



Republic of the Philippines

**TARLAC AGRICULTURAL UNIVERSITY**

Camiling, Tarlac

**OFFICE OF THE PRESIDENT**

**MEMORANDUM NO.: 005**

Series

2023

**TO : ALL EMPLOYEES**

**FROM : (SGD). MAX P. GUILLERMO, PhD**  
University President

**DATE : 06 JANUARY 2023**

**SUBJECT : OBSERVANCE OF AUSTERITY MEASURES**

1. To ensure sustainability of the University's operations and services, the following cost-cutting measures are hereby directed:
  - 1.1. **Electricity.** The use of electricity must be regulated. Air conditioning units must be turned on only from 9 a.m. to 4 p.m. All computers and other electronic appliances must be turned off when not in use. The use of energy-efficient lights and fixtures is also encouraged.
  - 1.2. **Water supply.** Recycling of water is strongly encouraged. Water supply consumption must be regulated at all times. For production projects, the use of the solar-powered pumps is also encouraged.
  - 1.3. **Office supplies.** All office supplies must be used efficiently. Recycling of papers and other supplies is also advised.
  - 1.4. **Fuel and Travels.** Reduction of travels is encouraged. As much as possible, internet connectivity must be utilized for long distance communications.
  - 1.5. **Communication.** Communication channels must be efficiently utilized. Instead of telephone calls, the use of e-mail and other economical means is highly encouraged.
2. All employees are enjoined to observe the above measures and utilize all resources of the University effectively and efficiently
3. For the strict compliance of all.

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