commitments.
[Note: Contract reforestation which is treated as Land and Land Improvement is not included in this prohibition]
3. Disallowance of all official travels abroad, except travels which are fully funded by donor agency, or which involve attendance in meetings required to carry out international commitments (e.g., ASEAN, GATT), or attendance in government trade and loan negotiations.
4. Discontinuance to all in-house publications which are addressed to employees.
5. Limiting of the filling of positions to only 25% of vacant positions in the central office.
6. Suspension of gift givings, donations and contributions, as well as holding of athletic, cultural and sports activities, official entertainment and public relations, public biddings, as well as those concerned with informational and public service campaign.
7. Disallowance of paid media advertisements except those concerned with the issuance of agency guidelines, rules and regulations, public biddings, as well as those concerned with informational and public service campaign.

8. Limiting of disbursements of office supplies and materials as well as water and illumination to their 1989 actual levels.
9. Deferment of the purchase of management and staff vehicles.
10. Deferment of the purchase of office equipment, furniture and fixtures except those required in the development of information systems.
11. Discontinuance of the hiring of all consultants, except those needed in the implementation of foreign-assisted projects.
12. Disallowance of overtime payment of forty (40) hours per month except as may be authorized by the Department Secretary or the head of agency concerned pursuant to the provisions of Memorandum Order No. 228, Series of 1989.

In addition to the above measures, we are also adopting the following guidelines:

1. The use of available office space shall be maximized thru adequate planning and re-arrangement of existing office/furniture/fixtures and equipment including the disposition of unnecessary records/files. This would also create a workable and healthy working environment for the employees.
2. Incurring expenses for food/snacks during conferences committee meetings and other regular meetings which are attended by DENR employees and other officials and employees under the executive branch of the government intended to be charged against the Department's appropriation shall be allowed only within the limits of auditing regulations.
3. All requisitions for emergency purchase for supplies and materials shall be thoroughly screened and only those which are exceptionally urgent shall be approved.
4. The purchase of equipment which are intended for the development of information system shall be limited to computers, radio communications, cameras projectors, and reproduction machines.
5. Technical publications shall continue to be allowed but they should use cheaper kind of paper and, where possible, should be printed using the cheapest means, like mimeographing.
6. In-transit allowance for foreign travel shall not be granted.
7. The following other cost reduction and economy measures shall be adopted:

A. Use of Conditioners

1. Put off the conditioners when nobody is using the room.
2. Start the aircon with FAN, gradually switching to LOW, then finally, to HIGH.
3. When the desired temperature has been reached, tone down the thermostat.

4. The aircon filters must be cleaned at least once a month. Too much accumulated dust blocks the flow of air. The General Services Division/Section/Unit shall be responsible for this task.
5. In rooms where there are more than two aircons, put off one when the desired temperature has been attained.

B. Use of Lights

1. Put off lights when offices are not in use. Lights must be put off during noon time breaks.
2. Avail of natural light; reduce electric lights near windows. Use curtains or blinds only when sunlight creeps to the offices.
3. Lobbies should have minimal lighting at night.
4. In some places, the number of lamps will be reduced.
5. Diffusers must be cleaned every 15 days.

The General Services Division/Section/Unit shall be responsible for No. 4 and 5.

C. Use of Computers and Other Electrical Appliances Including Electric Typewriters, Fans Airpots

1. Put them off when not to be used.
2. Don't play computer games.

D. Office Supplies

1. For Typewritten drafts, use cheap paper or the back of used paper.
2. Limit requisition of office supplies to only what is necessary.
3. Short forms for internal use should use half sheets.
4. For internal routing of memos or letters that must be sealed, used envelopes can be recycled.
5. The use of copying machines must be regulated. Reproduced only what is needed. Over-copying not only increases cost; it also creates more pressure on filing space.

E. Use of Time

1. When personal appearance is not necessary, use the phone. It's faster but don't use it long enough to disrupt flow of other calls.
2. Organize your work, pay attention to details. Leaving out important details will result in redoing the work. Set work priorities. Pay attention to dates your outputs are required.
3. Come to work in time. Productivity suffers when working time is not spent wisely.

F. Use of Water

1. Leaking pipes and faucets should be repaired immediately. Inspection of pipes and faucets should be done daily by the General Services Division/Section/Unit.
2. Watering of lawns should be regulated.

G. Travels

1. Claims for taxi, jeep hire, boat hire and similar hirings will be scrutinized for veracity.
2. Local travels will be restricted to what are urgent and necessary.
3. Claims for per diems should correspond only to authorized and actual travel days.

Heads of offices should submit to the Office of the Secretary monitoring reports on the implementation of the cost reduction measures.

Attached is a copy of MEMO No. 24 for your reference and guideline.

LITO MONICO C. LORENZANA
Acting Secretary