

MEMORANDUM

TO : ALL CONCERNED
DATE : 7 June 2022
SUBJECT : WATER CONSERVATION ACTION PLAN

Pursuant to Administrative Order no. 24 of the Office of the President, "Mandating All National Government Agencies, Government-Owned or Controlled Corporations, and State Universities and Colleges to Strictly Implement Water Conservation Measures", the Tourism Promotions Board (TPB) shall implement the following action plan, aimed at promoting the efficient use and conservation of water in its operations. As a result, TPB aims to reduce TPB's monthly consumption of water by at least 20% based on March 2020 data:

1. Conduct regular checks for leaks and inefficient water use, and report observations to the Procurement and General Services Division (PGSD) for immediate action.
2. Use water containers such as glass, basin, and/or bucket instead of running water when cleaning.
3. Schedule cleaning of office properties with water once a week, motor vehicles once a day only if used, and air-conditioning systems twice a year.

Also, relative to the TPB energy conservation efforts, please be reminded to submit the attached personal appliance request form (Annex A) before using any personal electrical appliance within TPB premises, including water dispensers.

Please be guided accordingly.


JOCELYN PATRICE L. DECO
Deputy Chief Operating Officer, Corporate Affairs
Energy Efficiency and Conservation Office

TOURISM PROMOTIONS BOARD
PERSONAL APPLIANCE USE REQUEST FORM

DEPARTMENT	DATE OF REQUEST
REQUESTER'S NAME	
DETAILS	
TYPE / DESCRIPTION OF UNIT	WATTAGE
1.	
2.	
3.	
REMARKS / RECOMMENDATION (TO BE FILLED OUT BY PROPERTY OFFICER)	
_____ Signature Over Printed Name	_____ Date
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> OTHER REMARKS _____ _____ _____	
_____ Signature Over Printed Name Energy Efficiency and Conservation Focal Person	_____ Date

NOTE: Fill out completely and email to paula_granale@tpb.gov.ph as a requirement before using personal electrical appliances in the TPB office premises.