



OFFICE ORDER NO. 284-15

SUBJECT : GUIDELINES ON COST SAVINGS PROGRAM

To promote the efficient use of office resources without compromising the operations and service capability of the GSIS, a Cost Savings Program is hereby created in compliance with the Directive of the Board of Trustees during the 2015 Planning Session with the following guidelines:

A. Electricity/Electronic Equipment

1. Lighting Facilities

- a. Use natural (daylight) lighting to maximum advantage whenever possible.
- b. All fluorescent lights within the GSIS premises shall be replaced with light-emitting diode (LED) bulbs.
- c. Integrate daylight with electric light systems whenever possible. Ensure that lights in areas which receive daylight are separately switched.
- d. Clean lighting fixtures regularly to maintain the required illumination level.
- e. Regularly clean or, if possible, repaint light-colored surfaces such as walls, ceilings, and furniture. This ensures that more light will be reflected in work areas, thus reducing the need for artificial lighting.
- f. Lights shall be switched off when not in use.
- g. Office Areas including Museum
 - 1) Lights shall be switched on not earlier than 7:30AM, when there are already personnel working in the office area.
 - 2) Lights shall be turned off during lunch break and after office hours, except for offices where continuous work or service to the public is being rendered.
- h. Hallways, Lobbies, Entrances, Restrooms, and Parking Areas
 - 1) Only poorly lit areas shall be lighted during daytime.
 - 2) Only lighting fixtures in hallways and lobbies needed for overtime, janitorial work and security purposes shall be lighted after 5PM.

i. Fitness Center

Lights shall be turned on from 5AM to 7:45AM and from 5:30PM to 8PM.

j. Gymnasium and Theatre

Lights shall only be turned on when there is an official activity happening inside.

k. Signage and Perimeter Area

Lights shall be turned on from 6PM to 9PM only.

2. *Air-Conditioning System*

a. Whenever possible, keep all doors and windows closed when the air-conditioning system is on.

b. Clean the filters, fans, belts, cooling coils, ducts, and other parts, regularly.

c. The air-conditioning system shall be set at 25.5 °C.

d. Office Areas including Museum

1) The centralized air-conditioning units shall be switched on by Building and Maintenance Department (BMD) at 7:30AM and shut off at 5PM.

In cases of continuous operations during overtime (weekdays and weekends), the operating unit concerned (OUC) shall request BMD to turn on the air-condition breaker in the floor where the said OUC is located.

2) Air-conditioning units shall be shut off during weekends, except during overtime. Instead, electric fans, blowers and other cooling devices shall be used.

e. Office and Function Rooms with Separate Air-conditioning Units

Air-conditioning units shall be switched on five (5) minutes before the start of the scheduled meeting and switched off immediately after.

3. *Elevators and Escalators*

a. Only one (1) elevator shall be operated in each core as follows:

Weekdays (after office hours) : 9PM to 6AM

Weekends and Holidays

7AM to 6PM

b. No escalators shall be operated during weekends and holidays.

4. *Desktops, Laptops, and Peripherals*

a. Desktops and laptops shall be set to maximum power saving mode.

b. All peripherals shall be turned off when not in use.

5. *Photocopying Machines*

a. Whenever possible, the size of documents to be reproduced shall be reduced to accommodate several pages in one paper.

b. Whenever possible, the reproduction of documents shall be limited to save on paper.

c. All photocopying machines shall be programmed with electronic passwords and keyswitch to prevent unauthorized use.

d. Photocopy machines shall be turned off when not in use.

6. *Printers*

Whenever possible, office printers shall be set on EconoMode to extend the life of the ink cartridge, reduce the cost per page, and use less toner per page.

B. Water

1. Faucets shall be closed immediately after use.

2. Water leakage from defective faucets, fixtures and water lines shall be reported to proper authority for immediate repair and action.

3. Fetching water for household consumption or other personal use shall be prohibited.

4. Treated water from the Sewer Treatment Plant (STP) shall be used in watering plants.

C. Transportation

1. Trips shall be planned to cover as many official errands as possible.

2. Vehicle users shall be grouped according to areas of destination. Users with the same destination shall share the same vehicle.

D. Communication

Official letters shall be sent via the Philippine Postal Corp. instead of contracted courier/service provider whenever possible.

E. Purchase of Office Furniture

1. Purchase of new office furniture shall be limited only to items that are deemed essential in maintaining the operational efficiency of the office, with such purchases to be determined by BMD.
2. Only unserviceable office furniture, or those already beyond useful life, shall be replaced.

F. Recycling of Materials

1. Reusable materials shall be utilized for renovation/repair and other related works.
2. Existing props or decors shall be recycled.
3. Recycled bond paper shall be used for printing draft reports.

G. Control and Monitoring of Supplies and Materials

1. Administrative or Technical Assistant/Secretary of departments/offices shall strictly monitor the issuance of supplies and materials through the following:
 - a. Supplies and materials shall be issued to employees only as needed;
 - b. Maintenance of a secured centralized storage area for easy inventory and monitoring of stock on hand and to avoid damage of supplies; and
 - c. Evaluation and review of actual usage of supplies before the preparation of the annual budget for materials and supplies.
2. The conduct of "paperless" meetings shall be encouraged.

H. Use of GSIS Forms

1. GSIS Forms shall only be used for their intended purpose.

2. The distribution of GSIS Forms shall be controlled and limited to Agency Authorized Officers (AAOs), Liaison Officers (LOs), walk-in members, and clients.
3. As much as possible, AAOs and LOs shall be encouraged to download forms from the GSIS website (www.gsis.gov.ph) instead.

The Guidelines on Cost Savings Program shall take effect upon signing and shall remain in full force and effect until amended or revoked.

ORIGINAL SIGNED
ROBERT G. VERGARA
President and General Manager

Date/Signed: OCT 29 2015

