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Office of the President

24 February 2012

MEMORANDUM CIRCULAR NO. 11
Series of 2012

T O: All Concerned Department/Office Heads, Faculty, Staff and Students
R E: Putting Off of Lights and Electrical Appliances Before Leaving

This office received numerous reports from our roving Security Guards regarding electrical gadgets and lights left ON at night and during holidays and weekends. It is not only costly on the part of the university but poses danger to fire as a result of overheating of the electrical appliances.

In order to avoid any untoward incident, all Department/Office Heads must direct their utility personnel to put off all lightings and other electrical appliances before leaving the building. Further, anybody who is the last to leave the building/room is responsible to turn off the lights and all electrical appliances including electric fans or air-conditioning units. Also, he/she should ensure that the doors are locked before leaving the premises.

All department/office heads are directed to come up with a policy to ensure compliance with this directive.

For the guidance and compliance of all concerned.


JOSE L. BACUSMO
President *alc 2/27/12*