

5 April 2016

MEMORANDUM

TO : ALL CONCERNED

SUBJECT : USE OF ELECTRICAL APPLIANCES

It has been noted that different departments have been bringing in and using various electrical appliances whether on a personal capacity or as an outcome of projects conducted (computer units, refrigerators, microwave ovens, toasters, etc.) and were not coordinated with the Procurement and General Services Division (PGSD).

Please note that the PGSD provides budget for consumption and electrical load based on the list of existing machines / appliances and for those the Corporation plans to acquire based on its approved program.

Subsequently, all departments are instructed to coordinate electrical appliances and inform PGSD in writing specifically including its wattage prior to usage / acquisition in order for them to compute its effect on the electrical system of the TPB and to monitor electrical consumption for approval of the Deputy COO for Corporate Affairs.

PGSD is hereby directed to check all departments for electrical appliances not included in its present inventory record and report to the undersign within 15 days from issuance of this memorandum.


JOSELITO V. GREGORIO
Officer-in-Charge
Corporate Affairs