



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

15 June 1994

CUSTOMS MEMORANDUM
ORDER No. 24-94

To : All Bureau Officials and Personnel

Subject : Energy Conservation and
Cost Saving Measures

I. OBJECTIVE

To insure the proper utilization of scarce Bureau resources and achieve efficiency in the workplace.

II. SCOPE

This Order shall apply to all Collection Districts.

III. GENERAL PROVISION

1. It shall be the duty and obligation of all officials and personnel of the Bureau to adopt the measures herein enumerated geared towards the attainment of the desired objective.

IV. SPECIFIC PROVISIONS

1. Promotion of use of Recycled materials

- 1.1 Whenever practicable, the use of recycled materials is hereby encouraged to prevent the useless dissipation of expensive equipment and supplies.

2. Energy Conservation

- 2.1 It shall be the duty of all Bureau officials and employees to contribute in the energy conservation program of the government by following these measures.

- 2.1.1 Switch off all electrical appliances and lights before leaving the office at the close of business hours.

- 2.1.2 Observe strictly the rule on non-cooking of food in offices as the same constitute fire hazards that should be avoided.

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3. Water Conservation

3.1 It shall be the duty of all officials and personnel of the Bureau to immediately report to the General Service Division all leaking faucets and busted pipes in their respective offices.

4. Gasoline Conservation

4.1 Proper route planning of all deliveries/pick-ups/canvas to be made by the General Services Division should be adopted to insure efficiency and to avoid unnecessary cost.

5. Absences/Leaves/Suspensions

5.1 It shall be the duty of all Senior Officials of the Bureau, from the Deputy Commissioner to the District Collectors Division Chiefs and unit head to closely monitor the absences and unauthorized leaves of all personnel under their direct control and supervision.

5.2 It shall be the duty of the Human Resources Management Division to provide the Financial Management Office an updated list of all bureau officials on official leaves, absences, and those being preventively suspended due to the pendency of an administrative case, for the FMO to closely monitor the same for purposes of making the necessary adjustments in the payroll.

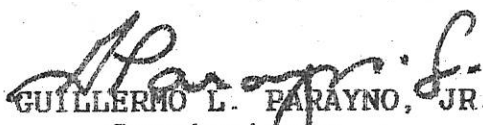
6. Implementing Arm

The General Services Division is hereby designated as the lead office in insuring that the herein enumerated cost-saving measures are being strictly complied with. Accordingly, the Chief, GSD, shall submit a bi-monthly report to the office of the Deputy Commissioner for Internal Administration to determine the level of compliance to this order.

V. EFFECTIVELY

This Order shall take effect immediately.

For Strict compliance.


GUILLERMO L. PARAYNO, JR.
Commissioner