



PSU-URDANETA CITY CAMPUS

OFFICE OF THE CAMPUS EXECUTIVE DIRECTOR

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20 April 2021

OFFICE ADVISORY

NO. 2020- 063

TO: Deans
Department Chairs
Head, Administrative Services
Head, Finance Division
Office Heads

ATTN: All Campus Employees

SUBJECT: Reiteration on our Campus Energy-Saving Measures

1. The entire PSU System still follows austerity measures in all offices due to meager MOOE funds allotted to us. Thus, our campus still adopts and implements the electricity conservation program to reduce our monthly electricity consumption.
2. The following measures are being implemented:
 - a. Limit the use of air-conditioning units from 8:30 am to 4 pm. Switch off the air-conditioning units if the room is unoccupied, or if it is possible to tolerate the room temperature.
 - b. Computers are for official use only and shall be switched off when not in use. Refrain from using these facilities for mere personal applications, or entertainment (i.e. Facebook browsing and the like, computer games, and other related computer programs);
 - c. Lights shall be turned off during lunch breaks and after office hours. The last instructor or personnel to use the room is responsible to perform this duty.
 - d. All electrical appliances found in the aforementioned offices shall be unplugged before vacating the rooms in the afternoon after office hours (except for instances when the appliance requires a continuous electrical charge, e.g. refrigerators that are filled);
 - e. Only personnel with duly approved authority to render overtime service or stay overnight shall be allowed to stay at their offices and use electrical equipment beyond 5 pm.
 - f. Students, guests, and visitors to the campus are strictly prohibited to charge or plug their personally-owned electronic devices (i.e. laptops, netbooks, radios,



components, cellphones, and the like) in any outlet found in the campus buildings and premises;

3. All College Deans and Office Heads shall be responsible for the monitoring of the strict observance of the aforementioned measures.
4. For your information.

A handwritten signature in black ink, appearing to read "Hon L. Cascolan".

HONORIO L. CASCOLAN, Ph.D.

Campus Executive Director