



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila

OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION

MEMORANDUM

To: All heads of Academic and Administrative Offices, Faculty Members, Administrative Employees and Students

Date: 17 January 2012

Re: ECONOMY/AUSTERITY MEASURES

In order to effect a meaningful and judicious use of resources (energy, material and human resources) through intensified conservation effort and judicious utilization thereof and at the same time addressing economic concerns, everybody is hereby enjoined to strictly observe the following University Economy/Austerity Measures as recommended by the Task Force on Austerity/Economy Measures and approved by the President.

A. USE OF AIR-CONDITIONING UNITS IN OFFICES

1. Use of air-conditioning units in all offices shall be limited between 9:00 a.m. to 4:00 p.m.
2. Except for heads of offices, employees who do not have official or authorized duties after office hours shall not be allowed in the office provided further that employees concerned should be authorized in writing by the head to be submitted to security for monitoring purposes.
3. For optimum cooling effect of air-con units, accumulated waste materials in offices and work areas should be removed. Reduction of waste materials will reduce the stored heat thus reducing the heat load of the air-con.
4. A/C units shall be shut-off whenever the room is vacant or unoccupied to reduce the operating hours thus reducing electrical consumption.
5. It shall be the responsibility of the head of office to implement the energy conservation measures.
6. Proper operation of air-con units shall be observed to reduce air-con trouble thus reducing the cost of maintenance. A/C units shall be operated on fan mode for at least 3 minutes before switching to cooling mode to protect the compressor.

B. USE OF AIR-CONDITIONING UNITS, VENTILATING FANS AND OTHER ELECTRICAL DEVICES IN ALL CLASSROOMS

1. Air-con units, ventilating fans and other electrical devices are to be operated only during the holding of class and shall be shut-off immediately after the class. Students are not allowed to stay inside the classrooms after class.
2. Proper operation of air-con units shall be observed as follows:
 - a. For electronic or remotely-controlled air-con units:
 - A/C units shall be set to “Fan Mode” before shutting it off.
 - A/C units shall always start and operate at “Fan Mode” for at least 3 minutes before switching to “Cool Mode.” This is to ensure that no liquid refrigerant will enter the suction of the compressor.
 - b. For manually-controlled air-con units:
 - Start the air-con at “Fan Mode” for at least 3 minutes before switching to “Cool Mode.”
 - Operate the air-con at “Fan Mode” for at least 3 minutes before shutting it off.
 - c. Temperature setting of air-con
 - Thermostat setting shall not be less than 76°F (24.4°C) dry bulb. This temperature setting is expected to produce an effective temperature of 71°F (21.67°C) which will result to the optimum comfort of the space occupant.
3. It shall be the responsibility of Faculty members, Roving guard on duty and the concerned Deans to enforce the enercon measures inside the classrooms being utilized by the concerned colleges.

C. USE OF COMPUTERS AND OTHER OFFICE MACHINE/EQUIPMENT

1. All computers and other office machines/equipment shall be switched off and unplugged from electrical outlets when not in use.
2. Playing computer games, internet chatting and social networking activities are prohibited at all times (including thru personal and PLM-provided computers).
3. All office machines/equipment which will not be utilized for at least thirty (30) minutes shall be shut-off.
4. All personal energy-consuming equipment/appliances such as electric stoves, refrigerators, microwave ovens, oven toasters, electric pots, TV sets, etc. not covered by Memorandum Receipts (MRs) shall be considered unauthorized. Hence, the use of such items inside PLM will be prohibited.
5. All equipment shall be unplugged when offices are left unattended.

D. USE OF LIGHTS AND ELECTRICAL OUTLETS

1. Lights in all classrooms shall be switched off after every class. Students are prohibited from staying inside classrooms after their class to avoid the excessive use of lights, electric fans, A/C units and other utilities inside classrooms. It shall be the responsibility of faculty members to ensure that their students always leave their classrooms at the conclusion of each class. Every college shall assign a

representative from their respective units to monitor their classrooms and report to the *Task Force's Monitoring Team whenever necessary*.

2. All rooms, corridors and hallways that are naturally-lit by sunlight shall have all lighting fixtures turned off until sunset or whenever there may be a need for illumination in certain areas even during daytime. Unnecessary lights shall be turned off always.
3. Lighting in all comfort rooms shall be switched on only when needed.
4. Electrical outlets shall not be available to students for charging purposes (i. e. cell phones, laptops, etc.).
5. If possible, practices, sports activities at open field should be done during daytime to avoid/minimize use of light/electricity.

E. USE OF UNIVERSITY FACILITIES

1. Limit the use of facilities for students and employees.
 - a. College Foundation Day activities shall be limited to one (1) day only, and shall not exceed 10:00 p.m.
 - b. As much as possible, activities shall be conducted only at UAC or at Tanghalang Bayan to minimize use of air-conditioned venues.
 - c. Immediate inspection of university facilities shall be conducted immediately after conclusion of every activity.
2. The free use of university facilities shall be limited to approved PLM activities only.
 - a. Collect rental fees for outsiders (As per Execom Resolution No. 16 dated December 20, 2006 and ratified under Board Resolution No. 2042 dated August 1, 2007)
 - b. Outsiders who are authorized to use University facilities for free shall pay for electricity and water consumption. If needed, they will also be required to pay for overtime services of assisting PLM personnel (Janitorial, security and other necessary personnel)
3. Food Concessionaires (Canteen, Stalls, Kiosks, etc.) shall be required to pay a reasonable rate for rent of spaces they occupy. This will also be required to pay for consumption of electricity and water thru PDSPO's installation of *Sub-Meters*. (rental rate shall be in accordance with accounting and auditing requirements)

To maximize further the existing facilities, Audio Visual Room (AVR) at Gusaling Corazon Aquino (GCA), Physical Therapy (PT) Room/clinic, Information Technology Office (ITO), and College of Nursing Office (CNO) should be divided into 2 for an additional classroom or another office.

Energy saving and water conservation efforts have been made by PDSPO by making all urinals waterless, Incandescent Bulbs (IB) for corridor have been reduced and replaced by Compact Fluorescent Lamps (CFL), and inspection of comfort rooms and water lines for water leaks are being done on a daily basis for immediate corrective actions.

F. USE OF UNIVERSITY VEHICLES

1. All university vehicles shall be utilized exclusively and strictly for official use only.
2. All trips shall be covered by Trip Tickets (to be secured at OVPA), and Travel Orders (for trips outside of Metro Manila).
3. Only authorized drivers shall be allowed to drive university vehicles.
4. All vehicles shall be parked or stationed within university premises when not in use.
5. The use of university vehicles shall be coordinated with the Office of the Vice-President for Administration (OVPA) which will be responsible for reviewing travel programs, schedules and activities to minimize unnecessary trips.
6. If the passenger happens to be a government officer/head with the privilege of a transportation allowance, corresponding deductions shall be taken from his/her allowance as per Pamantasan Administrative Order (PAO) No. 22, s. 2007.
7. Personnel whose duties regularly require travel outside PLM (i.e. messengers, canvassers, buyers, etc.) shall be allowed use of vehicles only to bring/pick up bulk or heavy supplies to or from PLM.
8. Field trips and class activities shall not be allowed the use of PLM vehicles.
9. For outsiders (i.e. Manila City Hall personnel) who wish to use PLM vehicles, necessary fees & payments (e.g. rental fees, gasoline allowance, driver's O.T. pay, etc.) should be required, as per Board Resolution on Using University Vehicles.
10. All employees using shuttle shall pay P5.00 to subsidize partial gasoline expenses.

G. MAXIMIZE HUMAN RESOURCES

1. Freeze hiring of new personnel. (if possible)
 - a) This shall be limited only to administrative personnel. Part-time and full time faculty hiring shall be allowed as replacement for those who are on leave, resigned, transferred or retired and as the need for teaching personnel requires.
 - b) Conversion of appointment from administrative to faculty or vice versa may be allowed provided it involves the same salary grade.
2. Conduct personnel inventory by Internal Control Office in coordination with Human Resource Development Office. Offices with excessive number of personnel may re-assign some of theirs to other offices that need additional personnel, thus preventing the hiring of new employees.

H. USE OF BOOKS AND PERIODICALS

1. Reduce purchase of professional and reference books.
2. Newspaper subscription should be limited to the University Library, Procurement Office, COA Office, OVPA, OVFPF, OVPAA, OEVP and the Office of the President.
3. Textbooks should not be provided by the Library.

I. WATER CONSUMPTION

1. Water conservation signage shall be posted in all C.R's.
2. Install water sub-meter at PRMEC Building, Coop Office, Canteen and food Kiosk inside the campus.

J. USE OF OFFICE SUPPLIES

1. Office supplies shall not be used for personal purposes.
2. Recycle the use of bond paper, if possible, to minimize paper consumption.

3. For procurement, purchase shall be limited to the most commonly used office supplies and materials.
4. Regularly conduct physical inventory of office supplies to control issuance and use.

K. STRUCTURAL REFORMS

1. The concept of merging/streamlining of administrative offices shall be studied/examined for possible implementation (please see attached *Proposed Organizational Chart*).

As approved, strict implementation shall be done. A Task Force Monitoring Team is hereby constituted to perform an oversight function and to ensure that the Austerity Measures are fully observed.

TASK FORCE MONITORING TEAM

Team Leader: **Rolando G. Marasigan, PME**

Reporting Team Leader: **Marita S.D. Barrientos, REE**
Fe T. Cawit

Sub Team # 1 – **Gusaling Lacson, Gym, University Café**

1. Alex Ramirez
2. USG – (assigned on the specific area)
3. Arvin Colet/Richard Villaran

Sub Team # 2 – **Gusaling Bagatsing, Katipunan, Property Office Bldg.**

1. Gerry Ferrancullo
2. USG – (assigned on the specific area)
3. Silvino Fadera/ Pepe Aldovier

Sub Team # 3 – **Gusaling Villegas and Gusaling Corazon Aquino Bldg.**

1. Vener Torrecampo
2. USG – (Roving Security Assigned)
3. Loida Mercado/Cristina Dunton

Sub Team # 4 – **Gusaling Atienza, University Activity Center, Chapel, Tanghalang Bayan and Pride Hall**

1. Leo Rivas/William Cueva
2. USG – (Roving Security assigned)
3. Marcelito Reyes/Noel Abarca

Please be guided accordingly.

DANILO A. BALUYOT
VP for Administration