



OCT 11 2005

MEMORANDUM CIRCULAR

No. 2005 - 015

TO : All Officials
DENR Proper, Bureaus, Regional Offices, PENROs,
CENROs, and Attached Agencies

SUBJECT : **PRESCRIBING ADDITIONAL ENERGY CONSERVATION MEASURES**

In accordance with directives from the Office of the President under Administrative Order No. 126 (AO 126), ***Strengthening Measures to Address the Extraordinary Increase in World Oil Prices, Directing the Enhanced Implementation of the Government's Energy Conservation Program, and for Other Purposes***, additional energy conservation measures are hereby prescribed.

These measures supplement the required implementation of the Energy Management Program (EMP) pursuant to Malacanang Administrative Order No.110, ***Directing the Institutionalization of a Government Energy Management Program***, DENR Memorandum Circular No. 2005-004, ***Guidelines on the Submission of Reports Pertaining to the Implementation of Malacañang Administrative Order Nos. 103 and 117***, DENR Memorandum Order 2004-11, ***Prescribing Economy Measures in DENR***, and the DENR Central Office Environmental System (EMS) Operational Control Procedures.

It is reiterated that all offices comply with the required reduction in the monthly consumption by 10% on electricity, water, fuel (including petroleum products) and office supplies/materials for a minimum period of three (3) years starting January 2005.

A. Use of Electricity

1. All air-conditioning units shall be switched on from Monday through Friday only at 9:00 A.M. and shall be switched off not later than 4:00 P.M. except in conference rooms where there are ongoing meetings. The air-conditioning units shall be switched on "FAN" mode during lunch breaks.

B. Use of Vehicles

1. Vehicles, aircraft and watercraft shall be strictly used for official business. Trip tickets authorizing the use of government vehicle should be displayed on the windshield or in other conspicuous place on the vehicle.
2. The use of vehicles on Sundays, legal holidays and outside of the regular office hours or route of the authorized officials or employees, shall be used as prima facie evidence of violation of AO 126 in the administrative proceedings against the officials or employees responsible for such act.
3. Vehicles assigned to officials and those for general dispatch must always be parked in the DENR premises when not in use and during weekends.
4. The Motor Pool Section, GSD/General Services Section shall limit the use of vehicles to essential activities and shall review Travel Orders and schedules to minimize unnecessary trips.



5. The Environmental Management Bureau NCR through the Anti-Smoke Belching Team in coordination with concerned law enforcement agencies, shall strictly implement the anti smoke-belching law for all vehicles.

C. Other Functions and Reporting System

1. The Bureaus, Regional Offices and Attached Agencies shall designate their respective Energy Conservation Officers (Enercon Officers) in compliance with AO Nos. 110 and 126, copy furnished the Management Division, Financial and Management Service.
2. The Enercon Officer/Energy Conservation Team (ECT) will prepare the Energy Management Program (EMP), monitor its implementation, and submit a monthly Report of Compliance to the Energy Conservation Committee through the Management Division.
3. The Bureaus, Regional Offices and Attached Agencies shall furnish the Office of the Undersecretary for Management and Technical Services a copy of their respective EMPs.
4. The Bureaus and Regional Offices should submit the Report of Compliance every 5th day of every month to the Management Division while the Attached Agencies shall submit the reports directly to the DOE every 15th day of every month, copy furnished Office of the Undersecretary for Management and Technical Services.
5. The Accounting Division shall furnish the Committee the monthly Report on Savings from Administrative Order No. 103 for incorporation to the Report of Compliance pertaining to the requirements of AO 126.
6. The Management Division shall integrate the reports of the ECT and Enercon Officers for submission to the Energy Conservation Committee.
7. The Energy Conservation Committee shall submit a Report of Compliance to the Department of Energy (DOE) every 15th day of every month.
8. Designated EMS Officers of each Office in the Central Office per Special Order No. 2004-773 shall be responsible in monitoring their Offices' compliance with the Department's EMP, and shall actively cooperate and coordinate with the ECT.
9. The Employees Union of the Central Office, Bureaus, Regional Offices and Attached Agencies shall actively participate in the successful implementation of their respective EMPs.
10. The Anti-Smoke Belching Teams should submit their Monthly Apprehension Report and Summary of Monitoring Particulate Matter to the Metro Manila Air Quality Improvement Sector Development Program (MMAQISDP), copy furnished the Office of Undersecretary for Management and Technical Services.

For strict compliance.



[Handwritten Signature]
MICHAEL T. DEFENSOR
Secretary