



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

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05 September 1990

DEPARTMENT ORDER)
NO. **188** TH)
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Series of 1990)
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SUBJECT: IMPLEMENTATION OF EXECUTIVE
ORDER NO. 418 RE ENERGY
CONSERVATION MEASURES

Pursuant to Executive Order No. 418 dated August 13, 1990, enjoining all government agencies and instrumentalities to undertake energy conservation measures including a 10% cutback in electric usage and a 5% reduction in fuel consumption to cushion the adverse effects of increasing oil prices, the following energy conservation measures are hereby reiterated/instituted for strict observance in this Department.

1. *Electricity Usage*

- a) Turn off lights other than those needed for security when the building is unoccupied.
- b) Switch off electric lights in areas where natural light is available.
- c) On work days, electric lights, air-conditioning units and all other electrical facilities shall be turned off from 12:00 noon to 1:00 P.M., and not later than one hour after closing time for lights and thirty minutes before closing time for airconditioning units, except when rush work is undertaken to meet deadlines as directed by the Secretary or the Undersecretary concerned.
- d) Computer machines, electric typewriters, and all other office equipment and facilities expending electricity shall strictly be used for official business only.

2. *Usage of Service Vehicles*

- a) The policies and guidelines on the use of DPWH service vehicles laid down in Department Memorandum Circular No. 62 dated October 1, 1986, as supplemented by Department Memorandum Circular No. 22 dated 12 April 1988 and Department Order No. 86 dated 08 September 1988, are hereby reiterated for the strict observance of all concerned.
- b) It is stressed that the use of government vehicles for purposes other than official business is strictly prohibited. In every case, the trip ticket authorizing the use of the vehicle shall be displayed on the windshield or in another conspicuous place on the vehicle.

shall, unless properly authorized, be prima facie evidence of violation of Section 2 of Executive Order No. 418, and this Department Order, in the administrative proceeding against the erring officials/employees.

- d) It is reiterated that only Heads of Office and their assistants (i.e., Presidential Appointees, Project Managers, District/City Engineers and those of equivalent rank) are authorized to approve trip tickets. For practical reasons, however, Division Chiefs may be authorized by the Head of Office concerned to sign trip tickets of vehicles that are normally used in the day to day operation of the division.
- e) These guidelines shall apply to all types of DPWH Service vehicles and shall include PMO vehicles used by DPWH officials and employees in the performance of their official functions and duties.

3. Fuel Allocation

- a) The daily allocation of vehicles with the corresponding engine displacement shall be reduced as follows:
 - Above 1600 cc to 2000 cc : From 12 to 10 liters
 - 1600 cc or below : From 8 to 6 liters
- b) The daily allocation of vehicles with diesel-fed engines shall be reduced as follows:
 - Those with 12 liters/day : Reduced to 10 liters/day
 - Those with 8 liters/day : Reduced to 6 liters/day
- c) Service vehicles with authorized "open allocation" shall be allowed to withdraw twice a week the number of liters from present tank balance to full tank capacity.

4. Designation of Energy Conservation Officers

- a) The Chief of the Administrative and Manpower Management Service (Director III) is hereby designated DPWH Energy Conservation Officer, who shall be responsible for the Department-wide implementation of this Order and the development and implementation of other feasible energy conservation measures.
- b) Chief of Services, Assistant Bureau Directors, Assistant Regional Directors and Assistant Project Directors of PMO Clusters are designated Energy Conservation Officers in their respective sectors/offices, who shall assist the DPWH Energy Conservation Officer in the implementation of this Department Order. In turn, they shall organize

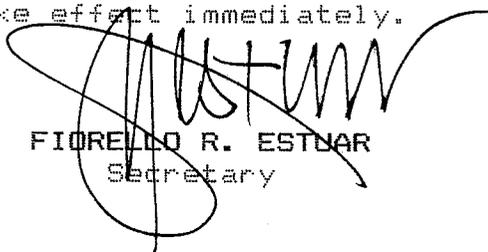
electricity and government vehicles under their respective jurisdictions.

5. *Monitoring and Reporting*

- a) The Facilities Maintenance Division, with the assistance of the Civil Security Division, AMMS, shall be the lead unit in monitoring compliance with this Department Order, in the Central Office, Bureaus and Project Management Offices. In Regional Offices, Regional Equipment Services, District/City Offices and Area Shops, monitoring shall be done by the respective Administrative Divisions/Sections/Units, with the assistance of the Civil Security Units.
- b) Reports of compliance with this Order, indicating reduction in monthly consumption of electricity in Kilowatt-hours, and petroleum products in liters, by at least 10% and 5%, respectively, of the consumption during the corresponding month of 1989, shall be submitted by the Sectoral Energy Conservation Officers at the end of each month to the Administrative and Manpower Management Service, (ATTN: Facilities Maintenance Division) for inclusion in the consolidated report which shall be submitted by the DPWH Energy Conservation Officer to the Office of Energy Affairs not later than the 15th day following the reporting month.
- c) The reports of compliance shall be submitted in the forms prescribed by the Office of Energy Affairs, samples attached.

All Department issuances or parts thereof inconsistent herewith are hereby superseded/modified accordingly.

This Department Order shall take effect immediately.


FIORELLO R. ESTUAR
Secretary