

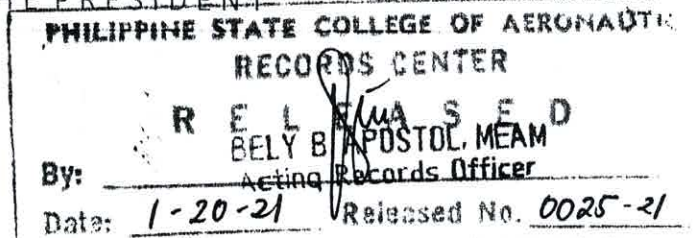


Republic of the Philippines
PHILIPPINE STATE COLLEGE OF AERONAUTICS
OFFICE OF THE PRESIDENT

18 January 2021

MEMORANDUM CIRCULAR

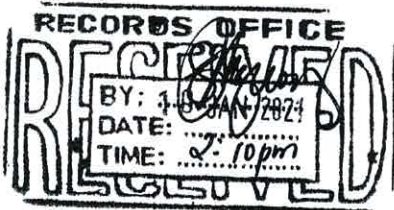
No. 03, Series 2021.



TO : **ALL PHILSCA EMPLOYEES AND STUDENTS**

SUBJECT : **REITERATION ON THE OBSERVANCE OF THE
ENERGY CONSERVATION MEASURES OF THE COLLEGE**

1. Everyone is implored to continually observe the Energy Conservation Measures of the College stipulated under Memorandum Circular No. 07, Series 2017 dated 18 October 2017, and further emphasized through Memorandum Circular No. 05, Series 2018 dated 03 September 2018.
2. In addendum, the following measures are included:
 - 2.1. On Electricity:
 - a. Teaching personnel handling technical and general education laboratory courses are instructed to turn-off all lights, fans/air-conditioning unit and other equipment after their classes and before leaving the laboratories.
 - b. Teaching personnel handling lecture classes are instructed to do the same, and to take the initiative to turn-off lights and fans in vacant and unoccupied classrooms.
 - c. During daytime, everyone must take the initiative to turn-off lights on corridors and stairways when there is enough natural light for illumination.
 - 2.2 On Service Vehicle Utilization:
 - a. The Chief, GSD of all campuses should prepare a well-planned schedule of official trips to be posted at least one-day ahead to ensure savings on fuel, lubricants, and toll fees.
3. The Chief Administrative Officer, being the duly designated College Energy Conservation Officer (CECO) is expected to adhere with the tasks indicated in MC 07, Series 2017.
4. The usual cooperation and compliance of every PhilSCAn will be highly appreciated.




PROF. MARWIN M. DELA CRUZ, Ph.D.
President

COPY FOR:

OPRES

18 October 2017

MEMORANDUM CIRCULAR

No. 07, series 2017.

To : All PhilSCA Employees and Students

Subject: Energy Conservation Measures

PHILIPPINE STATE COLLEGE OF AERO
RECORDS CENTER

RELEASED

By: GINALYN P. CORDOVILLA, MPA

Date: 23 Oct. 17 Released No. 05

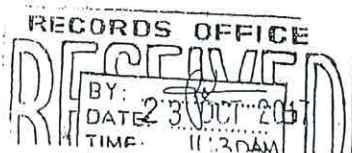
1. In order to provide energy conservation measures in the College, please adhere to the following procedures:

A. On Electricity:

- a) All PhilSCA campuses shall adopt and implement an electricity efficiency and conservation program to reduce monthly electricity consumption.
- b. Observe the following measures on the use of appliances, equipment and accessories:
 1. Limit the operation/use of the air-conditioning system to six (6) hours, preferably from 9:00AM-12:00NN and 1:00PM-4:00PM.
 2. The General Services Department is instructed to strictly observe the schedule of maintenance of all air-conditioning units to ensure efficiency.
 3. Electric fans, blowers and other cooling devices may be used in the offices during the 12:00NN to 1:00PM break period in lieu of air-conditioning units.
 4. Lights shall be turned-off during lunch breaks and after office hours, except in offices where continuous work or services to the public is being conducted.
 5. Computers, printers and reproduction machines are strictly for official use only and shall be shut down when not in use. The Facilitators of the computer laboratory for students are instructed to strictly monitor proper use of the computer and its equipments to ensure compliance thereof.
 6. Personnel with duly approved authority to render overtime service on Saturdays, Sundays and Holidays shall be allowed to enter the office premises and use the air-conditioning system from 9:00AM up to 12:00 NN only except in Medical Clinic which is allowed up to 4:00PM.
 7. During nighttime from 7:00 p.m. to 6:00 a.m., all lights inside offices shall be turned off, except those on corridors, doors, gates and strategic areas needed for the security and safety of the areas.
 8. All students who are allowed by the College to hold office, as officers of recognized student organization of whatever level and/or type, are enjoined to observe office hours strictly: Monday-Friday 8:00AM-12:00NN and 1:00PM-5:00PM. Student Officers are not allowed to stay beyond the above schedule, unless a written permit specifying the valid reason for overstaying is secured from the Office of Student Affairs.

B. On College Service Vehicle Utilization:

- a. Craft measures to be immediately implemented in all campuses for its official service vehicles.
 - b. Develop a more dynamic and effective program for the rational use of energy.
2. The Chief Administrative Officer shall act as the *College Energy Conservation Officer (CECO)* who shall monitor and report the effective implementation of this Order in the four PhilSCA campuses. The Campus Directors shall be responsible for the strict observance of the foregoing measures and submission of monthly monitoring reports to the Office of the College President through the Chief Administrative Officer.
3. Everyone is hereby enjoined to ensure the adherence and implementation of the above enumerated measures.



PROF. MARWIN M. DELA CRUZ, Ph.D.
SUC President I