

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

November 10, 1983

MECS O R D E R
No. 53, s. 1983

RE-ISSUANCE OF REGULATIONS ON ECONOMY
IN GOVERNMENT OPERATIONS

To: Bureau Directors
Cultural Agency Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. The recent devaluation of the peso and the consequent price and cost increases will create strain on government finances necessitating the observance of economy and fiscal restraint in government operations. Economy and fiscal restraint measures earlier adopted, particularly LOIs Nos. 828, 981 and 1098 are hereby reissued and more vigorous implementation thereof enjoined.

2. This Office likewise invites attention to pertinent provisions of MEC Order No. 30, s. 1978 on the use of office supplies and materials, conservation of energy and water, limitation on travel, etc. hereunder quoted:

- a. "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.
- b. "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.
- c. "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.

- d. "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 other such supplies. It should send these supplies to the supply officer who will, in turn, distribute the supplies to various offices and units.
- e. "All employees should be reminded to strictly observe the regulation on the use of government supplies and materials only for official purposes.
- f. "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.
- g. "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.
- h. "Limitations as to foreign travel shall be governed by existing rules issued by the Office of the President. However, no foreign travel of MECS personnel entailing government expense, except to comply with international commitments or agreements, shall be recommended."

3. On the use of fuel and electricity, this Office enjoins observance of the detailed conservation measures listed in the inclosure to Department Memorandum No. 190, s. 1975.

4. For other economy measures, attention is invited to MEC Order No. 17, s. 1979 and MEC Memorandum No. 74, s. 1979.

5. All officials concerned are enjoined to strictly observe the above-mentioned regulations.

(SGD.) HERMENEGILDO C. DURLAO
Acting Minister

References:

MEC Orders: (Nos. 30, s. 1978 and 17, s. 1979)
Department Memorandum: (No. 190, s. 1975)
MEC Memorandum: (No. 74, s. 1979)

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

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
LEGISLATION
OFFICIALS
PURCHASE
SUPPLIES
TRAVEL
RULES & REGULATIONS