

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

January 12, 1996

DECS O R D E R
No. 4, s. 1996

PROJECT "WOW": ELIMINATING WASTAGE IN ALL DECS
OFFICES AND SCHOOLS

To: Bureau Directors
Regional Directors
Directors of Services/Centers/Heads of Units
Schools Superintendents
Vocational School Superintendents/Administrators

1. Considerable efforts have already been exerted to minimize wastage of financial and material resources in the central, regional and division offices and in all schools nationwide. However, much has still to be done to address the unnecessary wastage of water, electricity, time and manpower in order to significantly save funds to be ploughed back to program operations.

2. Effective immediately, this Department shall implement Project "WOW" - War on Waste to create responsible awareness on the use of resources and care for the environment; and to avoid wastage of resources. Its salient features are as follows:

- Water, electricity and supplies must be consumed wisely.
- Work hours must be strictly enforced.
- No overtime work shall be allowed unless duly certified of its urgency.
- Training programs shall be conducted considering educational objectives, needs of clientele, cost, derived benefits and non-disruption of classes.
- Policies on procurement shall be strictly enforced to maximize funds for such purpose.
- Preventive maintenance on equipment and vehicles shall be undertaken.
- Advocacy on waste avoidance and resource regeneration shall be intensified.

3. The DECS National Task Force is hereby created and composed of the following officials:

Chair	-	Undersecretary Alejandro Wilfredo D. Clemente
Co-Chair & Action Officer	-	Director Maximo C. Aljibe
Members	-	Director Adelfo A. Trinidad
		Director Ma. Lourdes V. Macatangay
		Director Lidinila L. Santos
		Director Magdalena E. Dugenia
		Director Rolando C. Brillantes

Its main task is to prepare policies and plans for the operationalization of the Project for approval of the Executive Committee.

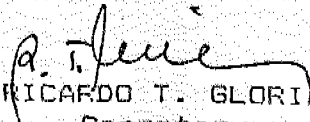
A monitoring team composed of selected personnel from the different bureaus, centers and units at the Central Office shall be formed to undertake monitoring of project activities in the regions.

4. All regional directors, chiefs/heads of offices and school administrators are hereby directed to create their own Task Forces and strictly implement such economic measures. Administrative officers must monitor the electric, water and telephone bills, as well as the volume of supplies consumed per month and should institute measures to reduce consumption by as much as 30% in the initial stage of implementation and a higher percentage of reduction in succeeding months. A record of such payments should be prepared to serve as ready reference during the monitoring.

5. Reports on this activity shall be submitted to the Administrative Service, DECS. The report for the first six (6) months shall include the actual consumption and the peso value saved; among others. A monthly report is needed for the first six months, and every quarter, thereafter.

6. Inclosed are the guidelines for operations, some of the cost-cutting measures, and the format of the report on items such as water, electricity and telephone.

7. Strict compliance with this Order is desired.


RICARDO T. GLORIA
Secretary

Incls.:

As stated

Reference:

DECS Order: No. 54, s. 1995

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS
PROJECTS
SCHOOLS

(Inclosure to DECS Order No. 4, s. 1996)

OPERATIONAL GUIDELINES

Hereunder are the guidelines relative to the implementation of Project "WOW".

1. The following cost-cutting measures shall be instituted:

a) On Electricity

- Switch off lights and appliances when not in use.
- Use standard fluorescent or compact fluorescent lights (CFL). A 40-watt fluorescent lamp is brighter and consumes less than a 100-watt incandescent bulb.
- Switch off lights during lunch breaks.
- Switch off computer monitors when computers are not in use.
- Make sure the thermostat control of the air conditioning unit is functioning well.
- Place the aircon unit at the coolest part of the room.
- Make sure that the condenser, filter and other parts of the aircon unit are clean.
- When buying aircon units, choose the ones with high "energy efficiency ratio" (EER).

b) On Water

- Repair all faucet leaks. To check on leaks, turn off all taps inside and outside the offices/buildings, check if water meter is running. If it is, then there is a leak after the meter.
- Shut off the tap while soaping up. Turn the water off while shaving or brushing teeth. Use a glass with enough water.
- Avoid unnecessary flushing. One flushing uses up to 20 liters of water.
- Use a pail, not a hose, to clean driveways and cars and for watering plants.
- Water plants during the cool part of the day. Don't operate sprinklers during the warmest part of the day - half the water will just evaporate.
- Older trees and shrubs usually don't require frequent watering.
- Use mulch or moss to reduce surface evaporation.
- When planting in new gardens, use plants that require less water.
- Limit the use of the automatic water pump.

c) On Telephone

- Minimize long-distance calls. If making long-distance calls to regional/division offices, have messages ready for transmittal and make the calls as brief as possible.
- Requests for long-distance calls shall be approved by the Administrative Officer. Approval depends on the nature and urgency of the call.

d) On Supplies

- All policies and guidelines for the procurement of supplies, equipment and materials are strictly enforced.
- Re-cycled papers shall be used in the preparation of draft letters/documents.
- Supplies should be given only to those who need them and not to be prorated equally among the employees.
Example: Signpens to be given only to signatories of official documents; not to everybody.
- The drafts of all documents should be carefully reviewed and edited before the final draft is prepared.
- The 1996 Annual Procurement Program should be wisely prepared considering actual needs for supplies and cost saving measures to be instituted.

e) On Equipment and Vehicles

- All equipment and vehicles should be properly maintained to prevent breakdown. Manufacturers/Distributors of such equipment should be requested to undertake regular check-up of such machines such as computers, mimeograph machines, photo copiers, projectors, air-conditioning units, etc.
- Vehicles should be assessed before travel and gasoline expenses monitored.

f) On Manpower

- Trainings, conferences, seminars and workshops should be assessed in terms of benefits derived vis-a-vis cost.
- Delineation of roles and responsibilities should be made among the personnel to avoid overlapping of roles.
- Monitoring of programs and projects in the region/division should involve a minimum number of personnel. If possible, one official shall monitor all programs and projects in a region per travel order.
- Official travel of employees should be minimized.
- Annual physical check-up of employees shall be intensified to minimize absences due to illness.

g) On Time

- CSC rules and regulations on attendance, tardiness and absenteeism shall be strictly enforced.
 - Break time in the morning and afternoon shall be limited to 15 minutes; and noon break to exactly 12:00-1:00 p.m.
 - No overtime shall be allowed unless deemed necessary as certified by the head of office.
 - Performance audit shall be undertaken at random at the end of office hours.
 - Going out of the office without permission from the head of office should not be allowed.
2. The Executive Committee composed of the Secretary, Undersecretaries and Assistant Secretaries shall approve the policies and operational plans recommended by the National Task Force. The functions of the National Task Force are as follows:
- To recommend policies and plans for the operations of the Project.
 - To oversee implementation down to the school level.
 - To coordinate with other GOs and NGOs such as the Academy for a more effective implementation of the Project.
3. A Monitoring Team from the Central Office shall perform assessment of Project implementation in the regions at least twice a year.
- Regional and division offices shall create their own Task Force to strictly implement and monitor Project "WOW". The administrative officers are suggested to become the point persons in this Project.
4. Reports shall be submitted to the National Task Force c/o Dir. Maximo C. Aljibe, Administrative Service, DECS, UL Complex, Pasig City. The report shall include, among others, the savings made as well as other strategies employed to reduce operation costs.
5. All previous Memoranda and DECS Orders relative to economic and cost-cutting measures of program operations shall remain enforced.