



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

11 December 1990

CUSTOMS MEMORANDUM ORDER

NO. 90-90

All Service Chiefs
All District Collectors of Customs
All Division Chiefs
All Section Chiefs
All Unit Heads
And All Others Concerned

In order to conserve energy and to save on expenses, the following energy conservation/cost saving measures shall be strictly observed:

1. Lights shall be re-positioned or offices furnitures re-arranged such that the light concentration must be directed to the employee using the light. All unnecessary lights shall be decommissioned;
2. Switches for individual lights shall be provided so that only the needed light(s) shall be switched on;
3. Airconditioners which are not in use must be unplugged, not just switched off;
4. Water taps shall be tightly closed and leakages shall be immediately reported and repaired;
5. Airconditioners as well as motor vehicles of the Bureau of Customs shall be regularly serviced; and
6. Copies of communications whether typewritten or xeroxed must be only for the intended recipients. Unnecessary extra copies are not allowed.

For the Central Office and the District Ports within the Metro Manila Area, the General Services Division is hereby directed to effect the repositioning of lights and the decommissioning of all others not necessary. The light bulbs, ballasts etc., from decommissioned lights shall be retrieved and inventoried for future use of the Bureau.

The General Service Division (for Metro Manila) is further directed to prepare a regular service schedule for motor vehicles/airconditioners for such equipments in the Central Office and the District Ports in Metro Manila; and

Jawad M. Nisim

Cmo-90-90

For the purpose of this Order, the highest Officers occupying the room or the actual occupant of the room (if alone), shall be the officer/employee who shall be responsible for carrying out the above energy conservation/cost saving measures.

For all provincial Ports, District Collector of Customs/ Subport Collector of Customs shall cause the implementation of the order on the decommissioning of unnecessary lights and the scheduling for the regular service of vehicles and/or airconditioners. A monthly report shall be submitted to the Commissioner of Customs, through proper channel, in order that there will be an effective monitoring of the energy conservation/cost saving program.

The Enforcement and Security Service is hereby directed to monitor and report on a weekly basis to the Commissioner of Customs, thru proper channel compliance/non-compliance of this Order so that administrative action can be taken against the erring employee concerned.

For strict compliance.

Salvador M. Mison
SALVADOR M. MISON
Commissioner