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January 8, 1993MEMORANDUM NO. 6
Series of 1993

T O: All Office/Unit/Department/Center Heads

R E: "ENERCON" Person

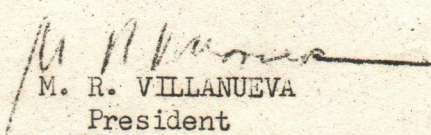
It has been observed that despite the issuance of guidelines for conservation of electric power, the power consumption of the College has continued to increase at a relatively fast rate. Although, an allowance can be allowed for expansion and growth in the College program, there are continuing indications that wastage exist due to our failure to observe more diligently our power-saving procedure.

In this connection, all unit heads - offices, academic departments, Center/Institute Directors and Dormitory Proctors/Matrons are hereby directed to assign an "ENERCON" person in his/her respective unit whose prime responsibility as such, in addition to his/her regular function, is to see to it that the existing guidelines on energy conservation are properly observed by every employee/resident in the unit. His operation shall consider the following:

1. He shall coordinate very closely with the head of the unit to formulate strategies on implementing the guidelines including internal sanctions.
2. He is given authority to call the attention of anyone in his unit, including his supervisors, who do not observe the guidelines
3. For the first 6 months starting January 1993, the ENERCON person shall render a brief report at the end of each month on the incidence of violation in his unit to the Office of Planning through its mother unit. Thereafter, only a quarterly assessment shall be done by the ENERCON person.

Each unit head is advised to submit the name of his/her ENERCON person to this office by January 15, 1993. It is recommended that somebody other than utilitymen and laborers be designated.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Planning Office