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BUREAU OF PLANT INDUSTRY
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MEMORANDUM ORDER
No. 180
Series of 2023

SUBJECT : GUIDELINES ON IMPLEMENTING AUSTERITY MEASURES IN THE BUREAU OF PLANT INDUSTRY (BPI)

I. PURPOSE. The purpose of these guidelines is to update the existing rules governing the continued adoption of Austerity Measures[1] in the Bureau of Plant industry.

II. SCOPE AND COVERAGE. The Memorandum Order shall be applicable to all the Operating Units (OUs) of the Bureau.

III. GUIDELINES

All employees are enjoined to regularly comply and practice the following to ensure the prudent use of government funds:

1. Supplies and Materials

   a. An inventory of supplies and equipment should be conducted regularly;
   b. Use of common office supplies, agricultural supplies, and laboratory supplies economically;
   c. Operating units are responsible for judicious and efficient use of supplies;
   d. All supplies to be procured should be of superior quality to avoid wastage;
   e. E-mails shall be used for sending internal communication to economize the use of paper and consumables. Use scratch papers for printing e-mails (if necessary, for more accessible and easier reading), draft documents, routing slips, document tracking slips and the like;
   f. Documents received via e-mail from external sources shall be accorded a tracking number in the BPI Document Tracker Lite and forwarded to the appropriate office through the same manner with the tracking number. Printing copies of documents received from external sources is unnecessary, unless required as part of the necessary attachments in office documents (such as bid documents, etc.);
   g. File copies shall be prepared in scanned, digital forms. Digital files shall be saved in at least two (2) drives, whether on an external hard drive or in online storage;
   h. Computers, photocopiers and other equipment shall be strictly used for official business only; and
   i. Sanctions will be given to those who procure supplies that were inefficiently distributed.

[1] AO no. 103 s. 2004 as repealed by AO no. 6 s. 2017.

2. Water Utilities

    a. Monitoring and evaluation of water usage should be done regularly by the Accounting Section;
    b. Faucets not in use shall be closed, nor shall they be left open unattended;
    c. Plumbing works shall be regularly inspected for leaks or damages. Water sources of damaged plumbing works shall be shut off or restricted while awaiting repair;
    d. Operating units shall immediately inform the General Services Section (GSS) of discovered leaks or damages;
    e. The GSS, upon notification, shall be responsible in expeditiously repairing the reported leaks or damages to minimize the interruption of water access by the concerned unit;
    f. Watering of plants should be done before 8am and after 5 pm;
    g. Ensure that drainage is free of debris to prevent clogs;
    h. Use of water harvesting system may be considered; and
    i. Laundry is only allowed in certain locations and at certain times of the week.

3. Electric Utilities

    a. Monitoring and evaluation of electric consumption should be done regularly by the Accounting Section. Monthly electric consumption will be posted to make employees aware of their usage;
    b. All electrical equipment, electronics, and lights must be turned-off and unplugged when not in use;
    c. GSS to check all bulbs and replace all with LED lights. Furthermore, air conditioning units should also be checked by the GSS and replace it with inverter type if possible;
    d. Suggested use of the air conditioning units should not be earlier than 9:00AM and not later than 4:00PM. Personnel who are authorized by the Director to perform work beyond the regular working hours, or those offices whose location and/or work conditions require the use of such equipment are exempted from the recommended time of use;
    e. Operating units may look into the possible use of solar panels to supplement the electric consumption of their office; and
    f. Regular preventive maintenance should be continuously implemented by concerned unit/ staff.

4. Repair and Maintenance

    a. GSS should conduct regular monitoring of all properties, facilities, and equipment of the Bureau;
    b. Heads of concerned Divisions/Units/Sections shall report immediately to the GSS any maintenance and/or repair services needed to avoid further damage or deterioration of properties, utilities, facilities, and equipment. If necessary, the said concerned personnel shall act on the damages following accounting rules and guidelines; and
    c. Procure materials of premium quality to avoid wastage.

5. Use of Communication Equipment

    a. Inventory of all telephone lines should be conducted;
    b. Internet connectivity should be the main means of communication;
    c. Long distance call is only allowed for those offices with no internet connection;
    d. The Bureau's landline telephones shall be used to call landline numbers only. Using the said landline telephones to call mobile numbers is prohibited;
    e. National Direct Dialing (NDD) calls shall be limited to official business concerns only; and
    f. Information and Communication Section to set-up trunk lines for BPI's use.

6. Use of Transport Vehicle

    a. GSS should have regular monitoring of all vehicles. A report on the regular monitoring of vehicles shall be prepared and submitted quarterly;
    b. The Bureau's motor vehicles shall be used strictly in the conduct or in the furtherance of official business/es only;
    c. GSS to set up a monitor/screen for the daily schedule of vehicles. Synchronization of travel or carpooling system shall be practiced in official business/es with different but adjoining destinations;
    d. Insurance premium and re-fleeting program should be updated;
    e. Only in emergency cases shall premium gasoline be allowed;
    f. Siphoning of fuel is prohibited;
    g. Vehicles must be well-tuned and maintained for optimum running condition at all times by the GSS personnel or service provider to prevent excessive fuel consumption and frequent breakdown; and
    h. Procurement of vehicle accessories shall only be allowed provided that its installation is in compliance with existing LTO rules and regulations, and only in the following cases:
        - the absence or non-functioning of the said accessory will pose a safety or operational risk;
        - the accessory is necessary for special purposes such as, but not limited to: access to poorly-conditioned roads, illumination of poorly-lit roads, etc.; and
        - the accessory can aid in preventing accidents, damages, as well as aid in the investigation of accidents and/or damages involving the vehicle, should they occur.

7. Use of Sleeping Quarters

    a. Employees with residences within the National Capital Region shall not be allowed to stay at BPI designated sleeping quarters (except for OIC/Division Chief, Administrative Division Section and Unit Heads) except in cases where the employee is scheduled to leave the Bureau at an early time (not later than 6:00 AM) for official travel;

b. Employees whose hometown is more than 80km are prioritized if they choose to stay at the dormitory during weekend. Staying at the designated sleeping quarters are not allowed during weekend;
c. Those sleeping quarters under the division that has an outstanding obligation shall be charged an additional 10% every month, and shall be charged to the respective Division/Section/Unit Heads;
d. Lodging fees for the sleeping quarters and dormitory shall be adjusted to:

Air-conditioned rooms

- For those staying from Monday – Thursday: ₱1,000.00
- For those staying from Monday – Sunday : ₱1,500.00

Non air-conditioned rooms

- For those staying from Monday – Thursday: ₱750.00
- For those staying from Monday – Sunday: ₱1000.00

e. Air-conditioning units shall be switched on not earlier than 8:00PM and switched off by 4:00AM. This will be monitored and reported by the security guard on duty;
f. As much as possible, minimum number of occupants per room shall be met before occupying another room;
g. The room occupants shall be responsible for the maintenance of cleanliness of the said sleeping quarters or dormitory; and
h. Payment shall be made every 5th day of the succeeding month. Subsequently, if the 5th day falls on a weekend or a holiday, the next working day shall be considered as the due date for the payment. Employees who failed to pay on the 5th of the month will be given three (3) days to settle his/her obligations, otherwise corresponding sanctions will be imposed.

8. Use of Multi-Purpose Hall

a. The following schedule shall strictly be observed:
   - Volleyball – Monday and Wednesday 4:00-6:00 PM
   - Basketball – Tuesday and Friday 4:00 – 6:00 PM
   - Tennis - Thursday 4:00 – 6:00 PM

Use of multipurpose hall other than the listed schedule shall be allowed if there is written approval from the Director.

b. The use of Multi-Purpose Hall during night time shall be limited to official events or as authorized by the Director;
c. Other recreational and cultural activities maybe allowed with certain charges; and
d. The use of multipurpose hall shall be allowed for outsiders provided they have written approval from the director. They will also be charged with minimal fees.

IV. SANCTIONS. Implementation of the above policy shall be classified under Reasonable Office Rules and Regulations, which in violation shall be punishable under Rule 10, Section 50.F of the Rules on Administrative Cases in the Civil Service (RACCS):

1st offense – Reprimand
2nd offense – Suspension for 1 to 30 days
3rd offense – Dismissal

Furthermore, employees who shall default for the payment of their lodging fees shall be subject to the following sanctions:

Instances of Default	Sanction
1st Default	Written Warning signed by the Division/Section/Unit Chief; 10% penalty on the lodging fee
2nd Default	Written Warning signed by the Division/Section/Unit Chief; 30% penalty on the lodging fee
3rd Default	Expulsion Order signed by the Director and blacklisting from the lodging premises

V. EFFECTIVITY. This memorandum shall take effect immediately and shall supersede all other Orders inconsistent herewith, unless revoked.

Done this 22nd day of JUNE 2023.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director
22 June 2023