



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

097.13 DPWH
09-06-2005

SEP 02 2005

Department Order)

No. : **85**)

Series of 2005 *[Signature]*

**SUBJECT : IMPLEMENTATION OF ADMINISTRATIVE
ORDER NO. 126 RE : ENERGY
CONSERVATION MEASURES**

Pursuant to Administrative Order No.126 dated 13 August 2005, strengthening measures to address the extraordinary increase in world oil prices and directing the enhanced implementation of the government energy conservation program, the following energy conservation measures are hereby prescribed in this Department:

Use of Service Vehicles

1. All officials and employees are reminded that the use of service vehicles for purposes other than official business is strictly prohibited. The trip ticket authorizing the use of the vehicle shall be displayed on the windshield.
2. The use of service vehicles on Saturdays, Sundays, legal holidays, or out of the regular offices hours or outside the route of the officials and or employees authorized to use them, or by any person other than such officials and or employees, unless properly authorized, shall constitute prima facie evidence of violation of Section 2 of Administrative Order No.126, and this Department Order, in the administrative proceeding against the erring officials/employees.
3. All officials and employees authorized to use service vehicles shall limit their use to essential activities and shall review their travel program and schedules to minimize unnecessary trips. They shall likewise implement the share-a-ride and car-pooling scheme with other employees and maintain the ideal/economical speed of 40-80kph on the road.

Fuel Allocation

4. The daily fuel allocation of vehicles shall be reduced as follows:
 - Those with 10 liters a day: Reduced to 9 liters a day
 - Those with 6 liters a day: Reduced to 5 liters a day
5. 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.

Use of Electricity

6. Airconditioning units shall be turned on not earlier than 9:00 a.m. and switched off not later than 4:00 p.m. During lunch breaks, the airconditioning units shall be switched on "FAN" mode.
7. In the Central Office, the elevator and the water pump station shall be operated not earlier than 7:30 a.m. and not later than 5:00 p.m.
8. Except for security guards, electricians and other personnel on night duty, nobody shall stay in the office premises beyond 6:00 p.m. unless with written authorization to render overtime work, signed by at least an Assistant Secretary in the Central Office, Assistant Regional Director in the Regional Offices, and Assistant District Engineer in the District Offices. For DPWH offices within the Central Office but outside the Head Office on 2nd St., Port Area, Manila, the authority to render overtime work and use office facilities beyond 6:00 p.m. may be signed by the Bureau/Project Director.

Monitoring and Reporting

9. Pursuant to Section 4 of A.O. No. 126, 2. 2005 and Section 1.3(b) of A.O. No. 110, s. 2004, Undersecretary Bashir D. Rasuman is designated as DPWH Energy Conservation Officer (ECO) and Assistant Secretary Manuel S. Agyao as Alternate Representative who shall be responsible for monitoring the compliance of the Department to all energy conservation measures prescribed by the national government.
10. In order for the Department to submit a consolidated compliance report to the Department of Energy not later than the 15th day following the reporting month, concerned officials and employees shall submit the appropriate reports prescribed hereunder.
11. The Chief, Central Equipment and Spare Parts Division, Bureau of Equipment shall submit to the Energy Conservation Officer not later than the **10th day following the reporting month**, a monthly report on Fuel Consumption in the Central Office. Project Management Offices and other organizational units that do not draw their fuel allocation from the BOE depot shall submit the report on their monthly fuel consumption to Chief, CESPD **not later than the 9th day following the reporting month**, to enable BOE to submit a consolidated report for the entire Central Office.
12. The Chief, Facilities and Maintenance, Administrative and Manpower Management Service, shall likewise submit to the Energy Conservation Officer not later than the **10th day following the reporting month**, a monthly report on Electricity Consumption in the Central Office. The Bureau of Research Standards and Project Management Offices and other organizational units that are part of the Central Office but are physically located outside the DPWH Head Office on Bonifacio Drive and the NCR compound on 2nd St., shall submit the reports on their monthly electricity consumption to Chief, FMD-AMMS not later than the **9th day following the reporting month**, to enable AMMS to submit a consolidated report for the entire Central Office.

13. The Regional Director shall submit to the Energy Conservation Officer not later than the **10th day following the reporting month** the monthly reports on both fuel and electricity consumption for their respective offices. The reports shall include consumption in the Regional Office, Regional Equipment Service, all District Engineering Offices, Area Shops and all other DPWH offices within the jurisdiction of the Region.
14. The reports shall be submitted using the attached formats.
15. 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.

All Department Orders inconsistent herewith are hereby superseded/amended accordingly.

This Department Order shall take effect immediately with the first report on fuel and electricity consumption due on 10 September 2005.


HERMOGENES E. EBDANE, JR.
Acting Secretary



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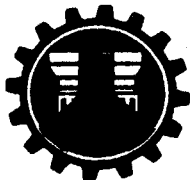
MONTHLY FUEL CONSUMPTION REPORT FOR _____ (Office)
For the Month of _____, 2005

OFFICE	TARGET CONSUMPTION (Liters)		ACTUAL CONSUMPTION THIS MONTH (Liters)		VARIANCE (%)	REMARKS
	GASOLINE	DIESEL	GASOLINE	DIESEL		

Prepared by : _____
Position : _____

Approved by : _____
(Regional Director/Head of Office)

- 1) Target consumption on 10% reduction = (ave. consumption from Jan. to June 2005) (1.0 x 0.10)
- 2) Fuel Savings = Actual Cons. This Month x Ave. Ref. Cons.
- 3) To compute for the variance
$$\% \text{ VARIANCE} = \frac{\text{FUEL SAVINGS}}{\text{FUEL SAVINGS} + \text{ACTUAL CONS. THIS MONTH}} \times 100\%$$
- 4) Remarks should state reasons for the variance.
- 5) The MONTHLY FUEL REPORT is due every 15th of the following month.
- 6) Please use additional sheets if necessary.
7. Please submit this report to :
DPWH Energy Conservation Officer
Office of Undersecretary Bashir D. Rasuman



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MANILA

MONTHLY ELECTRICITY CONSUMPTION REPORT FOR _____ (Office)
For the Month of _____, 2005

OFFICE	TARGET CONSUMPTION (kwh)	ACTUAL CONSUMPTION THIS MONTH (kwh)	VARIANCE (%)	REMARKS

Prepared by : _____
Position : _____

Approved by : _____
(Regional Director/Head of Office)

Notes :

- 1) Average Ref. Consumption (ARC) = Average Consumption based on Jan. to Dec. 2005.
- 2) Target Consumption (TC) = $ARC \times (1 - 0.1)$
Actual Consumption This Month (ACTM)
Electricity Savings (ES) = $ACTM - ARC$
(-) indicate Savings
(+) indicate More Electricity Consumed
- 3) % Variance = $[ES / (ES + ACTM)] \times 100\%$
- 4) Remarks should state reasons for the variance.
- 5) Please use additional sheets if necessary.
- 6) Please submit this report to :
DPWH Energy Conservation Officer
Office of Undersecretary Bashir D. Rasuman

Malacañang
Manila

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 126

**STRENGTHENING MEASURES TO ADDRESS THE EXTRAORDINARY
INCREASE IN WORLD OIL PRICES, DIRECTING THE
ENHANCED IMPLEMENTATION OF THE GOVERNMENT'S
ENERGY CONSERVATION PROGRAM, AND FOR OTHER
PURPOSES**

WHEREAS, pursuant to Republic Act No. 7638, it is declared the policy of the State to ensure a continuous, adequate, reliable and economic supply of energy through the judicious conservation, renewal and efficient utilization of energy, to keep pace with the country's growth and economic development;

WHEREAS, the continuous rise in the prices of oil in the world market has drastically affected the prices of fuel and other domestic products in the country;

WHEREAS, it is imperative that measures be immediately adopted to minimize, if not forestall, any adverse effect of the world prices of oil on the country's economy;

WHEREAS, to cushion the effects of increasing oil prices on the domestic economy, there is a need for the government to exert efforts to promote the judicious use of our energy resources through intensified conservation efforts and efficient utilization thereof;

WHEREAS, on 31 August 2004, the President issued Administrative Order No. 103 (s. 2004), which, among others, required all government agencies, including government-owned and controlled corporations, government financial institutions and other government instrumentalities to adopt austerity measures, including the reduction of at least ten percent (10%) in the cost of the consumption of fuel, electricity and other utilities;

WHEREAS, on 25 October 2004, the President also issued Administrative Order No. 110 (s. 2004) directing the institutionalization of a Government Energy Management Program (GEMP);



WHEREAS, the energy conservation program of the government should also be disseminated to the public in order to create a sustained and intensive program of information and education on energy conservation measures and the efficient utilization of energy;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. All government agencies, including government-owned and controlled corporations, government financial institutions and other government instrumentalities are hereby required to adopt additional measures to limit the use of their petroleum products supplies to essential activities properly authorized by their respective heads.

Pursuant to Administrative Order No. 103 (s. 2004) and Administrative Order No. 110 (s. 2004), all government agencies and offices are hereby mandated to adopt and implement a program that will reduce their fuel consumption for transport by ten percent (10%) of their average monthly consumption for the 1st semester of 2005.

SECTION 2. All government agencies and offices are prohibited from using government vehicles, aircraft and water craft for purposes other than official business: *Provided*, That 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: *Provided*, further, That vehicles used by intelligence and investigative agencies of the government shall not be covered by the foregoing proviso.

The use of government vehicles 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 this Section in the administrative proceeding against the officials or employees responsible for such violation.

All government agencies and offices shall limit the use of government vehicles to essential activities and shall review their travel program and schedules to minimize unnecessary trips.

SECTION 3. Where adequate ventilation is available, all government agencies and offices shall discontinue the use of their airconditioning facilities, especially during the cooler months from August to February.



In cases where airconditioning units are to be used, they shall be switched on not earlier than 9:00 a.m. and switched off not later than 4:00 p.m. During lunch breaks, the airconditioning units shall be switched on "FAN" mode.

SECTION 4. The Energy Conservation Officer (ECO) mandated under Administrative Order No. 110 (s. 2004) shall be responsible for his/her government entity's compliance with Administrative Order No. 103 (s. 2004), Administrative Order No. 110 (s. 2004) and this executive order, as well as the development and implementation of other energy conservation measures.

A report of compliance shall be submitted monthly, not later than the 15th day following the reporting month, to the Department of Energy which shall prepare and submit a summary report to the President within five (5) days after the last reporting day.

SECTION 5. The Department of Trade and Industry and the Department of Energy shall, in consultation with appropriate trade and industry associations, develop voluntary energy conservation programs for their respective members which shall target levels of reduction in electricity and petroleum products consumption similar to those imposed on government agencies and offices and pinpoint responsibility for monitoring and reporting of performance.

SECTION 6. The Department of Environment and Natural Resources shall, in coordination with appropriate law enforcement agencies, enforce strictly the smoke belching law for all vehicles. Smoke belching caused by improper vehicle maintenance results in very inefficient use of fuel not to mention its adverse impact on the environment.

SECTION 7. The Office of the Communications Director and the Department of Energy shall launch a nationwide information campaign on energy conservation through the media. It shall coordinate with all forms of media to ensure accurate and current dissemination of information on the oil situation, its implications and the course of actions they entail specifying the type of energy conservation measures that can be adapted at the family, community and industry levels.

SECTION 8. All government agencies and offices are directed to cooperate fully in this national energy conservation effort.

The other branches of the government, local government units, and the private sector are strongly urged to adopt similar measures as those provided in this Order.



SECTION 9. The Office of the Executive Secretary shall monitor the implementation of the foregoing measures.

SECTION 10. This Executive Order shall take effect immediately.

DONE in the City of Manila, this 13th day of August, Two Thousand and Five.

Gloria Arroyo



By the President:

Eduardo R. Ermita

EDUARDO R. ERMITA
Executive Secretary



PGMA Hologram # 31823