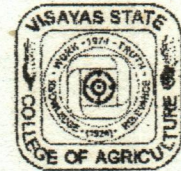


# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines  
Office of the President



5 January 2001

## **MEMORANDUM CIRCULAR NO. 03** Series of 2001

**T O: All VISCA Personnel and Residences**  
**R E: Economy Measures for Year 2001**


Please be informed that VISCA's budget for the year 2001 under MOOE is reduced by 25%. Furthermore, VISCA's Y2000 allocation for light and illumination is only P4M. VISCA's power consumption based on last year's record is P9,937,849.35. As such, there is a need for us to institute measures to substantially reduce our power consumption.

In view of this, all Department/Office Heads and Center Directors are enjoined to institute the following initial energy saving measures at their respective units:

1. Except for tissue culture and laboratory rooms needing controlled temperature all offices, lecture halls, AV rooms and other similar facilities should refrain from using air conditioning units especially during the months of January and February.
2. The Convention Center, FARM Training Room and other similar facilities may use air-conditioning units only during activities where usage of said facilities is duly paid for by the user.
3. The use of electric ovens, refrigerators, water heaters and similar pieces of equipment should be minimized if possible.
4. Other energy saving measures not mentioned above should be imposed in various units when necessary e.g. switching off of electric lights/fans when rooms are not in use.

The cooperation of all concerned is requested so that VISCA can meet its power obligation with LEYECO IV. In the event that we are not successful in reducing our electric bill, the administration will have to reduce power subsidy to VISCA residents and other institutes within the campus.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**  
President