



January 28, 2020

OVPAF - OC - 2020 - 020

**Memorandum Order**  
**No. 14, s. 2020**

**For :** Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of two (2) - hour lights and electronics  
Shut off


Please be informed that on January 29, 2020, Wednesday from 3:00 – 5:00 pm is the 8<sup>th</sup> month implementation of the (2) two-hour lights and electronics shut off in compliance with the provision of CNA rulings on reasonable austerity measures. As such, everyone is required to turn off all electrical equipment and lights of respective offices/colleges except those in the cold laboratory rooms and the server rooms. However, activities that are set by the colleges/units/departments prior to this memorandum shall be exempted.

The Office of the Campus Security and Safety Services is hereby given the responsibility to deploy and assign its security task force in the different buildings and facilities of the University for the monitoring, inspection and validation of the conformance of everyone to the said activity.

Furthermore, it is encouraged that the different offices and colleges will conduct recreational activities and take photos of the aforementioned for documentation purposes.

Your participation is highly appreciated.

For information and strict compliance.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
Vice President for Administration and  
Chief Administrative Officer



February 27, 2020

OVPAF - OC - 2020 - 049

**Memorandum Order**  
**No. 25, s. 2020**

**For :** Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of two (2) - hour lights and electronics  
Shut off

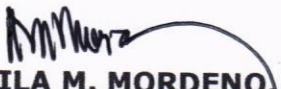
Please be informed that on February 28, 2020, Friday from 3:00 – 5:00 pm is the 9<sup>th</sup> month implementation of the (2) two-hour lights and electronics shut off in compliance with the provision of CNA rulings on reasonable austerity measures. As such, everyone is required to turn off all electrical equipment and lights of respective offices/colleges except those in the cold laboratory rooms, the server rooms and classes. However, activities/classes that are set by the colleges/units/departments prior to this memorandum shall be exempted.

The Office of the Campus Security and Safety Services is hereby given the responsibility to deploy and assign its security task force in the different buildings and facilities of the University for the monitoring, inspection and validation of the conformance of everyone to the said activity.

Furthermore, it is encouraged that the different offices and colleges will conduct recreational activities and take photos of the aforementioned for documentation purposes.

Your participation is highly appreciated.

For information and strict compliance.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
Vice President for Administration and  
Chief Administrative Officer





May 20, 2019

**Memorandum Order**  
**No. 40, s. 2019**

**For :** Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of two (2) - hour lights and electronics  
Shut off

In compliance with the Caraga State University Administrative Personnel Association (CSUAdPA) Collective Negotiation Agreement Article VII Sec.3 A on the implementation of reasonable austerity measures, monthly conduct of a two (2) - hour lights and electronics shut off shall be carried out by the University. This activity complements to the world's observance of Earth Hour which could be a noteworthy action in the part of the University and would add to the best practices being implemented by CSU.

Please be informed that the said practice as approved by the University President shall be observed simultaneously during the conduct of the different health and wellness activities of all employees as provided further by the same agreement.

With this, the 1<sup>st</sup> conduct of the said activity will be on **May 22, 2019, Wednesday from 3:00 to 5:00 in the afternoon**. All lights and electrical equipment and devices except those in the cold laboratory rooms, the server rooms and the new CSU Conference Room shall be turned off. Moreover, all members of the Academic Council is also hereby exempted in participating the same activity due to the scheduled Academic Council Meeting tomorrow.

Furthermore, the Office of the Campus Security Services is hereby given the responsibility to deploy and assign its security task force in the different buildings and facilities of the University for the monitoring, inspection and validation of the conformance of everyone to the said activity. In addition, the Office Public Information and Communication Office is also tasked of the photo documentation of the whole implementation of the activity.

Your participation is highly appreciated.

For information and strict compliance.

  
**ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE**  
Vice President for Administration  
And Chief Administrative Officer



July 24, 2019

**Memorandum Order**  
**No. 55, s. 2019**

**For :** Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of two (2) - hour lights and electronics  
Shut off

Please be informed that on July 31, 2019, Wednesday from 3:00 – 5:00 pm is the 3<sup>rd</sup> month implementation of the (2) two-hour lights and electronics shut off in compliance with the provision of CNA rulings on reasonable austerity measures. As such, everyone is required to turn off all electrical equipment and lights of respective offices/colleges except those in the cold laboratory rooms and the server rooms.

Everyone is enjoined to visit and re-groom the tree seedlings planted last University Days 2018 tree caring activity at CSU farm area.

Furthermore, the Office of the Campus Security Services is hereby given the responsibility to deploy and assign its security task force in the different buildings, farm area and facilities of the University for the monitoring, inspection and validation of the conformance of everyone to the said activity. The OVPAF staff together with TA Ms. ARPiamonte are tasked to document the on-going activities during the said time and for the latter to come up with the article to be uploaded in the university portal.

Your participation is highly appreciated.

For information and strict compliance.

  
**ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE**  
Vice President for Administration  
And Chief Administrative Officer





**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

July 24, 2019

**Memorandum Order  
No. 55, s. 2019**

**For :** Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of two (2) - hour lights and electronics  
Shut off

Please be informed that on July 31, 2019, Wednesday from 3:00 – 5:00 pm is the 3<sup>rd</sup> month implementation of the (2) two-hour lights and electronics shut off in compliance with the provision of CNA rulings on reasonable austerity measures. As such, everyone is required to turn off all electrical equipment and lights of respective offices/colleges except those in the cold laboratory rooms and the server rooms.

Everyone is enjoined to visit and re-groom the tree seedlings planted last University Days 2018 tree caring activity at CSU farm area.

Furthermore, the Office of the Campus Security Services is hereby given the responsibility to deploy and assign its security task force in the different buildings, farm area and facilities of the University for the monitoring, inspection and validation of the conformance of everyone to the said activity. The OVPAF staff together with TA Ms. ARPiamonte are tasked to document the on-going activities during the said time and for the latter to come up with the article to be uploaded in the university portal.

Your participation is highly appreciated.

For information and strict compliance.

  
**ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE**  
Vice President for Administration  
And Chief Administrative Officer



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**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City 8600, Philippines

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ISO 9001:2015  
Acc. No.: M2700903P  
Certificate No.: AJA17.101  
ISO Certified University

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

August 27, 2019

**Memorandum Order  
No. 60, s. 2019**

**For :** Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of the Monthly Two (2)- hour Lights and Electronic Shut Off

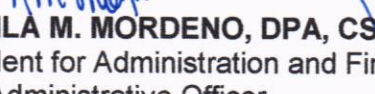
Please be informed on August 28, 2019, Wednesday from 3:00-5:00 PM, is the scheduled 4<sup>th</sup> month implementation of the two (2)- hour lights and electronic shut off in compliance to the provision of CNA rulings on responsible austerity measures. As such, everyone is required to turn off all electrical equipment and lights in their respective offices/ colleges except those in cold laboratory rooms and server rooms.

The Office of the Campus Security and Safety Services is hereby given the responsibility to deploy and assign its security task force in the different buildings and facilities of the university for monitoring, inspection, and validation on the conformance of everyone to the said activity.

Furthermore, it is encouraged that the different offices and colleges will conduct recreational activities and take photos of the aforementioned for documentation purposes.

Your participation is highly anticipated.

For your information and strict compliance.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
Vice President for Administration and Finance  
and Chief Administrative Officer





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August 27, 2019

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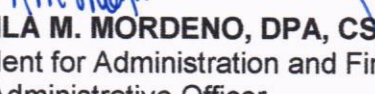
Please be informed on August 28, 2019, Wednesday from 3:00-5:00 PM, is the scheduled 4<sup>th</sup> month implementation of the two (2)- hour lights and electronic shut off in compliance to the provision of CNA rulings on responsible austerity measures. As such, everyone is required to turn off all electrical equipment and lights in their respective offices/ colleges except those in cold laboratory rooms and server rooms.

The Office of the Campus Security and Safety Services is hereby given the responsibility to deploy and assign its security task force in the different buildings and facilities of the university for monitoring, inspection, and validation on the conformance of everyone to the said activity.

Furthermore, it is encouraged that the different offices and colleges will conduct recreational activities and take photos of the aforementioned for documentation purposes.

Your participation is highly anticipated.

For your information and strict compliance.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
Vice President for Administration and Finance  
and Chief Administrative Officer



**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

September 24, 2019

**Memorandum Order  
No. 68, s. 2019**

**For :** Vice President for Academic Affairs  
Vice President for Executive Operations and Auxiliary Services  
Vice President for Research, Innovation and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of the Monthly Two (2)- hour Lights and Electronic Shut Off

Please be informed on September 25, 2019, Wednesday from 3:00-5:00 PM, is the scheduled 5<sup>th</sup> month implementation of the two (2)- hour lights and electronic shut off in compliance to the provision of CNA rulings on responsible austerity measures. As such, everyone is required to turn off all electrical equipment and lights in their respective offices/ colleges except those in cold laboratory rooms and server rooms.

The Office of the Campus Security and Safety Services is hereby given the responsibility to deploy and assign its security task force in the different buildings, farm area, and facilities of the university for monitoring, inspection, and validation on the conformance of everyone to the said activity.

Furthermore, it is encouraged that the different offices and colleges will conduct recreational activities and take photos of the aforementioned for documentation purposes.

Your participation is highly anticipated.

For your information and strict compliance.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
Vice President for Administration and Finance  
and Chief Administrative Officer





**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

September 24, 2019

**Memorandum Order  
No. 68, s. 2019**

**For :** Vice President for Academic Affairs  
Vice President for Executive Operations and Auxiliary Services  
Vice President for Research, Innovation and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of the Monthly Two (2)- hour Lights and Electronic Shut Off

Please be informed on September 25, 2019, Wednesday from 3:00-5:00 PM, is the scheduled 5<sup>th</sup> month implementation of the two (2)- hour lights and electronic shut off in compliance to the provision of CNA rulings on responsible austerity measures. As such, everyone is required to turn off all electrical equipment and lights in their respective offices/ colleges except those in cold laboratory rooms and server rooms.

The Office of the Campus Security and Safety Services is hereby given the responsibility to deploy and assign its security task force in the different buildings, farm area, and facilities of the university for monitoring, inspection, and validation on the conformance of everyone to the said activity.

Furthermore, it is encouraged that the different offices and colleges will conduct recreational activities and take photos of the aforementioned for documentation purposes.

Your participation is highly anticipated.

For your information and strict compliance.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
Vice President for Administration and Finance  
and Chief Administrative Officer



October 28, 2019

**Memorandum Order  
No. 72, s. 2019**

**For :** Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension

**To :** All Deans  
All Directors

**Subject :** Implementation of two (2) - hour lights and electronics  
Shut off

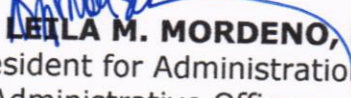
Please be informed that on October 30, 2019, Wednesday from 3:00 – 5:00 pm is the 6<sup>th</sup> month implementation of the (2) two-hour lights and electronics shut off in compliance with the provision of CNA rulings on reasonable austerity measures. As such, everyone is required to turn off all electrical equipment and lights of respective offices/colleges except those in the cold laboratory rooms and the server rooms. However, activities that are set by the colleges/units/departments prior to this memorandum shall be exempted.

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Vice President for Administration and  
Chief Administrative Officer





**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

November 27, 2019

**Memorandum Order  
No. 83, s. 2019**

**For : Vice President for Academic Affairs  
Vice President for External Operations and Auxiliary Services  
Vice President for Research and Extension**

**To : All Deans  
All Directors**

**Subject : Implementation of two (2) - hour lights and electronics  
Shut off**

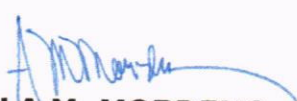
Please be informed that on November 29, 2019, Friday from 3:00 – 5:00 pm is the 7<sup>th</sup> month implementation of the (2) two-hour lights and electronics shut off in compliance with the provision of CNA rulings on reasonable austerity measures. As such, everyone is required to turn off all electrical equipment and lights of respective offices/colleges except those in the cold laboratory rooms and the server rooms. However, activities that are set by the colleges/units/departments prior to this memorandum shall be exempted.

The Office of the Campus Security and Safety Services is hereby given the responsibility to deploy and assign its security task force in the different buildings and facilities of the University for the monitoring, inspection and validation of the conformance of everyone to the said activity.

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Vice President for Administration and  
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