



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-6626 loc. 2012 - 2014

**MEMORANDUM FROM THE SECRETARY**

**T O** : All Undersecretaries, Assistant Secretaries  
Regional Executive Directors, Bureau Directors  
Heads of Units and Attached Agencies

**SUBJECT** : **Water Conservation Measures**

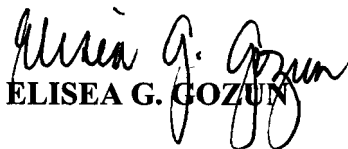
**D A T E** : **JAN 14 2004**

We are now facing a serious water shortage, the adverse consequences of which will lead to crisis proportions if conservation measures are not adopted and if the rains do not come. While it is expected that it will be the Metropolitan Manila area that will be greatly affected, all DENR offices are hereby directed to observe the following water conservation measures:

1. Repair all leaks in your offices (faucets, toilets, pipes, etc.).
2. Use glass or tumbler when brushing teeth.
3. Use water basin in washing dishes.
4. When washing service vehicles, use a pail instead of a hose and a cotton cloth instead of a sponge.
5. Watering of plants should be done during the cool part of the day, early morning or late afternoon to minimize evaporation.

Please disseminate the above information to all your officials and employees. You are likewise instructed to use your office's water bill for December 2003 as baseline data to monitor your water consumption. This will allow us to determine the effectiveness of our water conservation measures. Submit monthly report to this Office.

For compliance.

  
ELISEA G. GOZUN

*Encourage employees to think  
of other ways to conserve water.*