



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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MEMORANDUM ORDER

No. 08
Series of 2024

SUBJECT: GUIDELINES IN THE EFFICIENT AND ECONOMICAL UTILIZATION OF MAINTENANCE AND OTHER OPERATING EXPENSES

WHEREAS, Section 1, Chapter 1, Subtitle B, Book V of the Administrative Code of 1987, provides that “all resources of the government shall be managed, expended or utilized in accordance with law and regulations and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned.”

WHEREAS, Republic Act No. 6713 directs the public officials and employees to uphold public interest over personal interest and, for this purpose, to use government resources and the powers of their offices efficiently, effectively, honestly and economically to avoid wastage of government resources;

WHEREAS, Section 1 of Administrative Order No. 6, s. 2017, provides that existing laws, rules and regulations mandating the judicious and prudent use of government funds shall remain in full force and effect, and all agencies and instrumentalities shall continue to ensure that the government shall incur no irregular, unnecessary, extravagant, excessive and unconscionable expenses.

GIVEN THE FOREGOING, the following guidelines are provided for the efficient and economical usage of allocated funds to support the activities and programs of the Bureau of Animal Industry.

All concerned BAI officials and employees must adhere to these guidelines.

Divisions, Sections/Units, Centers, and Station Chiefs/Heads are directed to incorporate these practices into their operations, identify and implement other economical measures to utilize resources, monitor, and ensure the compliance of their respective offices and personnel.

The office of the Supervising Administrative Officer shall monitor utilization of all Divisions/Sections/Units and submit report to the Office of Assistant Director and Director on a regular basis:



I. UTILITIES

1. **LOW-COST ENERGY AND EFFICIENCY CONSERVATION (EEC) MEASURES** in line with Memorandum Circular (MC) No. 48 s.2024 entitled "Directing All Government Agencies and Instrumentalities, and Encouraging Local Government Units to Adopt and Immediately Implement Low-Cost Energy Efficiency and Conservation Measures".

- a) Except during summer or warm days, air-conditioning units shall be switched on not earlier than 8:00 a.m. and turned off by 5:00 p.m. except in offices where personnel are authorized to perform work beyond the regular hours and those offices whose location/ work condition requires the use of this equipment. Maintain ambient temperature of 24°C in air-conditioned spaces;
- b) Turn off unused lights, electronics, equipments and air-conditioning units;
- c) Activate sleep settings on all office equipment;
- d) Prepare necessary measures in case of power interruptions, with the end view of ensuring the continuous and effective delivery of government services to the public;
- e) Procurement and use of energy-saver lamps, equipment, and devices;
- f) Use of computers, photocopiers, and other equipment strictly for official business;
- g) Preventive maintenance of air-conditioning units.
- h) Use electric kitchen appliances such as microwave, rice cooker, and hot and cold water dispenser in moderation. Unplug after use. Cooking of meals may be allowed in the office kitchen using a gas stove.

2. **WATER CONSERVATION MEASURES** as per Section 2 Memorandum Circular No. 22 s.2023 entitled "Mandating All National Government Agencies and Instrumentalities to Strictly Implement Water Conservation Measures" directed all National Government Agencies and Instrumentalities to strictly implement water conservation measures that will result in ten percent (10%) water volume reduction of their respective first quarter (January to March 2023) water consumption.

The DENR: WRMO shall monitor the water-conservation progress of all agencies by analyzing their monthly bills.



- a) All offices must have separate water meters. Thus, a sub-meter shall be installed per building to enable proper consumption monitoring. Check separate water meters regularly to ensure they function properly.
- b) Daily inspection for leaks and faulty fixtures, especially in toilets; observe floors and walls that may be constantly wet or covered with mold due to moisture.
- c) Shut off the main building valves from 7 p.m., or as soon as staff members had left the workplace entirely, until 6 a.m. a day later.
- d) Immediately report any detected leaks to the property unit to avoid further wastage.
- e) Property Unit to survey the number of people in each office and monitor their consumption. As a guide, each employee must not consume more than 50 liters of water per day in office buildings (also consider the number of visitors for frontline agencies) and not more than 180 liters per day in 24/7 offices.
- f) Use harvested rainwater instead of potable water to clean premises or water plants.

II. SUPPLIES AND MATERIALS

These modifications are adopted to manage the use of paper and related consumables efficiently:

- a) Electronic invitation letters to participants and E-Certificates shall be issued as proof of participation and/or attendance for all succeeding BAI activities;
- b) Reduction of supporting documents for the processing of the monthly salary of all Contract-of-Service (COS) employees:
 - b.1 All Divisions, Sections/Units, Centers, and Stations shall submit the Certified True Copy of the Approved Contract of their COS employees with the Annual Procurement Plan (APP) and Obligation Request and Status (ORS) to the Internal Control Unit (ICU) and Commission on Audit (COA) during the initial processing of salaries on the first and second semester:
 - b.2 For subsequent processing, only the following documents shall be submitted by the COS:
 - b.2.1 Accomplishment Report



- b.2.2 Certificate of Job Acceptance
 - b.2.3 Obligation Request and Status (photocopy)
 - b.2.4 Daily Time Record
- c) For the processing of financial documents such as but not limited to, TEV and reimbursements, prepare and attach ORS in three copies and only one copy for other supporting documents;
- d) Used papers are recycled for the reproduction of documents;
- e) The Internet shall be used for internal communication within the Division/Unit/Station, including drafting letters and other documents for the review and approval of the immediate supervisor before printing the final draft.

III. USE OF TRANSPORT VEHICLE in line with Administrative Order No.239 entitled "Prohibiting the Use of Government Vehicles for Purposes Other Than Official Business, and for Other Purposes"

- a) Use of BAI's government vehicles shall be strictly for official business only. A trip ticket must adequately cover the use with a control number duly signed by an authorized official. It shall be displayed on the windshield or other visible place on the vehicle.
- b) Using government vehicles for private social and personal purposes is prohibited.
- c) Overnight parking of BAI vehicles at the residence of any personnel is strictly prohibited unless otherwise authorized. All BAI vehicles must be parked at the designated garage after the day's trip is completed. Vehicle keys, including spare key/s, must be left and entrusted to the guard-on-duty at the end of the day, during weekends and holidays
- d) Plan trips and, as much as practicable, combine or synchronize activities of staff to maximize trips, particularly for those official businesses in different destinations but adjoining areas;
- e) Motor pool personnel must maintain the vehicle well for optimum running conditions to prevent excessive fuel consumption and frequent breakdowns.

IV. LOCAL TRAVEL – in line with Executive Order No.77 s.2019, DA Administrative Order No.02 s.2019 with subject: "Guidelines on Local and Foreign Travels of the Officials and Employees of the Department of



Agriculture under Executive Order No.77 s.2019" and COA Circular No. 2012-001 s.2012 dated June 14, 2012

- a) Local travel shall be limited to necessary activities and duly approved by the Director or authorized representatives. Only officials and employees who are identified as necessary and directly involved in the completion of the activities indicated in the travel order shall be allowed to travel;
- b) Officials and permanent employees with scheduled travel requiring air transport should process cash advance at least three (3) weeks in advance to avail themselves of the most economical, practicable, and advantageous airfare rate. After the completion of travel, the employee must render an account of the cash advance received following applicable rules and regulations.
- c) Only permanently appointed officials shall be designated as disbursing officers. Elected officials may be granted a cash advance only for their official travelling expenses.
- d) Officials and employees with unscheduled official local travel requiring air transport due to the circumstances listed below may avail tickets from travel agencies:
 1. Emergency disease investigation and surveillance activities of priority animal diseases (e.g., Avian Influenza (AI) and African Swine Fever (ASF), Foot-and-Mouth Disease (FMD) cases);
 2. Activities of the Head of Agency and
 3. Activities contained in the instruction of the DA Secretary/BAI Director.
- e) Officials and employees, including COS and consultants on official travel beyond a 50-kilometer radius from the permanent official station, who were provided by the government or other entities with free board and lodging during training, seminars, and workshops are not entitled to collect portions of the Daily Travel Expenses (DTE): 50% hotel/accommodation and 30% for meals. However, they may collect 20% of the DTE for incidental expenses.

V. **ATTENDANCE TO LOCAL TRAINING, SEMINARS, CONFERENCE, CONVENTIONS, AND SIMILAR ACTIVITIES** – in line with DBM National Budget Circular No. 563 s.2016 "Guidelines on Participation of Government Officials and Employees in Conventions, Conferences, Symposia, and Similar Non- Training Gatherings sponsored by NGOs or Private Institutions"



- a) BAI officials and employees may be authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government, chargeable against government funds subject to its availability and approval of the BAI Director;
- b) Registration or participation fees in conventions, seminars, etc., shall not exceed P 2,000 per day for each participant;
- c) Individual membership fees to private organizations are charged to the participant. Early registration to said activities is encouraged to avail of discounted rates;
- d) For out-of-town activities, authorized participants may be entitled to travel expenses and allowances as authorized under Executive Order No. 77 s.2019, DA Administrative Order No.02 s.2019, and other existing rules and regulations.

VI. CONDUCT OF LOCAL TRAINING, SEMINARS, CONFERENCE, CONVENTIONS AND SIMILAR ACTIVITIES -in line with DA Memorandum Order No.24 s.2016 "Austerity Measures for the Conduct of Trainings, Seminars, and Workshops Outside the DA Buildings and Facilities as well as Activity Kits and Tokens" and DA Memorandum dated September 13, 2022 "Conduct of Seminars, Workshops and Similar Activities"

- a) As a general rule, BAI facilities shall be primarily utilized as venues of training, seminars, and other similar activities;
- b) Exception are the following situations in which lease of venue may be considered by BAI subject to the approval of the DA Secretary:
 1. When BAI or other government facilities are not available
 2. When BAI or other government facilities are not suitable either because they cannot accommodate the number of participants or the facilities are inadequate for the activities to be done
- c) Lease of other government owned venues shall be prioritized and rental of private owned venues will only be considered as the last resort. The prescribed maximum rate for lease of venue with full board meals and accommodation is 2,400 daily per person under DA Memorandum Order No. 36 s.2023;
- d) Meals and snacks served during meetings shall not exceed 250/head for breakfast, 75.00/head for AM snack, lunch - 350.00/head, PM snack -



75.00/head and/or dinner – 350.00/head, respectively. Meetings shall be scheduled in such a manner that will not incur the provision of meals, if possible;

- e) As much as possible, minimize or avoid giving tokens to the participants, except for guest/s or resource speaker/s. Should tokens be given, they shall be of small value;
- f) Procurement of activity kits for workshops/training/seminars may be allowed. This is limited to the training supplies necessary for the conduct of the activity. Jackets, t-shirts, or bags are not considered activity kits.

For your guidance and strict compliance.

Done this 4th of June 2024.

CONSTANTE J. PALABRICA, DVM
Assistant Secretary for Swine and Poultry
and Concurrent Officer-in-Charge, Director

