

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

September 13, 1978

MEC O R D E R  
No. 30, s. 1978

ECONOMY IN GOVERNMENT OPERATION

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Coordinator, State Colleges and Universities  
Schools Superintendents

1. In a memorandum, the President issued a call for economy in government operation and asked that each Agency review its activities for CY 1979, with the aim of eliminating duplication in organization and functions and otherwise attaining economy and savings in operation.

2. The following specific economy guidelines are given in the memorandum:

a. Personal Services. Newly created or vacated positions should not be filled, particularly those that are assigned to organizational units which duplicate other existing organizations. The number and compensation of non-permanent employees should be reviewed, with the objective of reducing the amount needed for lump-sums for contractual, casual and emergency personnel. The number and extent of agency requirements and procedures (i.e., "red tape") should be reduced, so as to limit the routine work of employees and to allow the assignment of more significant and substantive activities to the present work force. Overtime payments, compensation for inter-agency committee work, project allowances, "honoraria" and other instances of extra compensation should be kept at reasonable levels.

b. Operating and Maintenance Expenditures. More effective control on the usage and procurement of supplies and materials should be instituted. Economy in the use of paper, supplies, and materials, should be fully explored. Travel should be reduced to a minimum, particularly foreign travel.







- c. Equipment. The purchase of non-essential equipment should be avoided. In all cases, agencies should perform a cost-benefit evaluation and should not buy the expensive "toys" which may reflect the latest technology but which are of limited utility. The purchase of vehicles, air conditioning units, and other non-essentials should be discouraged. Furniture should be repaired and not replaced.
- d. Construction. Office accommodations should be as spartan as possible. Plush appointments, drapery, carpeting, and the like should be avoided. Expensive renovations which fail to improve office efficiency should not be undertaken. In general, construction should be limited to those that are absolutely necessary, should be as functional as possible and should be designed and constructed in such a manner as to entail minimum maintenance costs.

3. Conformably to the above-listed guidelines, the following should be observed:

a. Personal Services

- (1) Newly created or vacated positions, should not be filled, except teaching and such other positions the non-filling of which would be detrimental to the service. All proposals to fill positions other than those for teachers should be approved by this Office.
- (2) The number of non-permanent (Contractual, casual and emergency) personnel in every office/unit should be reviewed with a view to reducing it to the minimum. In the meantime, no contractual, casual or emergency employee who resigns his job should be replaced. Workload affected by such resignation or separation should be distributed to the remaining work force.
- (3) Authorization or new or extended overtime work is here suspended, except where this Office is sufficiently convinced that the non-rendition of overtime service would be pre-judicial to service.
- (4) Allowances, gratias, and other extra compensation should be minimized.









b. Operating Expenditures

- ✓ (1) Only absolutely essential supplies and materials should be procured. The purchase of supplies and materials, because of "high quality" or some such other reason, will not be allowed, where suitable and reasonably priced substitutes are available. In this connection, all supply bodegas should be regularly inspected and the contents inventoried to determine if there are supplies and materials unutilized. Such supplies and materials should be distributed to the intended end-users.
- (2) For scratch or drafts or reference slips, used paper clean on one side should be used. The use of ruled yellow pad should be avoided for these purposes.
- (3) Only two sheets - one original and one file copy - of every page of communication should reach the signing officials. Indorsements should be typed on available space below the preceding indorsements. Stationery with letterheads - which are only for official letters - should not be used for first indorsements.
- (4) Every effort should be exerted to recycle other used supplies and materials for office or classroom purposes. Old but serviceable supplies such as clips and fasteners, should be used. The Records Division/Office because of the big bulk of correspondence that it handles saves clips, fasteners, and such other supplies. It should send these supplies to the supply officer who will, in turn, distribute the supplies to various offices and units.
- (5) All employees should be reminded to strictly observe the regulation on the use of government supplies and materials only for official purposes.
- (6) The conservation of energy and water should strictly be observed. Gasoline or oil consumption should be kept at the lowest possible level. Electrical energy should be used only when necessary. Where an electric fan will suffice, no air-conditioning unit should be used. Water and plumbing facilities should always be in good working condition and well maintained.







(7) Except for purposes of supervision, travel of the officials concerned should be limited to rendition of necessary expert or consultant services. Travel to fulfill speaking engagements such as for closing or opening ceremonies or to attend meetings, etc. should be minimized and undertaken only where these cannot be avoided without embarrassment to the school, office, or the service. In this regard, small seminars should do away with opening and closing ceremonies.

(8) Limitations as to foreign travel shall be governed by existing rules issued by the Office of the President. However, no foreign travel of MEC personnel entailing government expense, except to comply with international commitments or agreements, shall be recommended.

c. Equipment

Except where absolutely necessary, the procurement of equipment and furniture is held in abeyance. Equipment and furniture determined to be useful after repairs should be sent for repair.

d. Construction

Only construction of buildings and facilities that are absolutely necessary will be authorized. Such frills or appointments as carpets, rugs, draperies, and the like shall not be allowed.

4. This MEC Order shall take effect immediately.

(SGD.) JUAN L. MANUEL  
Minister of Education and Culture

References:

Department Memorandum: No. 190, s. 1975

BPS Circular: No. 30, s. 1965

BPS Memorandums: Nos. 19, s. 1959 and 3, s. 1966

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects

EQUIPMENT  
HONORARIUM  
PAYMENT  
PURCHASE

RULES & REGULATIONS  
SUPPLIES  
TRAVEL





