


*h. J. P.***MEMORANDUM**

TO : **ALL BOC OFFICIALS
ALL OTHERS CONCERNED**

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : **ENJOINING ALL CONCERNED IN THE GOVERNMENT TO
REALIZED AT LEAST TEN PERCENT (10%) COST SAVINGS**

DATE : **June 10, 2020**

In line with the implementation of Section 4(u) of the Republic Act No. (RA) 11469 or the Bayanihan to Heal as One Act, which recommended to conserve and regulate the distribution and use of power, fuel, energy and water, and ensure adequate supply and National Budget Circular No. (NBC) 580 dated April 22, 2020 regarding the Adoption of Economy Measures in the Government due to the Emergency Health Situation, the Department of Energy (DOE) as Chairperson of the IAEECC under RA 11285 or the Energy Efficiency and Conservation (EEC) Act hereby issued an advisory to all concerned in the government agencies to realized at least ten percent (10%) cost savings.

In order to support this reduction in costs, the following actions/measures shall be immediately implemented:

1. Lights, computer units and other office electrical equipment shall be switch on not earlier than 8:00am and shall be switch off during lunch break and shall be switch on from 1:00pm to 5:00pm.
2. Air-conditioning units shall be switch on from 8:00am to 12:00nn then 1:00pm to 4:00pm.
3. Use of street lights/lobby lights at night shall be limited to 50% of the previous consumption and what is necessary for safety and security reasons.
4. Unnecessary trips using government vehicle are strictly prohibited.
5. Conserve water consumption.
6. Unauthorized persons staying within the compound even after office hours and during weekends shall be prohibited.

For strict compliance.