



Republic of the Philippines
PANGASINAN STATE UNIVERSITY
Lingayen, Pangasinan

PSU Memorandum
Unnumbered, s. 2006

October 25, 2006

TO : Vice President for Academic Affairs
Vice President for Research and Extension
Vice President for Planning and Administration
Vice President for Finance
Chief Administrative Officer (Administration)
All Campus Deans
GS and OUS Executive Directors
All Campus Administrative Officers
Others Concerned

SUBJECT : UNIVERSITY-WIDE IMPLEMENTATION OF ADMINISTRATIVE
ORDER NO. 126, S.2005

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1. To strengthen measures to address the increase in world oil prices and implementation of cost-cutting measures, the University supports the implementation of the government's Energy Conservation Program.
 2. Important general provisions of AO 126 states:

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;

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 air-conditioning facilities, especially during the cooler months from August to February.

In cases where air-conditioning 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 air-conditioning 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.

3. As a matter of University policy, please be reminded to strictly observe the above-mentioned provisions of AO126 in your respective campuses.
4. Moreover, to effectively monitor the fuel consumption of PSU's vehicles across all the nine campuses of the University, the following guidelines should be adhered to:

- a. Travelling employees should strictly follow the destinations indicated in the travel order. Any side trip to places such as markets, malls, parks, recreational areas and the like are strictly prohibited.
 - b. Only passengers listed in the travel order are the only ones allowed to use the vehicle.
 - c. All vehicles of the University should be parked in the respective assigned campuses
 - d. All vehicles should be checked for its road worthiness before every trip, should be properly documented with trip ticket, preferably with full tank gas/diesel and checked by the mechanic and driver before dispatch and be returned with full tank as well.
 - e. An accomplished Monitoring Report shall be signed by the driver and Security Guard on duty. Non-compliance to the necessary documents would mean rejection of the trip.
 - f. Report on the vehicle condition such as engine, brake system, battery and other parts shall be made by the driver before parking
 - g. Regular maintenance check ups shall be strictly followed to ensure that the vehicles are in good condition.
 - h. Vehicle emission testing should be done to ensure compliance with emission permits or regulatory limits by the regulatory bodies
5. Any University and campus officials and personnel found violating these guidelines and the provisions of AO126 shall be dealt with accordingly.
 6. For your information and strict compliance. The cooperation of everyone is hereby enjoined.
 7. For widest dissemination.



VICTORIANO C. ESTIRA, Ed.D.
University President