



## MEMORANDUM CIRCULAR

NO. 25  
Series of 2005

**SUBJECT: Enhanced Implementation of DSWD  
Energy Conservation Program**

### RATIONALE

To cushion the effects of increasing oil prices on the domestic economy particularly on the DSWD budget, there is a need to exert more efforts to promote the judicious use of energy resources through intensified conservation efforts and efficient utilization, thus this memorandum.

### LEGAL BASIS

1. Presidential Administrative Order No. 126 (s. 2005) - Strengthening measures to address the extraordinary increase in world oil prices, directing the enhanced implementation of government's energy conservation program.
2. Presidential Administrative Order No. 104 (s. 2004) - Requiring all government agencies to adopt austerity measures, including the reduction of at least ten percent (10% in the cost of the consumption of fuel, electricity and other utilities.
3. Presidential Administrative Order No. 110 (s. 2004) - Directing the institutionalization of a Government Energy Management Program (GEMP).
4. Presidential Memorandum Circular No. 55 dated February 9, 2004 - Directing the use of one percent (1%) by volume Coconut Methyl Ester in their diesel requirements.

### OBJECTIVES

1. To institutionalize the DSWD Energy Management Program; and

2. To adopt measures to reduce the cost of the consumption of fuel, electricity and other utilities by ten percent (10%);
3. To provide guidelines on the implementation of mandatory energy reduction measures in the Department.

## **COVERAGE**

All bureaus, services and field offices are mandated to adopt and implement a program that will reduce the cost of the consumption utilities by not less than 10% using the following benchmark:

<u>Utilities</u>	<u>Benchmark</u>	<u>Legal Basis</u>
Fuel	Average monthly consumption 1 <sup>st</sup> semester 2005	Presidential Administrative Order 126, series of 2005
Electricity, Water and Cellular Phone	1 <sup>st</sup> semester of 2004	Presidential Administrative Order No. 103, series of 2004

## **GUIDELINES**

### 1. On Vehicles

- a. Carpooling is encouraged. Whenever possible, service vehicle may be pooled to transport officials/employees to venues of meetings or occasions outside DSWD.
- b. Limit the use of vehicles to essential activities and review the travel program and schedules to minimize unnecessary trips.
- c. Use of vehicles other than official business is prohibited. On this, the trip ticket authorizing the use of the vehicle shall be displayed on the windshield or in any another conspicuous place of the vehicle. Travel outside of approved destination are not allowed. Thus, drivers shall limit their travel or routes to approved destination only.
- d. Except for rescue, relief and rehabilitation activities and extremely necessary travel, use of vehicles on Sundays and holidays, or outside the regular office hours or outside the route of the officials/employees authorized to use them, shall, unless properly authorized, be prima facie evidence of violation against the officials or employees responsible for such violation. Travel falling under

extremely necessary circumstances shall be authorized by the Secretary or her duly designated representative.

- e. For sustainable implementation of the Clean Air Act and in support of government efforts to increase/maintain dollar reserves of the country through the use of domestic coconut products, it is directed that all fuel requirement of DSWD vehicles shall be added with one percent (1%) Coconut Methyl Ester to every volume of diesel fuel filled in the tank of said vehicle. (For example, if loading 50 liters of diesel fuel, add 500 ml of coco-biodiesel. If only 10 liters, add only 100 ml of coco-biodiesel).
- f. The General Services Division (GSD) -Central Office, the Management Division (MD)-Field Offices and the drivers concerned shall be responsible for the proper use and maintenance of vehicles and the immediate reporting of abnormalities observed and defects detected from the vehicles to the motorpool mechanics. Tips on how to increase fuel efficiency is attached as **Annex A**.
- g. The GSD and MD shall ensure the provision of the year-round schedule of change oil and preventive maintenance of the vehicle by the office concerned to enable that office to synchronize their travels/activities with said schedules.

## 2. Airconditioning Units

- a. Airconditioning units shall be switched on not earlier than 9:00 a.m. and switched off not later than 4:00 p.m. During lunch breaks, the airconditioning units shall be switched to "FAN" mode.
- b. Where adequate or normal ventilation is available, the use of airconditioning units shall be discouraged.

## 3. Lighting and Electric equipment

- a. The use of energy-saver lamp or compact fluorescent lamp (CFL) shall be promoted to reduce power consumption. The GSD or the Management Division of the ROs shall implement immediately. The shift to low-energy convalescent lamps whenever budget is available.
- b. If normal light is available, electrical lightings in DSWD offices shall no longer be used.

- c. Except for the refrigerators which should be turned off once a week, all lights, percolators, thermos and other electrical equipment shall be switched off when not in use or after office hours or before leaving the room.
- d. Except for Centers and Institution and SWADCAP, cooking food inside the DSWD buildings is strictly prohibited.

4. Photocopying machine

The photocopying machine shall be used for official business only.

5. Elevator

In the Central Office, the use of stairs rather than elevator is being encouraged, except for the elderly and persons with disability or with health problems. If the point of destination is located only on the next floor, every official and employees are directed to use the stairs.

6. Information Technology

- a. The internet and Local Area Network facilities shall be used for sending internal communication to economize the use of paper and Information Technology consumables.
- b. Using the computer for playing games and printing greeting cards, invitations and other works for personal purposes are not allowed pursuant to existing rules and regulations.

## REPORTORIAL REQUIREMENT

- 1. The Administrative Service or the Management Division is hereby directed to furnish all offices the actual monthly consumption of fuel and electricity to serve as basis of their comparison on whether or not their initiatives have helped in reducing the consumption of fuel and electricity.
- 2. The Administrative Service and all field offices shall submit monthly utilization of fuel and electricity to the Office of the Assistant Secretary for Administration and Support Services on the 5<sup>th</sup> day of the following month reported.
- 3. Pursuant to Section 9, Article IX of the Collective Negotiation Agreement (CNA), the Committee on Fund Source for CNA Incentives and

Mechanism for Monitoring Savings shall monitor and submit quarter report to EXECOM on compliance to energy conservation measures every 15<sup>th</sup> of the month after each quarter.

This circular shall be effective immediately and rescinds all other previous orders contrary to it.

Done in Quezon City this 30th the day of September, 2005.

  
**LUWALHATI F. PABLO**  
Officer-in-Charge

## TIPS TO INCREASE FUEL EFFICIENCY

**Plan all trips** – Plan the timing and the route of your trips such that you will avoid being caught in the “thick” of traffic. Know your regular route and always have an alternate route in mind.

**Avoid “jack-rabbit” starts.** – Gradual acceleration in driving can save as much as one kilometer per liter compared to rapid acceleration.

**Keep speed down and drive at steady speeds.** – Tests conducted with popular cars have indicated a 25% improvement in fuel economy when speeds are reduced from 120 to 80kmph.

**Anticipate stops.** – Tests prove that a vehicle driven at 60 kmph can travel a distance of 650 meters by a gradual halt without additional fuel consumption.

**Avoid fuel spillage.** – Don't overfill the tank. Keep the fuel cap tightened to prevent fuel loss due to evaporation or spillage.

**Minimize vehicle loads.** – Transportation unnecessary weight in your car will cause it to add 10% to fuel consumption.

**Follow a regular preventive maintenance program to prevent major breakdowns.** - A poorly maintained car can use up to 25% more fuel.