MEMORANDUM

TO : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : ECONOMY AND COST REDUCTION MEASURES

DATE : 17 SEPTEMBER 2004

Pursuant to Administrative Order No. 103, Series of 2004, "Directing the Continued Adoption of Austerity Measures in the Government", the following measures are hereby issued for strict compliance of all concerned:

I. ELECTRIC CONSERVATION

1. Lights shall be turned off from 12:00 noon to 1:00 p.m., including those in the lobbies and hallways, except at the ground floor and in areas where the offices maintain skeletal force for continuous operation.

2. Lights shall be switched off when room is not in use and after office hours or at the latest 7:00 p.m., except in those areas, which should remain lighted for security reasons. Lights shall be switched off in areas where natural light is available.

3. Air Conditioning units shall be switched on not earlier than 8:00 a.m. and switched off not later than 6:00 p.m.. Air Conditioning units shall remain switched off on non-working days.

4. The use of computers for games, chatting; including cooking activities within the office premises shall be strictly prohibited.

II. WATER CONSERVATION

1. Water faucets shall be checked regularly to ensure that there are no leakages. Defective faucets, water closets, pipe leaks, etc. shall be reported to the General Services & Property Division (GSPD) for immediate action.

2. The washing of vehicles at the POEA basement shall be limited to POEA service vehicles.
III. GASOLINE CONSERVATION

1. The gasoline allowance of POEA officials who are assigned service vehicle shall be limited to following amount:

<table>
<thead>
<tr>
<th>Official</th>
<th>Allowance Monthly Consumption Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Actual Billing</td>
</tr>
<tr>
<td>Deputy Administrator</td>
<td>P7,500.00</td>
</tr>
<tr>
<td>Director IV</td>
<td>P5,000.00</td>
</tr>
</tbody>
</table>

Consumption exceeding the above-mentioned ceiling shall be charged to the official concerned unless the consumption beyond the ceiling is sufficiently explained as official in nature. The Accounting Division shall deduct the excess amount from the salary of the official.

2. The use of government service vehicles for private social functions shall be absolutely prohibited.

3. POEA service vehicles that are not used for official function on weekends and holidays shall be parked at the POEA Basement.

IV. OFFICE SUPPLIES

1. POEA letterhead shall be used solely for external communications. Ordinary coupon bond shall be used for internal communications.

2. Back page of used bond paper shall be utilized for forms like routing slips, requests for reproduction, etc. These may also be used in drafting handwritten communications, messages, proposals, etc.

3. Sign pens shall be issued only to POEA officials and other designated signing officers.

4. The printing of computerized personalized greeting cards and other artwork for personal use shall be prohibited. Branch Managers/Division Heads shall see to it that the computers installed in their area of responsibility are used for official business only.

V. TELECOMMUNICATION SERVICES

1. Only the POEA Directorate and those offices authorized by the Administrator shall be provided with International Direct Dialing (IDD) and National Direct Dialing (NDD) to control unauthorized overseas and long distance calls. The Executive Assistants of Directorate members shall be responsible for overseas and long distance calls made through these IDD/NDD lines.

2. Members of the Directorate, Director IIs and Division Chiefs with assigned office cell phones shall strictly observe and maintain the allowable consumption limit, otherwise or justified, consumption exceeding the below
stated ceiling shall be charged to official concerned. For this purpose, the Accounting Division shall deduct the excess amount from the salary of official upon notice.

<table>
<thead>
<tr>
<th>User/Holder</th>
<th>Allowable Monthly Consumption Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Actual billing</td>
</tr>
<tr>
<td>Deputy Administrator</td>
<td>P 2,000.00</td>
</tr>
<tr>
<td>Director IV</td>
<td>P 1,500.00</td>
</tr>
<tr>
<td>Director II / Exec. Assistant</td>
<td>P 800.00</td>
</tr>
<tr>
<td>Division Chief and below</td>
<td>P 600.00</td>
</tr>
</tbody>
</table>

To save on cost, unit holders are enjoined to use PLDT landlines for their calls while in the offices premises.

3. The use of fax machines shall be strictly for official business only. Fax services requirements 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.

VI. PRINTING/PUBLICATIONS

1. In printing draft communications, the command “draft” or “economy” shall be used to economize on ink. Better still, as much as practicable, all concerned are enjoined to edit the draft directly on the computer.

2. Except authorized by the Administrator, the use of expensive multi-color glossy publications shall be discontinued.

3. Computer-generated signage 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.

VII. DISTRIBUTION OF OFFICIAL ISSUANCES

1. Distribution copies of official issuances such as Administrative Order, Department Order, Memorandum Circular, etc. shall be limited to the POEA Directorate and Director IIs. Copies of these issuances shall be posted at the bulletin boards and shall be disseminated to all employees through the local area Network (YAK or the POEA Website).

2. News clippings shall be distributed to the Directorate and Director IIs only. These officials shall share their copies with their respective staff. The preparation of the daily news summaries shall be discontinued.
VIII. OVERTIME SERVICES

1. Except for the employees assigned at the Labor Assistance Center (LAC) and the Information Center, overtime services shall be without pay, but shall be compensated through day offsetting. However, in the availment of offsetting, a scheme shall be developed within the division/unit/office concerned, copy furnished the HRDD, so as not to disrupt operations/work.

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

This Memorandum supersedes all previous issuances and shall take effect immediately.

[Signature]
CARMELITA S. DIMZON, DPA
Deputy Administrator and
Officer-in-Charge