



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
Manila

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## MEMORANDUM

TO: All Employees  
Thru Division/Section Chiefs  
Heads of Primary Units  
NSIC/PVPO Chief  
Five Agricultural Center Chiefs  
NPAL and Pesticide Analytical Laboratories Chiefs  
Plant Quarantine Ports/Stations Chiefs  
Regional Seed Testing/Provincial Satellite Stations Chiefs  
Bureau of Plant Industry  
Baguio, Los Baños, La Granja, Davao, Guimaras  
Regions I-XIII, CAR, NIR and ARMM  
Manila and Quezon City

FROM:  VIVENCIO R. MAMARIL, PhD  
OIC, Director

SUBJECT: AUSTERITY MEASURES IN THE BUREAU OF PLANT INDUSTRY

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In the interest of the service and in view of Memorandum from the Department of Agriculture dated 31 August 2016 regarding Austerity Measures in the Department of Agriculture, you are hereby directed to adopt the following:

1. Reduce transport fuel consumption in liters by ten percent (10%) starting October 2016.
2. Air-conditioners should only be turned on at 8:30 am and off at 4:30 pm.
3. Replace all incandescent bulbs to more economical energy saving LED bulbs.
4. Report to the General Services all leaking faucets and pipes for replacement.
5. Utilize scratch papers for other purposes.
6. Limit the use of National Direct Dialing (NDD) calls for official business only.

All employees are hereby directed to adhere to this Memorandum and the monitoring of its implementation.

For your strict compliance.

07 October 2016



Republic of the Philippines  
Department of Agriculture  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
Quezon City 1100, Philippines

BUREAU OF PLANT INDUSTRY  
Office of the Director 704  
**RECEIVED**  
By: \_\_\_\_\_ Date: 8/31/16

31 August 2016

**MEMORANDUM**

**TO :** ALL DA SERVICE UNITS  
ALL REGIONAL OFFICES  
ALL ATTACHED BUREAUS, AGENCIES AND CORPORATIONS

**FROM :** **SEC. BERNADETTE ROMULO PUYAT** *BReist*  
Undersecretary for Administration and Finance and OIC Chief-of-Staff

**SUBJECT :** **AUSTERITY MEASURES IN THE DEPARTMENT OF AGRICULTURE**

This is a request to ALL employees of the Department of Agriculture **to minimize the use** of landline calls especially long distance calls or to cellular phones, and the use of the facsimile machine. Scanning of documents and sending through electronic mail is an option to be considered.

Further, in reference to the Secretary's commitment to observe a **NO CORRUPTION POLICY** in the Department, **only work/business related phone calls will be allowed.**

Heads of Units and Offices are hereby requested to ensure that this directive is observed.

Thank you for your cooperation.

Bureau of Plant Industry  
Records Section  
**RECEIVED**  
Date 9-1-16  
By: *BJA* Charge: *ITD*  
Control No.: \_\_\_\_\_ Time: \_\_\_\_\_

BUREAU OF PLANT INDUSTRY  
Personnel Section  
**RECEIVED**  
SEP 06 2016  
By: *BJA* Time: 8:27