MEMORANDUM

TO : THE DIRECTORATE
SUBJECT : FOLLOW-UP ON STATUS OF ENERGY CONSERVATION
DATE : 29 MARCH 1993

1.0 Submit a written report on the measures which your respective offices have taken to implement my memorandum dated 8 March to reduce energy consumption by 10%. The report should be submitted not later than 2 April 1993.

2.0 May I also remind the Deputy Administrators and Directors that all communications sent to my office for signature are initialed not only for information and clearance but also for sharing of responsibility in their respective jurisdiction.

For information and guidance of all concerned.

Felicisimo O. Joson
Administrator