

Republic of the Philippines  
**NORTHWEST SAMAR STATE UNIVERSITY**  
Main Campus, Calbayog City  
**BUILDING MAINTENANCE AND INFRASTRUCTURE DEVELOPMENT OFFICE**

**OFFICE MEMORANDUM**

No. 1, s. 2017

TO : **BMID DESIGN ENGINEERS**

FROM : **BMID DIRECTOR**


SUBJECT : **INCORPORATION OF ENERGY AND WATER CONSERVATION PROGRAM IN THE DESIGN PHASES OF ALL PROPOSED INFRASTRUCTURE PROJECTS.**

DATE : **MAY 10, 2017**

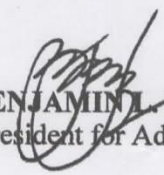
Part of the programs of the university is the implementation of various cost-cutting measures and strategies in order to minimize expenses for the payment of electric and water bills. All faculty and non-teaching personnel are instructed to help in turning off the lights and faucets when not in use.

To share our part in this program, as member of BMID designing team you are all required to incorporate in our planning and design the following energy and water conservation strategies;

- 1.0 Changing the use of traditional light bulbs or fluorescent lamps into LED with same lumens but lower in wattage.
- 2.0 Utilizing glass façade or curtain walls for the natural sunlight to come inside the building minimizing the use of electricity.
- 3.0 Incorporation of solar panels to be installed on building roofs as source of electricity utilizing solar natural energy.
- 4.0 Re-designing of street lights utilizing the available solar street lamps.
- 5.0 Utilizing solar powered energy system to be installed also in student centers as source for cellular phones charging of our students.
- 6.0 Upgraded design for heating, ventilation, and air-conditioning (HVAC) system especially for normal class rooms.
- 7.0 Provision of cistern (underground water tank) for rainwater collections and harvesting.
- 8.0 Utilizing available deep well water source in water distribution to buildings.
- 9.0 Utilizing natural water sources for water closet flushing and plants watering.
- 10.0 Upgrading the specifications of plumbing pipes and fittings to meet high standard avoiding breakages and leaks during implementation and operations.
- 11.0 During project implementation, all contractors should provide sub-meters to monitor and control expenses/payment of their construction bills.
- 12.0 For guidance and implementation.

  
**ENGR. MARLON D. SOBREVIGA**  
Director, BMIDO

Noted:

  
**DR. BENJAMIN L. PECAYO**  
Vice President for Administration



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**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS**

**OFFICE MEMORANDUM  
No. 01, Series of 2023**

FOR : **THE TEACHING AND NON-TEACHING PERSONNEL**  
FROM : **VP FOR ADMINISTRATIVE AFFAIRS/ OIC-CAO**  
SUBJECT : **COST-CUTTING MEASURES**  
DATE : **January 3, 2023**

- 1.0 The University shall implement cost-cutting measures to lower utility expenses and increase the institutional savings which shall supplement the grant of the Collective Negotiation Agreement (CNA) incentives by the end of the year.
- 2.0 Please be guided by the following:
  - Use of non-official electrical equipment/appliances such as rice cookers shall be strictly prohibited;
  - Air-conditioning units shall be switched-on at 9:00 A.M. and 1:00 P.M. and switched-off at 12:00 NN and 3:00 P.M.;
  - All electrical equipment/appliances shall be switched-off and or unplugged after office work;
  - **Make sure that faucets are properly turned-off before leaving the office;**
  - Use of electrical equipment/appliances for the preparations for institutional, cultural, and social celebrations shall be exempted.
- 3.0 For the information and guidance of all concerned.
- 4.0 Thank you.

**RHIO C. DIMAKILING, JD, MEP-ME**  
VP for Administrative Affairs/ OIC-CAO

Noted by

**BENJAMIN L. PECAYO, Ed.D.**  
University President

**NWSSU RECORDS SECTION**  
**RECEIVED**  
DATE: JAN 03 2023 TIME: 1:38