

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

September 10, 1984

MECS ORDER
No. 51, s. 1984

REITERATION OF ECONOMY MEASURES TO EFFECT SAVINGS

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

1. In view of the current economic difficulties, it is imperative to reinforce and maintain economy measures in the operation and maintenance of this Ministry.

2. On Budget Allotment (01) Personnel Services, the following mandatory measures are hereby reiterated:

- a. On New Organizational Measures. Implementation of organizational measures providing for creation of new offices and new staffing complements shall be deferred.
- b. On Hiring of Personnel and Filling of Positions. Hiring of new or additional casuals, contractuels and consultants shall be suspended unless the same is specifically authorized by this office. Renewals of appointments of existing casuals, contractuels and consultants shall be subject to proof of essentiality, such as, among others, when called for in international agreements or loan covenants or when the hiring of regular employees is still suspended due to lack of approved staffing pattern or plantilla positions.
- c. Unfilled positions for over two years shall be abolished and new unfilled positions for the year not filled after June 30, 1984 shall not be filled anymore for the rest of the year.
- d. No substitutionary appointments shall be made to fill temporary vacancies that arise for periods of less than three (3) months, except for teachers which shall be governed by MECS Memorandum No. 131, s. 1984.

3. On Budget Allotment (02) Maintenance and other Operating Expenses, the following mandatory measures are hereby reiterated:

- a. On National Conventions and Meetings. National conventions, seminars, meetings sponsored by government offices, agencies or corporations requiring travel abroad and lodging by government participants shall be deferred indefinitely.

b. Government funds may not be spent for attendance in conventions, seminars, workshops and other similar activities conducted by private groups. Attendance by government personnel may be authorized at no expense to the government except the salaries of government participants.

c. On Motor Vehicles Purchase. Purchase of motor vehicles shall be suspended for 1984 except when funded from sale of old vehicles or when specifically provided in international agreements such as in the case of foreign-assisted projects.

Where such purchase is authorized it shall be governed by LOI 667.

d. On Purchase of Equipment. Purchase of imported office equipment shall be suspended or when such purchase is declared essential, it must be in accordance with the provisions of LOI 1329. In any case, an approved equipment procurement program shall support any request for purchase of equipment if an exception is to be granted.

e. On Public Office Buildings. Construction of new government office buildings, except for academic buildings of state colleges and universities, shall be deferred.

f. On International Travel. International travel of government personnel shall be restricted and subject also to LOI 1329 with respect to foreign exchange expenditures. This shall cover travel by non-government personnel using government funds.

No foreign travel of MECS personnel entailing government expense, except to comply with international commitments or agreements, shall be recommended.

g. On Domestic Travel.

(1) Domestic travel shall be strictly controlled and out-of-town meetings by officers, agencies and corporations shall be suspended. Similarly, meetings and conferences by government officials, executive staffs and personnel in expensive five star hotels and restaurants shall be prohibited. Similar prohibition shall apply to training, seminars and conventions.

(2) 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. Purchase of Furniture and Fixtures. Purchase of new office furniture and fixtures, new ornamental accessories shall be prohibited unless funded by proceeds from disposal of old ones. Priority shall be given to repairs and maintenance of existing furniture and fixtures.
- i. Power Conservation.
- (1) Adoption of management improvement program including energy conservation in order to improve efficiency and productivity and reduce waste in government operations.
 - (2) The conservation of energy and water should be strictly 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 airconditioning unit should be used. Water and plumbing facilities should always be in good working condition and well maintained.
 - (3) Lights in offices should be switched off during off hours. Electric appliances in offices should be put off when not in use.
 - (4) On Use of Vehicles. Agencies shall strictly enforce the regulations related to authorized use of government vehicles. There shall be strict control on the use of vehicles during non-working days and holidays, to conserve oil and gasoline.

Vehicles issued to officials or employees not entitled to use government vehicles should be withdrawn immediately.
 - (5) Proper care and maintenance of office equipment should be observed. Typewriters, calculating machines, and other office equipment should always be kept clean and covered after office hours. Proper maintenance such as checking, cleaning, and oiling should be made.
- j. Use of Stationery. The use of office supplies and consumables shall be strictly regulated and as much as possible agencies and offices shall pursue a program of recycled utilization of such items. Offices must aim for a 10-15 percent reduction in the use of office supplies and other consumables.
- (1) Economy should be observed in the use of paper. 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.

- (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) 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.
 - (4) All employees should be reminded to strictly observe the regulation on the use of government supplies and materials only for official purposes.
- k. On Printing and Publication. There shall be strict control of publications and printing of documents and materials, limited as much as possible to the highly essential requirements as directly related to the functions of offices, such as information materials, annual reports, project documents and other official documents. Literary publicity and promotional materials and publications shall be reduced on frequency of issues if not suspended and printing of expensive multi-color glossy publications shall be suspended indefinitely.
- l. Overtime Service. In general, overtime may be authorized where the work or activity has to be completed on a certain fixed date and the scheduled day of completion cannot be met within regular work days and hours, or where, although there is no fixed date of completion, the prolonged delay in, or non-completion of, the work or activity will:
- (1) cause financial loss to the government or its instrumentalities;
 - (2) embarrass the government due to inability to meet commitments, whether local or international; or
 - (3) negate the purposes for which the work or activity was conceived.
 - (4) Specific activities for which necessary overtime may be authorized include the following:
 - (a) completion of infrastructure and other projects with set deadlines;
 - (b) relief work during calamities and disasters;
 - (c) urgent work related to school graduation/registration;

- d. work involving the preparation for, and administration of, government examinations, including the prompt correction and release thereof;
 - e. budget preparation to meet scheduled deadlines; and
 - f. annual closing of books of accounts.
- (2) Procurement of Goods and Services. The policy of channeling Ministry business to government agencies or corporation whenever possible is hereby adopted.
- (3) Procurement of office supplies and materials - should be through the Procurement Service of the Office of the Budget and Management and the Commission on Audit. There must be no exceptions.
- (4) 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.
- (5) Transport of Material. The Post Office or Transcom which is a subsidiary of the National Development Company should be availed of. The Post Office as much as possible, including parcel post transmission of goods should be used for mailing purposes.
- (6) Air Conditioning. Asia Industries and/or USIPHIL are government entities, which can service our air conditioning needs.

4. Strict compliance is enjoined. Heads of offices are hereby held responsible and accountable for the strict enforcement of these economy measures.

(SGD.) JAIME C. LAYA
Minister

References:

MECS Orders: Nos. 53, s. 1983 and 11, s. 1984

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

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

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