



LEYTE STATE UNIVERSITY

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Office of the President

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MEMORANDUM CIRCULAR NO. 23

Series of 2003

T O: All LSU Faculty, Staff and Students

R E: Electricity Consumption

Please be informed that the DBM has imposed a mandatory reserve in MOOE of 15% in addition to the 10% reduction in appropriation as part of the economy saving measures of the national government. The budget for Power and Illumination for this year is pegged to P4 million which will be further reduced by 15%. This will not be enough for the whole year.

The actual electricity bill of the University covering the past four months amounted to P2,831,544.63 broken down as follows:

January 2003	P657,233.00
February	793,428.13
March	660,440.21
April	720,443.29

In view of this, all LSU Colleges, Centers, Departments, and Administrative offices are again directed to follow the following energy saving measures in their respective units:

1. All offices, lecture halls, AV Rooms and other similar facilities should refrain from using air conditioning units, except the tissue culture laboratories and similar facilities requiring controlled temperature;
2. The Convention Center, FARM Training Hall, ISRDS Training/Conference Rooms and other similar facilities may use air conditioning only in the conduct of activities where usage of such is duly paid for by the user;
3. All offices are hereby directed to refrain from using electric ovens and stoves, water heaters and similar equipment, except in laboratory facilities where such are needed;
4. Lights in offices, classrooms and laboratories should be closely monitored and these should be turned off whenever not in use.

The cooperation of all LSU constituents is earnestly requested in order for the University to meet its Power and Illumination expenses for the year. University income that could have been used for the payment of other staff benefits, repair and expansion of buildings and purchase of equipment will be used to subsidize electric consumption/illumination instead.

In view also of the mandatory reserve of 15%, all purchases or request for purchases are held in abeyance except those approved purchase of laboratory equipment and supplies for instruction and research.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: OVPAF
Security Office
OSA
College Deans
Center Director
Records
File