

**VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte

**OFFICE OF THE PRESIDENT**

Memorandum No. 8  
Series of 1998

January 28, 1998

TO: Directors/Center Directors  
Department/Office Heads  
Project/Study Leaders

SUBJECT: CY 1998 EXPENDITURE PROGRAM

This year 1998 is seen to be a crucial year brought about by the peso devaluation. Thus, President Fidel V. Ramos issued A.O. No. 372 otherwise known as "Adoption of Economy Measures in Government for FY 1998" requiring prudence in fiscal management to maintain economic stability and sustain the country's growth momentum.

The Office of the President directed all agencies of government to adopt measures which will reduce total expenditures for the year by at least 25% of our authorized regular appropriations for non-personal services items. A.O. No. 372 provides the following suggested areas:

1. Continued implementation of the streamlining policy or organization and staffing by deferring action for the following:
  - a. Operationalization of new agencies;
  - b. Expansion of organizational units and/or creation of positions;
  - c. Hiring of additional/new consultants, contractual and casual personnel, regardless of funding source.
2. Suspension of the following activities:
  - a. Implementation of new capital/infrastructure projects, except those which have already been contracted out;
  - b. Acquisition of new equipment and motor vehicles;
  - c. All foreign travels of government personnel, except those associated with



- e. Conduct of trainings/workshops/seminars, except those conducted by government training institutions and agencies in the performance of their regular functions and those that are funded by grants;
  - f. Conduct of cultural and social celebrations and sports activities, except those associated with the Philippine Centennial celebration and those involving regular competitions/events;
  - g. Grant of honoraria, except in cases where it constitutes the only source of compensation from government received by the person concerned;
  - h. Publications, media advertisements and related items, except those expressly and specifically authorized by law; and
  - i. Donations, contributions, grants and gifts, except those given by institutions of victims of calamities.
- 3. Reduction in the volume of consumption of fuel, water, office supplies, electricity and other utilities.
  - 4. Deferment of projects that are encountering significant implementation problems.
  - 5. Suspension of all realignment of funds and the use of savings and reserves.

In addition, the following areas are hereby recommended/reiterated:

A. Personal Services

- 1. No hiring of new substitutes except when authorized and where the salary is charged to the salary savings of the staff who is temporarily absent from his/her post.
- 2. No overtime work with pay for the performance of the regular routine work and activities. We are supposed to do our jobs efficiently during regular office hours. Only those relative to the following activities shall be allowed:
  - a. urgent work related to school graduation/registration;
  - b. work involving the preparation for, and administration of government examinations, including the prompt correction and release thereof;
  - c. budget and annual report preparation to meet scheduled deadlines;
  - d. annual closing of books of account;
  - e. relief work during calamities and disasters; and
  - f. completion of infrastructure and other projects with set deadlines.



Payment of overtime services in excess of forty (40) hours per month shall be disallowed. The number of staff working overtime shall not exceed 50% of the total work force of the unit.

3. No holding of classes outside the regular schooldays and class hours (Saturdays and evenings) unless the teacher will not be collecting honorarium or the students concerned are willing to shoulder the honorarium as in the case of requested subjects. Holding of requested summer classes for few students must be minimized if not entirely eliminated. Honorarium for graduate classes is covered by separate internal policies.

#### B. Travel Expenses and Use of Vehicles

1. Complete ban on travel chargeable to the general funds for (a) emergency purchase of supplies and materials, (b) field trips or excursions, and (c) to attend conventions sponsored by non-government entities or organizations/associations. Travel expenses incurred for these purposes may be granted but on official time only.
2. There shall be regular trips of ViSCA vehicles to Tacloban to enable the staff to adjust their schedules to these regular trips. Trips to Tacloban airport chargeable to the general funds shall be strictly limited on Mondays and Wednesdays with only one vehicle to be dispatched. As much as possible, visitors of ViSCA must be advised to time their trips on these days. Any passenger must be willing to sacrifice in waiting for the arrival of visitors at the airport or for other passengers to complete their official transactions in Tacloban. Those who cannot wait may take the public passenger buses.

For this system to work, employees must submit their trip requests at least two days before traveling to give the dispatcher ample time to consolidate trip tickets and determine the type of vehicle to be dispatched.

3. Attendance to seminars/ workshops/trainings should be limited to one or two participants. Those who are not nominated but wish to attend shall be allowed to attend on official time only.
4. Number of employees going out for the same purpose within the region should be limited to one or the smallest number possible except when specifically called for to attend.
5. The vehicle dispatcher, the PPO Director and all other approving officers must observe these guidelines:
  - a. Closer coordination and communication between the dispatcher and approving officers to ensure proper planning, scheduling and synchronization of transport items.
  - b. Planning of trips to cover as many purposes at one time.



two persons except when transporting materials and equipment and extreme urgent missions duly authorized by higher officials.

6. Security guards on duty must be very strict in checking approved trip requests for vehicles before allowing the to leave the campus.

### C. Supplies and Materials

1. Procurement – Bulk purchases through bidding should be followed. A wasteful practice is that of resorting to emergency purchase of supplies should be avoided since this is a more expensive practice. Purchasing paper from middlemen forces us to pay more for inferior quality and less sheet count.

- a. Reduce "rush" procurement through proper planning and scheduling of procurement, taking into account approved procedures.
- b. Encourage direct purchase from wholesalers/authorized distributors
- c. The Supply Office, VCO and VMO shall provide time to "shop the market" and issue price list of materials, supplies and equipment relating to their area of responsibility for use in preparing PJRs.

2. Utilization - Breaking down the usage of supplies and materials on an activity/job/work basis can better effect efficient utilization of supplies and materials.

- a. Possibility of recycling supplies and materials should be explored.
- b. Standardization of preferred items. Reduce numbers of different types of articles in stock. Use of substitutes for high cost items should be encouraged.
- c. Unused supplies and materials should be returned promptly to a storage area to prevent deterioration.
- d. Start of written job with a scrap instead of new materials, if possible, thus saving in expensive materials.
- e. Office supply items:

Paper – A big percentage of supplies in every government agency consist of paper products

- Number of copies to be reproduced should be limited to the minimum necessary. Distribute memos or announcements, newsletter on office basis, rather than individual basis.
- Recycle paper. Use spoiled bond paper for drafting. Use clean back sheet for internal forms or as scratch paper. Discontinue the use of yellow pads. Purchase of yellow pads shall be personally borne by the employees concerned.



- For external communication, minor corrections can be typewritten on the original copy instead of retyping the whole page; corrections for file copies may be handwritten.
- For mimeographing paper, the white wove shall be used only for general circulation and/or long filing while the ground wove shall be used for internal circulation purposes, not intended for filing.
- For bond paper, the premium bond shall be used for external communication to high level officials and other similar personages and for ordinary communication, use the bond other than the premium type.
- Use letterhead for external communication only.

Toilet Paper – The use of toilet paper except for the Guest House and Hostel is discontinued. No requisition for toilet paper for other purposes shall be entertained.

#### Computer Supplies

- Computer ribbon – Use the dot matrix printer for draft and the laser/inkjet for final documents only when necessary.
- Control over computer time and supplies used for outside/unofficial purposes (theses, reports, and cards for special occasions, etc.). This should be discouraged to save on electricity, maintenance costs and supplies. If authorized by higher officials, the user should be charged for the computer time and cost of ribbons and shoulder the papers. If some units are charging the offices/projects for the use of computers, the College should also impose charges to other users of College equipment and facilities.

#### D. Electric Power and Fuel

1. Minimize the use of electric light and power-consuming facilities. Each department/center/office head must institute economy measures within his unit. Unit heads shall be held responsible for electric lights left burning in his unit the whole night.
2. Minimize the use of street lamps. The PPC Director and the Chief Security Officer must decide between themselves where campus street illumination must be reduced to the minimum and where sufficient lighting should be maintained for security reasons.
3. Operation of air-conditioning units. The primary reason for the installation of air-conditioning units is to protect the laboratory and computer equipment. For laboratory rooms and evening computer classes, operation of air-conditioners may be allowed after office hours. But for



should be placed in one air-conditioned room to minimize the purchase, use and maintenance of these units and save on electricity.

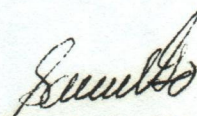
#### E. Repair and Maintenance

1. Repair and maintenance shall be prioritized, with emphasis on those deemed essential or which will enhance efficiency of operations. Standard designs and materials should be adopted.
2. Proper programming of repair and maintenance work should be devised by PPO so that personnel's working hours shall likewise be programmed.
3. The Supply Office should give full attention to the procurement of supplies for urgent repair works.
4. Regular inspection and maintenance of sophisticated and delicate equipment or machines should be entrusted, whenever possible to the accredited agents or internal experts. This will avoid losses caused by sudden breakdown of vital machinery due to inexperienced maintenance.
5. Proper recording of repair and maintenance costs should be kept especially for important and high-value facilities. Where machines often require expensive repairs, a record of the type mentioned help management decide whether it would be preferable to get a replacement.
6. Before issuing orders for major repair and maintenance jobs, it should be ascertained whether it would be advantageous to have the work done by the agency's own workers or not.
7. There should exist a control mechanism so that the employees themselves do not misappropriate surplus parts and materials arising from repairs and maintenance work.
8. Use of non-original equipment sources for spares.

Following the above recommended economy measures, all department/office heads, center heads and directors, and project/study leaders are requested to review their budgetary requirements for CY 1998 to find out if it can be reduced.

Please submit your programmed expenditures using the attached format and submit not later than January 30, 1998.

For compliance.

  
SAMUEL S. GO



Visayas State College of Agriculture  
ViSCA, Baybay, Leyte

PROJECTED EXPENDITURES  
CY 1998.

Dept./Office/Center: \_\_\_\_\_

PARTICULARS	No. of Positions	Montly/Daily Rate	Amount
<b>I. PERSONAL SERVICES</b> (Excludes Casual/Contractual Labor)			
Student Labor			
Honoraria			
Others (Pls. specify)			
Sub-Total			
<b>II. M. O. Q. E.<sup>1/</sup></b>			
02 - Travelling Expenses			
04 - Rep. & Maint. of Gov't. Properties			
05 - Rep. & Maint. of Gov't. Vehicles			
07 - Supplies & Materials (Attach list)			
23 - Gasoline, Fuel & Oil <sup>1/</sup>			
29 - Other Services (Pls. attach breakdown)			
Sub-Total			
<b>TOTAL</b>			

<sup>1/</sup> Please attach schedules/justifications.