FOR : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : COST REDUCTION, ECONOMY AND ENERGY CONSERVATION MEASURES PROGRAM

DATE : 20 March 2001

In the interest of the service and in compliance with Administrative Order 332 Series of 2000 and consistent with the government's economy measures, the following steps are hereby issued for strict compliance of all concerned:

I. ELECTRICITY/ELEVATORS/LIGHT/AIRCON/ELECTRIC FANS

1. Turn-off lights from 12:00 noon to 1:00 p.m. including those at the floor lobbies and hallways except at the Ground Floor and in areas where the office maintains skeletal force for continuous operation.

2. Turn-off lights when room is not in use. Security guards should switch off lights in the building after office hours or at 7:00 p.m. except those areas needed for security. Employees working beyond 7:00 p.m. must secure permit to render overtime services from the Manager of the Administrative Branch.

3. Switch off lights in areas where natural light is available. Rearrange workstations so that sidewall daylight may be used as much as possible.

4. Switch-on airconditioning units not earlier than 8:00 a.m. and switch-off not later than 5:00 p.m. No aircon shall be used on Saturdays, Sundays, and Holidays.

5. Operating window/package/split type aircon shall be switched to fan during lunchtime (12:00 Noon to 1:00 PM).

6. The two (2) units service elevators shall operate from 7:00 a.m. to 5:00 p.m. only. Only one (1) elevator shall be operational after 5:00 p.m. and from 7:00 a.m. to 5:00 p.m. during Saturdays and Sundays.

7. Except those authorized to stay at the POEA for security, maintenance and cleaning purposes, all cooking activities within the office shall be strictly prohibited.
II. WATER

1. Use water properly. It requires a lot of electricity or fuel to pump, purify and deliver water to the office.

2. Do not use the hot water from the water dispenser for sterilizing eating utensils. The hot water is solely intended for coffee drinks and the like.

3. Use glass of water instead of gushing faucet for brushing teeth. The use of drinking glass is also encouraged when drinking from the drinking fountain instead of directly sipping from the fountain nozzle.

4. Use rag and pail in washing motor vehicles instead of a water hose.

5. Faucets should be checked regularly to ensure that there are no leakages. Never let a faucet drip. Defective faucets, water closets, pipe leaks, etc. should be immediately reported to the General Services and Property Division (GSPD) for repair.

6. Male employees should use the urinal instead of the water closet when urinating. Flushing the water closet requires a lot of water.

7. Stay-in employees should do the laundry during weekends only instead of washing clothes by the piece.

8. Close the water faucet even if there is no water upon opening. Leaving the faucet open may cause continuous flow of water when water supply resumes.

9. Car washing facility is limited to POEA motor vehicles only.

III. OFFICE SUPPLIES

1. Use white letterhead for external communications. Brown or less expensive paper shall be used for all internal communications including those to be submitted to the Administrator.

2. Use clean back sheets of used bond paper for printing office forms that are used internally like routing slips, request for reproduction, etc. These may also be used in drafting handwritten communications, messages, proposals, etc.

3. Signpens shall be issued only to Unit/Division/Branch heads and to other signing officers. Other employees shall be issued ordinary ballpens.
4. Printing of computerized personalized greeting cards and other artwork is prohibited. Division heads/Branch Managers shall see to it that the computers installed in their area of responsibility be used for official business only.

IV. VEHICLE/PETROLEUM PRODUCTS

1. Use POEA vehicles for official trips only. Trip tickets authorizing the use of POEA vehicles shall be displayed on the windshield or in other conspicuous place of the vehicle. Except for duly authorized trips of intelligence that are investigative in nature.

2. The use of government vehicle on Sundays, legal holidays or out of the regular office hours or outside the route of the officials or employees authorized to use them or by any person other than such officials or employees, shall, unless properly authorized, be prima facie evidence of violation of EO 418 in the administrative proceeding against the officials or employees responsible for such violation. (Sec.361 par. d.1, GAAM)

3. The use of government motor vehicles for private social functions such as receptions, balls, theaters, and for other personal purposes is absolutely prohibited. Likewise, use thereof by the spouses, children, relatives, friends, etc. of the officials entitled thereto, even if they are in the company of said officials, is strictly prohibited. (Sec. 361 par. d.2, GAAM)

4. No official who has been granted transportation allowance shall be allowed to use any POEA service vehicle. If a POEA vehicle has to be used, a proportionate amount shall be deducted from the transportation allowance of the official concerned.

5. Limitation of gasoline allowance of POEA officials who has been given a motor vehicle shall be as follows:

<table>
<thead>
<tr>
<th>OFFICIAL</th>
<th>ALLOWABLE CONSUMPTION LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>no limit</td>
</tr>
<tr>
<td>Deputy Administrator</td>
<td>Per General Appropriation Act</td>
</tr>
<tr>
<td>Director IV</td>
<td>Per General Appropriation Act</td>
</tr>
</tbody>
</table>

Consumption exceeding the above-mentioned ceiling shall be charged to the official concerned unless for good reasons the consumption beyond the ceiling is sufficiently explained to be official in nature. The Cash Division shall deduct such amount from the salary of the official upon notice by the Accounting Division.
6. All service vehicles, except for the Directorate vehicles, when not in use must be parked at the POEA Basement Parking Area and also during Saturdays, Sundays and Holidays.

V. TELECOMMUNICATION SERVICES

1. Only the telephone of the POEA Directorate shall be provided with International Direct Distance (IDD) dialing to control the unauthorized long distance calls. The executive assistants in the case of Directorate offices shall be responsible for any long distance calls made through these IDD lines.

2. Employees are restricted to receive long distance collect calls through the regular phone lines. Receiving incoming or placing outgoing long distance calls may be availed through the 108/109 operator assisted long distance thru telephone number 722-1171 at the Accounting Division. Forms are available at the Accounting Division to document the calls received/placed purposely for collection of payment.

3. The use of cellular phones shall be limited to very important and urgent matters only while inside the office building. Unit holders are encouraged to use the PLDT land line phones instead of the cellphone when calling a landline number. A cellphone is charged every minute of use while that of the PLDT is free except when used for long distance calls.

4. The maximum amount for the use of cellular phones shall be as follows:

<table>
<thead>
<tr>
<th>USER/HOLDER</th>
<th>ALLOWABLE CONSUMPTION LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>No Limit</td>
</tr>
<tr>
<td>Deputy Administrator</td>
<td>P 1,500.00</td>
</tr>
<tr>
<td>Director IV</td>
<td>P 1,500.00</td>
</tr>
<tr>
<td>Director II</td>
<td>P 800.00</td>
</tr>
<tr>
<td>Division Chiefs and</td>
<td>P 600.00</td>
</tr>
<tr>
<td>Unit/Section Heads</td>
<td></td>
</tr>
</tbody>
</table>

5. Use of fax machines shall be strictly for official business only. Cost-wise, using facsimile is like placing a long distance call. Voluminous documents that can wait for its use by the recipient should better be sent via registered mail or through contracted messengerial couriers.

6. Only the POEA Directorate offices shall be installed with a facsimile with a NDD/IDD lines. Fax services of operating units shall be coursed through the office of their respective office
Directors. The executive assistants in their offices shall monitor and control the use of the fax machines.

7. Provision of telephone lines shall be reduced to the minimum. Re-distribution of Telephone lines is as follows:

Administrator – Two (2) to three (3) telephone lines with an extension line for the Secretary with NDD/IDD features. One (1) line shall be reserved for fax services.

Deputy Administrator – Two (2) lines of NDD/IDD features and with an extension line for the Secretary. One (1) line shall be reserved for fax services.

Director IV – Two (2) lines of NDD/IDD features and with an extension line for the Secretary. One (1) line shall be reserved for fax services.

Director II – One (1) local line.

Division Chief – One (1) local line except Accounting Division with an operator assisted access line for employees’ use in cases of emergencies.

VI. IN-HOUSE TRAININGS/SEMINARS/CONFERENCES

1. Hold in-house trainings/seminars/conferences within any POEA Conference/Training Room. Outside venues shall be suspended unless authorized by the DOLE Secretary upon presentation of valid justification.

2. Utilize homegrown talents as resource persons in in-house trainings/seminars/conferences. Consultancy Services for Training shall be discouraged.

3. Serving food in meetings within the building and among POEA officials and employees shall be discouraged except Inter-agency committee meetings, committees officially created by Administrative/Department Orders.

VII. PRINTING/PUBLICATIONS/ADVERTISEMENTS

1. The use of expensive multi-color glossy publications shall be discontinued except for the formal report or as may be authorized by the Administrator.
2. Printing of computerized personal greeting cards and other art work is prohibited. Branch Managers/Division Chiefs and Unit Heads must ensure that the computers deployed in their area of responsibility are used for official purposes only.

3. In-house office publications/newsletters/news bulletin should be printed using mimeographing paper or ordinary newsprint material and printed through the mimeographing machines.

4. Computer-generated posters need not use multiple background colors. As much as possible, a two-color printing will do. Only one original copy should be produced which shall be posted at the Ground floor lobby. If additional copies have to be posted, the original copy may just be reproduced in order to save colored ink.

5. Written communications generated through computers shall be printed using black ink/ribbons only.

VIII. SUBSCRIPTION TO PERIODICALS, MAGAZINES, AND NEWSPAPER

1. Library materials such as technical magazines, periodicals, documents, and other reading matters may be ordered provided that these are kept in the POEA library.

2. Subscription of newspaper shall be reduced to the barest minimum. Subscription allocation is as follows:

   Administrator - All dailies
   Deputy Administrator - One (1) newspaper of their choice
   Director IV - One (1) newspaper of their choice
   Director II - One (1) newspaper of their choice
   (for planning and ESRB only)
   Library - All dailies

IX. WORK SCHEDULE

1. The flexi-work schedule is permanently discontinued. Only two(2) work schedules, 8:00 A.M. to 5:00 P.M. and 9:00 A.M. to 6:00 P.M., shall be allowed. The finger scan time recorder will be locked after 7:00 P.M. Those rendering authorized overtime services or with a permission to work beyond 6:00 P.M. shall register their time-out at the Security Guard’s logbook.
X. OVERTIME SERVICES

1. Overtime services with pay are temporarily suspended. Critical projects needing overtime services with pay may be rendered provided that these have to be cleared first with the Finance Branch for the availability of funds.

Unit Heads are directed to ensure strict implementation of the foregoing austerity measures.

Everyone is enjoined to cooperate.

ROSALINDA D. BALDOZ
Administrator