



DAVAO DEL NORTE STATE COLLEGE

Office of the President

OFFICE MEMORANDUM ORDER NO. 029

Series of 2019

To : ALL FACULTY, STAFF, AND STUDENTS

Date : 06 MAY 2019

Subject : STRICT PRACTICE OF ECONOMY AND AUSTERITY MEASURES

In order to institutionalize a meaningful and judicious use of resources through an intensified conservation effort and judicious utilization thereof and at the same time addressing economic concerns, the undersigned hereby directs the whole DNSC community to strictly observe and practice the following economy and austerity measures:

A. USE OF AIR-CONDITIONING UNITS IN OFFICES

1. Use of air-conditioning units in all offices shall be limited between **09:00am to 04:00pm**;
2. Except for heads of offices, employees who do not have official or authorized duties after office hours shall not be allowed in the office provided further that employees concerned should be authorized in writing by the head to be submitted to security for monitoring purposes;
3. For optimum cooling effect of A/C units, accumulated waste materials in offices and work areas should be removed. Reduction of waste materials will reduce the stored heat thus reducing the heat load of the A/C;
4. A/C units shall be shut-off whenever the room is vacant or unoccupied to reduce the operating hours, thus, reducing electrical consumption;
5. It shall be the responsibility of the head of office to implement the energy conservation measures; and
6. Proper operation of A/C units shall be observed to reduce air-conditioning issues, thus, reducing the cost of maintenance. A/C units shall be operated on fan mode for at least 3 minutes before switching to cooling mode to protect the compressor.

B. USE OF AIR-CONDITIONING UNITS, VENTILATING FANS, AND OTHER ELECTRICAL DEVICES IN ALL CLASSROOMS

1. A/C units, ventilating fans, and other electrical devices are to be operated only during the holding of class and shall be shut-off immediately after the class. Students are not allowed to use the A/C units outside of regular class hours/schedule;
2. Proper operation of A/C units shall be observed as follows:
 - a. For electronic or remotely-controlled air-con units:
 - i. A/C units shall be set to "Fan Mode" before shutting it off; and
 - ii. A/C units shall always start and operate at "Fan Mode" for at least 3 minutes before switching to "Cool Mode." This is to ensure that no liquid refrigerant will enter the suction of the compressor.
 - b. For manually-controlled air-con units:
 - i. Start the A/C at "Fan Mode" for at least 3 minutes before switching to "Cool Mode";
 - ii. Operate the A/C at "Fan Mode" for at least 3 minutes before shutting it off;
 - iii. Temperature setting of A/C; and
 - iv. Thermostat setting shall not be less than 76°F (24.4°C) dry bulb. This temperature setting is expected to produce an effective temperature of 71°F (21.67°C) which will result to the optimum comfort of the space occupant.
3. It shall be the responsibility of faculty members, staff, utility personnel, roving security guard on duty, and the concerned Institute Deans/Program Coordinators to enforce the energy conservation measures inside the classrooms being utilized by the concerned colleges.

C. USE OF COMPUTERS AND OTHER OFFICE MACHINE/EQUIPMENT

1. All computers and other office machines/equipment shall be switched off and unplugged from electrical outlets when not in use;
2. Playing computer games, internet chatting, and social networking activities are prohibited at all times including thru personal and College-provided computers;
3. All office machines/equipment which will not be utilized for at least thirty (30) minutes shall be shut-off;



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4. All personal energy-consuming equipment/appliances such as electric stoves, refrigerators, microwave ovens, oven toasters, electric pots, TV sets, etc. not covered by Memorandum Receipts (MRs) shall be considered unauthorized. Hence, the use of such items inside College will be prohibited;
5. All equipment shall be unplugged when offices are left unattended.

D. USE OF LIGHTS AND ELECTRICAL OUTLETS

1. Lights in all classrooms shall be switched off after every class. Students are prohibited from staying inside classrooms after their class to avoid the excessive use of lights, electric fans, A/C units and other utilities inside classrooms.
2. It shall be the responsibility of faculty members to ensure that their students always leave their classrooms at the conclusion of each class. Every Institute shall assign a representative from their respective units to monitor their classrooms and report to their respective Unit/Office Austerity Monitoring and Evaluation Committees;
3. All rooms, corridors and hallways that are naturally-lit by sunlight shall have all lighting fixtures turned off until sunset or whenever there may be a need for illumination in certain areas even during daytime. Unnecessary lights shall be turned off always;
4. Lighting in all comfort rooms shall be switched on only when needed;
5. Electrical outlets shall not be available to students for charging purposes (i. e. cell phones, laptops, etc.);
6. If possible, practices, sports activities at open field should be done during daytime to avoid/minimize use of light/electricity.

E. USE OF COLLEGE FACILITIES

1. Limit the use of facilities for students and employees.
 - a. College activities, except the College Intramurals, shall be limited to one (1) day only and shall not exceed 10:00pm;
 - b. As much as possible, student activities shall be conducted only at College Gymnasium or Outdoor Court to minimize use of air-conditioned venues; and
 - c. Immediate inspection of College facilities shall be conducted immediately after conclusion of every activity.
2. The free use of College facilities shall be limited to approved College activities only.
 - a. Collect rental fees for outsiders as per approved policies or guidelines; and
 - b. Outsiders who are authorized to use College facilities for free shall pay for electricity and water consumption. If needed, they will also be required to pay for overtime services of assisting College personnel such as utility, security, and other necessary personnel.

Further, dovetailed in this memorandum is the constitution of the **College Economy and Austerity Measure Monitoring and Evaluation Committee** which the primary responsibility is to perform an oversight function and to ensure that the Economy and Austerity Measures stipulated herein are strictly and fully observed and practiced, to wit:

College Austerity Monitoring and Evaluation Committee

Overall Chairperson : **KENNY ALLAN P. BENIGNO**, Faculty President
Members : **ROLDAN B. JUNSAY**, Physical Facilities Head
 NEAL REGGIE J. MICABANI, IAAS Faculty
 SABAR G. HASAN, IEd Faculty
 JUMAR S. BULADACO, IIT Faculty
 JUNRY R. LANOY, IMaGoCS Faculty


ok.

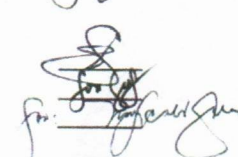
IAAS Austerity Monitoring and Evaluation Committee

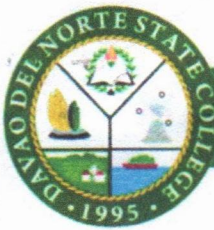
Chairperson : **NEAL REGGIE J. MICABANI**
Members : **LORD MARTINO S. MONDIGO**
 IRVIN GLENN S. SANTAMARIA



IEd Austerity Monitoring and Evaluation Committee

Chairperson : **SABAR G. HASAN**
Members : **JUNARD P. DUTERTE**
 CHRISTY LYNE C. RELOX





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IIT Austerity Monitoring and Evaluation Committee

Chairperson : JUMAR S. BULADACO
Members : JONILYN A. TEJADA
LAARNI M. CANTERO

IMaGoCS Austerity Monitoring and Evaluation Committee

Chairperson : JUNRY R. LANOY
Members : ARVIN B. GUTANG
ELMAR RANDY Y. NAMOC

Administrative, Finance, OSS, and REP Austerity Monitoring and Evaluation Committee

Chairperson : ROLDAN B. JUNSAY
Members : LERON E. ODRADA
EDISON Q. BERNALDEZ
JERRY A. SALINAS

The Unit/Office Austerity Monitoring and Evaluation Committees are expected to submit monthly reports on the status of implementation and compliance with the economy and austerity measures stipulated herein to the College Austerity Monitoring and Evaluation Committee, which in turn, will evaluate, endorse, and present such reports to the Office of the President or in a meeting called for this purpose.

This Office Memorandum supersedes previous issuances on the same and shall take effect immediately until sooner revoked or amended by the undersigned or any competent authority.

Widest dissemination of this memorandum is desired.

For information and strict compliance.

JOY M. SORROSA, PhD
College President

Cc:

IAAS
IEd
IIT
IMaGoCS
OSS
REP
Administrative
Finance
Board Secretary
COA
Record's Office
All Concerned Personnel

OE :

Planning :
Library :
Registrar : 5/9/2019