



REPUBLIC OF THE PHILIPPINES  
 MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
 OFFICE OF THE MINISTER  
 MANILA

21 January 1985

MINISTRY ORDER  
 NO. 3  
 Series of 1985

In line with the austerity program of the Government and in pursuance of Letter of Instructions No. 981 and Ministry Order No. 73, series of 1983, the following Standard Operating Procedures (SOP's) are hereby established for the purpose of implementing cost-reduction and energy conservation measures to effect savings in the Maintenance and other Operating Expenditures of this Ministry:

I. OBJECTIVE

These SOP's are adopted in compliance with pertinent laws and rules and regulations on the matter to heed the Administration's call for the observance of austerity measures and judicious utilization of resources by the different agencies of the Government.

II. POLICY

It shall be the policy of this Ministry to maximize the use of its resources in terms of electricity, gasoline, water, stationery and other supplies and materials at the least possible expense.

III. AUTHORITY

1. Authority and responsibility for the execution of the above policy shall rest on all Department Heads, Bureau Directors, and Chiefs of Units of this Ministry.
2. The "Lead Unit" in the implementation of these SOP's shall be the Administrative Service, particularly the Facilities Maintenance Division, in coordination with the other offices of this Ministry which may be directly or indirectly involved in the execution of the cost-reduction and energy conservation measures herein enunciated.

IV. PROCEDURES

1. All Units of this Ministry shall designate a Unit Cost-Reduction and Energy Conservation Officer (UCRECO). His/Her function shall be to see to it that electricity, water, and supplies in his/her office are put to good use and are not wasted. He/she shall render a monthly report thereon to his/her Chief of Office.
2. The Facilities Maintenance Division shall see that all lights, water faucets, electric fans, air conditioners and other electrical facilities are switched off after office hours. It shall, therefore, assign an officer who shall make regular rounds to see that this is strictly adhered to. The Chief, Facilities Maintenance Division, shall submit to the Chief, Administrative Service, a Monthly Energy Conservation Progress Report indicating the power consumption of the various units of the Ministry Central Office, copy furnished the Office of the Minister and the Comptrollership Service. He shall recommend such remedial measures and

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proposals as may be deemed necessary to effect reduction of power consumption.

3. The Chief, Civil Security Office, shall include, in the Special Orders for each guard post, instruction for each guard to see to it that all unnecessary lights within his area of concern are switched off, particularly after office hours and at daybreak. The Officer-of-the-Day and the Sergeant-of-the-Guard shall be tasked to ensure the strict implementation of this special order by all concerned.

4. The Comptrollership Service shall be tasked to monitor the electric power and petroleum, oil and lubricants (POL) consumption of the different offices of the Ministry and shall render a monthly report on the same to the Office of the Minister, not later than the fifteenth (15th) day of the succeeding month or as soon as the pertinent data shall become available for the purpose.

5. The Assets and Supplies Control Division shall likewise be tasked to monitor the consumption of supplies and materials by the Units of this Ministry and shall submit a quarterly report thereon to the Office of the Minister, within the relevant time frame indicated above.

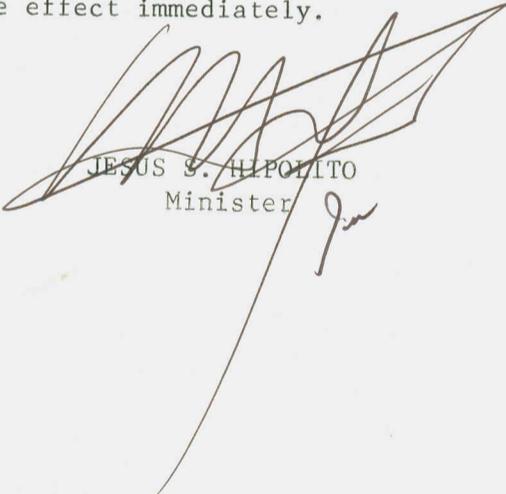
6. The Chief, Administrative Service, and the Chief, Civil Security Office, shall submit spot reports on violations of these SOP's to the Office of the Deputy Minister for Administration for the latter's appropriate action.

7. These SOP's shall likewise be observed, as far as practicable, by the various regional and district offices and attached agencies of this Ministry. The responsible heads of these Units are hereby directed to apprise the Office of the Minister on their compliance herewith.

Toward this end, the Chief, Records Division, shall cause the dissemination of copies of this Ministry Order to all concerned for their information and appropriate action.

V. EFFECTIVITY

These SOP's shall take effect immediately.

  
JESUS S. HIPOLITO  
Minister