REVENUE MEMORANDUM CIRCULAR NO. 18-2005 issued on May 18, 2005 publishes the full text of Circular Letter No. 2005-04 issued by the Acting Secretary of the Department of Budget and Management (DBM) dated April 1, 2005 entitled “Implementation of Administrative Order Nos. 103 and 117”.

The Circular is issued to remind agencies on the implementation of the austerity measures under Administrative Order No. 103, entitled “Directing the Continued Adoption of Austerity Measures in the Government” dated August 31, 2004; and the adoption of the four-day workweek pursuant to Administrative Order No. 117, entitled “Providing for Adjusted Official Hours in Departments, Bureaus, Offices and Other Agencies in the Executive Branch, Including Government-Owned and Controlled Corporations, for the Months of April and May 2005.”

All agency heads shall submit to the office of the Undersecretary for Operations, DBM on or before the 10th day of each month a standardized monthly report on the savings generated from such austerity measures using Form A (Report on Savings from AO No. 103).

Likewise, all agency heads shall also submit to the Office of the Undersecretary for Operations, DBM a report on the savings generated from the adoption of the four-day workweek using Form B (Report on Savings Due to the Four-Day Workweek). The report for the month of April shall be submitted on May 10, 2005 while the report for the month of May shall be submitted on June 10, 2005.

In line with the government’s energy conservation program, particular attention is called on Section 1(b) of Administrative Order (AO) No. 103, which orders the reduction of at least 10% in the cost of the consumption of fuel, water, office supplies, electricity and other utilities.

The following are the cost-cutting measures on electricity and fuel as suggested by the Department of Energy:

a) Air-Conditioning units shall be turned-on one hour after the official work hours start in the morning, turned-off one hour before closing of offices, and set at low cool from 12:00 NN to 1:00 PM.
b) Computers shall strictly be for official use only and turned-off when not in use.
c) Forty-watts fluorescent tubes shall be replaced with 36-watts fluorescent tubes. Incandescent lamps shall be replaced with compact fluorescent lamps.
d) Except for the physically challenged and those carrying heavy loads, elevators shall be used only in going more than two floors up and down.
e) There shall be no unauthorized use of official motor vehicles during the three-day weekend.
f) To improve gas mileage:
   • Air filters shall be checked and replaced regularly.
   • Proper wheel alignment shall be maintained.
   • Engines shall be properly tuned.
   • Tires shall be inflated to the proper pressure.
   • Excessive warm-ups and engine idling for long periods shall be avoided.