

DENR Memorandum Order
No. 2001 – 05
June 01, 2001

SUBJECT : Prescribing Fiscal Discipline Measures

Pursuant to the provisions of Malacañang Administrative Order No. 5 dated 28 February 2001 directing the reduction of government expenditures in view of large expected budget deficit and a reduction in departments/MOOE budget of P517 M for CY 2001, the following fiscal discipline measures are hereby prescribed:

A. ELECTRICITY

All officials and employees are hereby enjoined to observe energy conservation measures in order to reduce power consumption,, as follows:

1. All air-conditioning units shall only be switched on from Monday through Friday at 8:00 a.m. and shall be switched off at 4:45 p.m.
Electric fans must be turned-off when the air-conditioner is already functioning. Personnel rendering overtime services during Saturdays and Holidays shall use electric fans only.
2. Lights must be put off, specifically from 12:00 noon through 1:00 p.m.
Minimal lighting during lunch breaks and at night time shall be maintained in the lobby and corridors.
3. For offices with more than two air-conditioners, one unit must be put off when the desired room temperature has been reached.

4. Electric typewriters, fans, airpots and other equipment/appliance must be out off when not in use.
5. Switch-off computers during lunch breaks except the servers. The use of computers for video and computer games is strictly prohibited.

B. COMMUNICATION

1. The use of the International Direct Dialing (IDD) system for telephones and fax machines is prohibited, while domestic calls and, fax transmission shall be limited to urgent official matters only.
In order to minimize travel expenses, long distance calls and fax transmissions may be utilized in official transactions among central/regional/field offices, in lieu of official travels.
2. Utilize e-mall facilities in disseminating some information and other communication to all units of the Department, Bureaus, Regional and Provincial Offices.
3. The following allowable schedule of fixed rates for post-paid subscription (Executive Plan) of cellular phones is as follows:

OFFICIAL/PERSONNEL	RATE PER MONTH	
	GLOBE	SMART
Undersecretary/Asst. Secretary HEA	P 2,000.00	P 1,800.00
Service/Bureau Director/Asst.	1,500.00	1,800.00
RED/ARED	1,500.00	1,800.00
Project/Program Director		
<i>Foreign-assisted projects</i>	2,000.00	1,800.00
<i>Locally-funded projects</i>	1,500.00	1,800.00

The amount in excess of the allowed monthly rates shall be charged to the personal account of, the concerned official through salary deduction. No other officials and employees, aside from those listed above, are allowed post-paid subscription of cellular phones. Unauthorized holders of cellular phones must surrender their units to the Telecommunications Unit (GSD), not later than 15 June 2001.

4. Express delivery couriers shall only be used in sending documents that are urgent and emergency in nature. Printed matters and other documents or publications intended for the regions shall be placed in pouch bags assigned to each Region, to be picked up by any Regional Official and/or employee that is on official travel to the DENR Central Office and Bureaus, and vice versa.

The purpose of officially conveying the documents must be indicated in the Travel Order of the concerned official or employee. The Records Management and Documentation Division/Records Unit shall coordinate with the concerned offices regarding the implementation of this directive.

C. WATER

1. Any leakage or wastage in water due to defective faucets or water connections must be immediately reported to the General Services Division/Unit for repair and proper maintenance.
2. Watering of lawns and gardens shall be regulated.
3. Adjust the water level of every tank in all confort rooms so that three (3) liters of water can be saved from every flushing.
4. Close the faucet while brushing teeth.

D. SUPPLIES, MATERIALS AND EQUIPMENT

1. Procurement shall be done in accordance with the approved Annual Procurement Plan (APP) and office/unit budget.
2. Small purchases that are urgent or emergency in nature shall be procured through cash advances of the offices' designated Special Disbursing Officers (SDOs) authorized for the purpose, subject to the existing budgeting, accounting and auditing rules and regulations.
3. Used papers must be recycled for photocopying documents or drafting correspondence to promote zero waste, as well as reduce costs.
4. Surrender empty printer cartridges, used ribbon printer cartridges, old newspapers, and other papers that can no longer be recycled to the General Services Division for eventual disposal.
5. Limit the purchase of office supplies and materials to avoid over stocking,

E. MOTOR VEHICLES

1. Only one unit vehicle shall be assigned to ASECS, HEA, Service Directors, Bureau Directors and Assistant Directors, REDs, AREDs, PDs and PMs. All USECs, however, shall be allowed usage of another vehicle as reserve or for staff use.
2. Vehicles assigned to officials other than those mentioned in the preceding section and for general dispatch vehicles, shall be parked at the Motor Pool Compound after 5:00 p.m., unless when there are official travels in the provinces and/or meetings, seminars or conferences.

3. Provision for fuel, spare parts, repairs and maintenance of DENR vehicles shall not be allowed if same is not permanently marked "FOR OFFICIAL USE ONLY", with the name or logo of the agency. Motor vehicle trips shall be supported by properly accomplished and approved serially numbered Driver's Trip Tickets.
4. Purchase of motor vehicles not directly supportive of the agency's frontline services shall be deferred, except as replacement for luxury vehicles that were disposed of consonant to Administrative Order No. 3 dated 27 February 2001 or requirement to foreign-assisted projects.

F. OTHER ECONOMY MEASURES

1. Trainings, seminars or workshops shall be conducted in a simple and cost effective manner. The purchase of training kits or bags for the use of participants shall no longer be allowed, except with the approval of the ASEC for Management Services.
2. Subscription to magazines/journals (related to ENR) shall be limited to one (1) title for the Offices of the USEC, ASEC, HEA, Service Director, Bureau Director and Assistant Director, RED, ARED, PD, and PM except the OSEC, Public Affairs Office (PAO) and Library. The Offices of the USEC and ASEC are limited to two (2) daily newspapers, while the Offices of the HEA and Director are limited to one (1) newspaper, without weekend subscription, except OSEC, PAO, and Library.
3. Contracts for consultancy services regardless of fund source, shall be limited to those directed towards the government's institutional reform efforts.

4. Limiting the travel of DENR Officials and employees (frequency, duration and number of personnel) to the barest minimum of one staff and maximum of two staff per project visit and on a need basis. The concerned USEC/ASEC/Director should be strict on this measure.
5. The grant of clothing allowance for foreign travels is suspended effective 01 June 2001.
6. Overtime services of personnel shall be allowed only in cases of urgent and critical assignments. It should not be resorted to in the performance of regular routine work and activities. (Specific guidelines on the rendition of overtime services will be issued later.)
7. The conduct of cultural and sports activities and other celebrations of the agency is limited.
8. The giving of gifts, grants, contributions and donations shall be limited to those that are necessary in attaining agency's objectives or sectoral outcomes.
9. Purchase of furniture and fixtures shall be suspended, except upon the approval of the Secretary.
10. The creation of new offices and positions, except in CARAGA regional office where funds shall be offset with the abolition of existing positions, and the creation of Inter-agency committees and Interim bodies shall be prohibited, unless covered by available funds as approved by DBM and authorized by the Office of the President.
11. The hiring of contractuales shall be reduced, and resorted to only in vital and urgent work activities.

12. The General Services Division/Unit shall submit a Preventive Maintenance Program for all equipment facilities and vehicles to reduce the costs of maintenance and repair, and to act on matters prescribed above.

It is the duty and responsibility of the respective Heads of Offices/Units (Directors and Division Chiefs), Security Service and Internal Audit Staff to see that this Memorandum Order is strictly complied in all DENR Offices and Attached Agencies. The Financial and Management Service (FMS) will monitor the savings generated out of the above measures. Hence, the Accounting Division/Administrative Division/Finance Division/Administrative Support Section shall submit a Quarterly Report on Savings to the FMS.

This Order shall take effect immediately.

(Sgd.) HEHERSON T. ALVAREZ
Secretary

Copy furnished:

DENR Attached Agencies
COA Resident Auditor