



Philippine Normal University  
**The National Center for Teacher Education**  
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November 9, 2011

Memorandum for –

Vice-Presidents  
Deans  
Directors of University Centers  
Directors of Administrative Services  
Heads of Academic Departments/Units  
Heads of Administrative Departments/Units  
University Board Secretary

***Subject: AUSTERITY MEASURES***

The PNU community is enjoined to conserve electricity and water. The practice of conserving these important commodities is more than just being a prudent steward of our finance and environmental resources. It is a reflection of the attitude of what we impart to the younger generation.

The younger generation should also see in our works the value of sowing and reaping. PNU should be seen as an institution that is capable of bearing in situation when time was rough because PNU was able to prepare and save when the resources are in abundance. After all, the conservation measures we are doing is for them. It is this principle of sustainability that we want to pass on to the young generations.

Practising sustainability demands sacrifice for everyone. It is like a heavy load and yet, it is lightened up when every one joins hand to carry the load.

The Management is issuing the following austerity plan for strict compliance of everybody:

**I. Financial Aspect – Judicious use of:**

***A. Electricity and Water***

For Classrooms and Laboratories

1. Faculty members should ensure that faucets are closed; lights and fans are OFF before leaving their classroom/lab should they are the last class to occupy the classroom/lab.

Faculty members are to remind the students not to stay in the classroom/lab if it is not yet their period.

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*Policy - Austerity Measures*

Faculty members who cannot attend their class/lab should advised their students to leave. In case that in-class activity is assigned, the students can stay provided the activity does not disturb the other classes.

2. In turning the air-condition unit ON, for the first time, allot at least 5 minutes before changing the level to next setting.

Air-con units without level setting (FAN, LOW COOL, HIGH COOL) but have thermostat settings (1 to 10) are advised to set the thermostat setting between 6 to 8.

It is more economical if the air-condition units are continuously running than being turned ON & OFF every class period. It is best to turn OFF the air-condition unit if the classroom will be vacant for an hour.

#### For Offices

1. Everyone should ensure that faucets are closed, lights and air-condition units/fans are OFF before leaving.

Report immediately for any electrical and plumbing concerns at the PPCD office.

2. An office staff who starts to work at 7am can choose to turn ON the air-condition unit should s/he feels uncomfortable.

Air-con units without level setting (FAN, LOW COOL, HIGH COOL) but have thermostat settings (1 to 10) are advised to set the thermostat setting between 6 to 8.

The thermostat setting should be fixed as much as possible or the setting should only be between 6 to 8. No need to change the thermostat setting to one (1) every time the air-con unit will be turned off.

3. It is recommended to limit the level to LOW COOL setting (thermostat setting 6). In turning the air-condition unit ON, for the first time, allot at least 5 minutes before changing the level to next setting.

During noon-breaks or when only a single person is occupying the office, it is recommended to set the level to LOW COOL setting (thermostat setting 6).

It is likewise advised to TURN OFF the air-con unit twenty (20) to thirty (30) minutes before the office closes.

4. Offices that are still open till 8:00pm are hereby suggested to set the air-condition units on the following setting for a particular period:

MEDIUM COOL	(thermostat setting 6 to 8)	from 5:30pm to 6:30pm
LOW COOL	(thermostat setting 6)	from 6:30pm to 7:30pm

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### For Toilets

1. It is the responsibility of everyone to take good care of our faucets, sink and urinary & toilet bowls. Maintaining cleanliness is one sure way for the toilets and plumbing fixtures to be working properly.

2. Water can be conserved when we use it wisely.

Open the faucet to the desired volume flow rate when water is needed and close the faucet when it is not being used. Avoid overflowing the container.

Do not leave the faucet open when washing your face or brushing the teeth. Better use a tumbler or a drinking cup when gargling after teeth brushing than leaving the faucet open and water is flowing.

#### ***B. Supplies and Materials***

Request for supplies shall be covered by the approved Annual Procurement Plan (APP).

#### ***C. Utilization of Food Authority***

The grant of food authority shall cover only the visitor-guest for the activity, officials of the university and members of the department conducting the activity. *Meetings may likewise be scheduled earlier or after lunch* to cut down the number of requests for food service.

To implement the Guidelines for Food Authority that was approved during the Administrative Council Meeting held last June 2011.

#### ***D. Utilization of Vehicle***

To implement the Guidelines on the Use of University Vehicle that was approved during the Administrative Council Meeting held last June 2011.

## **II. Human Resources**

#### ***A. Hiring***

Limitation of the hiring of the services of consultants for projects that cannot be pushed through by virtue of the Administrative Order 103, except those services providing vital support to the operations of the University like legal consultancy, IT consultancy, etc.

#### ***B. Evening/Overtime Services***

A separate memorandum will be released on the revised guidelines on Full Flexi-Time Schedule for Administrative Personnel, also the continuous adoption of the Guidelines on Saturday Service Scheme.

All Heads of Administrative Offices are enjoined to assist the Management in the implementation of the aforesaid austerity measures in coordination with the Environment and Project Development Coordinator. They shall likewise do the monitoring and conduct the assessment of the extent of success of the programs being implemented.

Your cooperation and support in this regard is highly appreciated.

  
ESTER B. OGENA  
President

  