



Republic of the Philippines
CARAGA STATE UNIVERSITY
(formerly NORTHERN MINDANAO STATE INSTITUTE OF
SCIENCE AND TECHNOLOGY)
Butuan City
CARAGA, Region XIII

December 02, 2015

VPA-Memo Order
No. 25, s. 2015

To: All Concerned

Subject: Cost Saving of Energy and Fire Prevention during the Christmas Season and Onwards


With the influx of installation of electrical power decorations during the Christmas season, everyone is enjoined to observe the following arrangements for cost saving of energy at the same time fire prevention measures considering that the University still needs to come up with a viable electrical plan:

1. Christmas lights and other decorations with electrical components that are situated inside the offices should only be used during office hours;
2. All equipment/gadgets that utilize electrical power should be switched off and power lines should be detached/unplugged from electrical outlets after office hours except for the Internet Servers located in the ICT Bldg., Administration Bldg., Villares Technovation Center, CEIT and NSB.
3. In line with power saving measures, it is again reiterated based on the previous issuances, that air-condition units should be turned-off at the end of office hours (5:00pm), however, for offices who have personnel who are to render overtime, air-condition units could only be in used until 06:00pm provided same offices have an approved overtime request
4. For offices with personnel who render overtime during weekends and holidays, the same shall adhere with item number 3.

The Security Services will be tasked to check all offices after office hours, weekends and holidays and submit corresponding report if there are those who will deviate from the abovementioned instructions.

For information and appropriate action.


ARMIE LEILA M. MORDENO, DPA, CSEE
Vice- President for Administration

Noted:

ANTHONY M. PENASO, Ph.D.
President

cc: Security Services