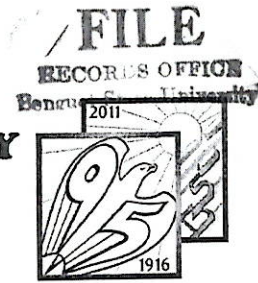




Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, 2601, Benguet Province



Office of the President

February 4, 2013

OFFICE MEMORANDUM No. 12

To : ALL BUILDING INCHARGE
 : Supply and Property Management Office (SPMO)
 : ARCH. HORTENCIO PATACSIL JR., Director, GSO — *turn*
 : ENGR. RODOLFO M. TIWAQUEN JR., Faculty, CEAT — *turn*
 : MR. DIEGO BULANGEN, GSO — *turn*

Subject : Replacement of Lighting Receptacles and Light Bulbs or Tubes in University Offices and Classrooms to implement the "Government Office Retrofit Program" with the Department of Energy

Be advised that starting tomorrow, January 5, 2012, the staffs of the contractor of the Department of Energy headed by Engr. Francis Calanio will be around the University to install and/or replace lighting receptacles and light bulbs or tubes. As agreed they would be starting their work from the Administration Building up to the College of Engineering and back to the Elementary Buildings.

As per contract signed between the University and the Department of Energy, kindly facilitate their work during regular working days and office hours from 8A.M. to 5P.M..

The following University personnel are hereby directed to co-supervise and monitor the installations and replacements to be done:

- ARCH. HORTENCIO PATACSIL JR., Director, GSO
- ENGR. RODOLFO M. TIWAQUEN JR., Faculty, CEAT
- MR. DIEGO BULANGEN, GSO

The Chief of the Supply and Property Management Office or her representative shall account and receive the lighting receptacles and light bulbs or tubes that will be installed and those replaced.

A written report from the abovementioned University personnel is expected to be submitted to the Office of the undersigned upon completion of the installations and/or replacements. Said report is necessary for the University's compliance of its obligations mentioned in the contract.

For your information and appropriate action.

BEN D. LADILAD, Ph.D., CESO III
 University President
 By:

[Signature]
PERCY VERANDA A. LUBRICA, Ph.D.
 Officer-In-Charge
 Vice President for Academic Affairs

cc: Records
 File
 SPMO
 GSO

Handwritten notes and signatures:
 CF - 2/5/13
 GS - *[initials]*
 IPES - *[initials]*
 OAS - *[initials]*
 CHET - *[initials]*
 CA - *[initials]*
 CTE - *[initials]*
 CEAT - *[initials]*
 CN - *[initials]*
 CWM - *[initials]*
 ULIS - *[initials]*
 ICT - *[initials]*
 SPMO - *[initials]*
 OSA - *[initials]*
 RAE - *[initials]*
 CHNC - *[initials]*
 MUSEUM - *[initials]*
 ALPM - *[initials]*
 SLS - *[initials]*
 UPA - *[initials]*
 OU - *[initials]*
 NPRETC - *[initials]*
 ADM - *[initials]*
 ECDC - 2-6-13
[Signature]



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La Trinidad, 2601, Benguet Province

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Benguet State University

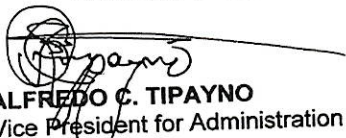
PERMIT TO UNDERTAKE RETROFITTING OF LUMINARIES (INSTALLATION OF LIGHTING FIXTURES) TO THE DIFFERENT BUILDINGS OF THE BENGUET STATE UNIVERSITY

Permission is hereby granted to the FUMACO Technical Representatives headed by **ENGR. FRANCIS CALANIO** as contractor of the Department of Energy (DOE) to undertake retrofitting of luminaries (installation of lightings) to different buildings of the University, which will commence on February 5, 2013 until the installation shall have been completed.

Technical Men from FUMACO who are involved in the said activity are kindly advised to:

- 1) Wear appropriate company identification (ID's) for security purposes;
- 2) Cooperate with University Security personnel and building-in-charge and concerned Utility Worker/s while within the University premises;
- 3) Turn-over the lighting sets that are to be removed from the various building/s to the concerned Utility Worker/s or building-in-charge which shall eventually be turned over to the Supply Office for proper inventory.

Issued this 5th day of February 2013.


ALFREDO C. TIPAYNO
Vice President for Administration

*c.c.: Security
Building-In-Charge*



Republic of the Philippines
Benguet State University
La Trinidad, 2601, Benguet Province

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Benguet State University

Office Of The President

OFFICE MEMORANDUM No. 35, S. 2012
June 7, 2012

TO : ALL CONCERNED UNIVERSITY OFFICIALS AND EMPLOYEES

FROM : BEN D. LADILAD, Ph.D., CESO III
University President

SUBJECT: REMINDER ON PRUDENT USE OF ELECTRICITY

With the University's aim of reducing electricity expenses of the University, all employees are enjoined to observed measures to reduce consumption of electricity. Everyone is requested to do the following:

1. Ensure that all equipment that are not in use should be turned-off;
2. Head of Offices, Deans, Directors, and Project Leaders should ensure that all lights and/or office equipments are turned-off before leaving their respective offices, except those intended for security purposes;
3. As much as possible, cooking equipments using Liquefied Petroleum Gas (LPG) should be used for laboratories and projects and not electricity-powered cooking equipment.

Please guided accordingly.

BEN D. LADILAD, Ph.D., CESO III

Cc:
All VP's
Director, UBA
Chief Admin. Officer-Admin. Services
Chief Admin. Officer-Finance Services
Records Office

Tel. No. (063) (074) 422-2127/local 32
Fax No. (063) (074) 422-2281

email: univ.president@mail.bsu.edu.ph
bdladilad@yahoo.com

Website: www.bsu.edu.ph



Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

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Benguet State University

Office of the President

June 18, 2014

UNIVERSITY

MEMORANDUM No. 26, s. 2014

TO : ALL BUILDING-IN-CHARGE, DEANS, SECURITY OFFICE, GENERAL SERVICES OFFICE, LANDSCAPING AND OTHERS CONCERNED

SUBJECT: CLEANLINESS OF THE UNIVERSITY BUILDINGS, TOILETS AND GROUNDS, SWITCHING-OFF OF ELECTRIC LIGHTS AFTER USE AND OBSERVANCE OF UNIVERSITY CUR-FEW TIME

Everyone is reminded of the following concerns of the University

- a) In preparation of the 98th Foundation Day celebration on June 25-28, 2014, it is requested that cleanliness of all buildings, toilets and grounds should be given preferential attention. However, cleanliness and sanitation in all areas of the University should always be maintained regardless of any occasion;
- b) Lights in all buildings/rooms should be switched-off after use. Security Guards on duty are requested to monitor the buildings/rooms in their areas of responsibility and include in their daily reports any observation on lights that were not switched- off for appropriate action; and
- c) University policy on Cur-few time which is 7:00 o'clock in the evening, daily must be strictly observed, except for the conduct of activities granted with appropriate permit.

Your utmost cooperation is enjoined.


BEN D. LADILAD
President

BDL/EMD/temie



Republic of the Philippines
Benguet State University
La Trinidad, 2601 Benguet

Tel (074) 422-2401, 422-2176 TeleFax (074)422-2281 www.bsu.edu.ph

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Benguet State University

ADMINISTRATIVE ORDER NO. 2008- 08
June 23, 2008

TO: UNIVERSITY OFFICIALS AND EMPLOYEES
SUBJECT: POLICY ON SAVING FUEL AND ELECTRICITY

1.0 Background

The President of the Philippines, in Administrative Order No. 228, dated June 2, 2008, ordered all government entities to: a) save on transport fuel cost by a minimum of 10% starting June 2008; b) replace all incandescent bulbs with fluorescent lamps by July; and c) convert fuel of vehicles from gasoline to liquid petroleum by September. President Gloria Arroyo also said, "cutting down on fuel and electricity consumption is an economic imperative, a moral duty, and a global obligation".

2.0 Purpose

This Administrative Order is issued to implement the directive and declare compulsory compliance of the University with applicable power- and fuel-saving measures in the campus.

3.0 Policy of Administration

Saving fuel and electricity shall be an official policy of this administration and everyone has the moral duty and obligation to follow the pertinent rules and guidelines on this policy. This Office will also welcome comments or suggestions from the different sectors to further enhance implementation of this policy.

4.0 Coverage

The Order shall cover all officials and employees of the University to ensure full compliance with the policy.

5.0 Responsibilities of Essential Services

The offices that are directly responsible for some essential services are reminded to perform their primary functions.

5.1 General Services:

- 5.1.1 Replace all incandescent bulbs with fluorescent lamps;
- 5.1.2 Inspect building wires and outlets, electrical fixtures, equipment, and water pumps, including power lines that are illegally connected;
- 5.1.3 Replace faulty electrical lines and outlets, leaking pipes and faucets;
- 5.1.4 Switch off lights, unplug electrical units after cleaning or after office hours, including main switch, if necessary;
- 5.1.5 Call attention of heads concerned regarding observed extraordinary power consumption; and
- 5.1.6 Report to the Office of the Vice President for Administration matters that are unattended to by the heads concerned.

5.2 Motor Pool:

- 5.2.1 Lead in the conservation of transport fuel by strictly implementing fuel-saving measures and consider the conversion of vehicle fuel from gasoline to liquid petroleum;

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Benguet State University

- 5.2.2 Institute carpooling to ensure scheduled group travels;
- 5.2.3 Require officials and employees to submit approved requests to use vehicles at least 3 days before the scheduled official travel;
- 5.2.4 Post schedule of official trips in a conspicuous place, furnish copy, or inform approving officials of travel schedule for the month or week;
- 5.2.5 Padlock the Motor Pool during weekends unless duly authorized by the Vice President for Administration to undertake repairs, especially when a vehicle is scheduled on a Monday; and
- 5.2.6 Prohibit the use of vehicles for non-official functions and/or vehicle use during weekends. This is also to avoid involving the University in reports of other government entities like the Department of Energy on violations of the government-wide campaign for more prudent use of vehicles;

5.3 Security Services

- 5.3.1 Require drivers of University vehicles to present approved travel orders/trip tickets when leaving the main gate; and
- 5.3.2 Include in security reports observations of neglect of duty like offices that have lights switched on at night, including office equipment, machines, and other items that are left unnecessarily run by electricity;

5.4 Sector Vice Presidents

- 5.4.1 Regulate the use of vehicles for non-official functions;
- 5.4.2 Review and/or disapprove purchase requests by shopping/canvass of price quotations unless items are urgently needed; otherwise, the procurement of supplies, materials, and equipment should be done through bidding;
- 5.4.3 Exempt use of vehicles to deliver BSU products, provided that the recovery cost for fuel and related expenses is accounted; and
- 5.4.4 Advise officials who are entitled to RATA to use their Traveling Allowances for local trips within the 50-km. radius when the purpose is directly related to their official functions as designated heads.

6.0 Responsibility of Other Offices

Offices that are responsible for other essential services that can likewise impact on the policy of saving fuel and electricity should be actively involved as follows:

- 6.1 Supply and Property Office – Evaluate properly emergency purchases and schedule shopping/canvass of price quotations on a weekly basis to save on fuel;
- 6.2 ICT Office – Monitor ICT usage and suggest effective, efficient, most economical use of ICT equipment and supplies;
- 6.3 Colleges/Institutes/Centers/Offices – Effectively plan procurement and submit PPMP's on time to be consolidated as the University APP in order to avoid wastage of resources resulting from day to day purchases of supplies less than Php10,000.00.

7.0 Individual Contributions of Officials and Employees:

It is a moral duty of every official and employee to observe cost-saving measures in their respective offices, to include but not limited to the following:

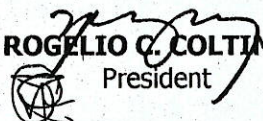
- 7.1 Report exactly at 8:00 A.M. and 1:00 P.M. so that there will be no extra consumption of electricity after 5:00 P.M.;

- 7.2 Perform office work within the prescribed working hours and overtime service with or without pay, should be thought of judiciously;
- 7.3 Request for flexible working hours or deviations from the normal working hours should be justified with reference to the afore-mentioned cost-saving measures;
- 7.4 Switch off lights during lunch break from 12:00 noon and 1:00 P.M. or anytime during the day and after office hours;
- 7.5 Unplug office equipment like computers, printers, fans, calculators, radios, and other equipment after 5:00 P.M. and must not allow their children, dependents, and other relatives to use University computers at any time; and
- 7.6 Refrain from using electric stoves/microwave ovens for cooking food inside offices, however, employees may be allowed to cook lunch with their own LPG-stove, and if the area is safe and/or cooking is done cautiously.

8.0 Effectivity

This Administrative Order shall take effect immediately. Any or all memorandum inconsistent with the provisions of this policy are deemed superseded.

Finally, the University personnel shall themselves benefit from the monetary equivalent of their collective efforts if they seriously undertake these power- and fuel-saving measures because any accumulated savings in MOOE (Maintenance and Other Operating Expenses) will be returned to them in the form of cash incentives at the end of the year.


ROGELIO C. COLTING
President

RDC:ACT/eme

Copy Furnished

Ms. Elizabeth Mendoza
Team Leader
COA at BSU