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ENERGY CONSERVATION PROGRAM GUIDELINES

NPC CIRCULAR NO. 94-55, October 10, 1994

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In iteration/reinforcement of existing Enercon policies all NPC cost center heads and employees shall continue to enforce the following guidelines:

1. Enercon teams for each facility shall continue to implement and monitor Enercon activities and projects. The regional VP's, PNPP manager, MEC manager, MSD manager and VP Admini-HO shall designate their Enercon teams on a yearly basis.

2. Energy Conservation Program and energy efficiency requirements such as kwh meters, proper building envelope and wall reflectance, shall be incorporated in the design and construction of new NPC facilities.

3. Bulletin Boards of Enercon corners shall be provided to be used for announcements and performance feedback. Posters should also be used to arouse awareness among employees. Slogan and poster design contests shall also be instituted to generate interest and sustain awareness.

4. To avoid deterioration of luminaire surfaces and to provide maximum illumination, all lighting fixtures shall be regularly cleaned.

5. Except for plant/substation control rooms, guest houses, and other UO facilities on 24 hr. operation/service, all centralized A/C system and other small units (e.g. package & window type A/C) in offices shall be operated on the following mode:

SEASON

START

OFF

5.1 Cold Season (Dec-Feb)

9:00 AM

4:00 PM

5.2 Hot Season (March-May)

8:00 AM

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4:30 PM

5.3 Rainy Season (June-Nov)

8:30 AM

4:00 PM

5.4 These A/C systems shall strictly be operated during regular office days only (not including weekends and holidays) except in some urgent cases such as top management meetings, etc.

6. Perimeter and street lights in ail plants and substations shall be strictly switched on only from 6:00 PM to 6:00 AM daily. The security guards on duty shall ensure that this is followed.

7. All cost center heads in all NPC offices shall designate their Enercon marshals who shall be responsible to do the following:

7.1

Switch off all lights and other power consuming equipment (computers, airpots, electric fans, etc.) while not in use in general buildings. For offices, switching off lights also covers the 12:00 - 1:00 PM lunch break, and before or after office hours.

7.2

Safeguard proper use of computer equipment. Computer games and other unofficial use thereof are not allowed.

7.3

Ensure that the use of photocopying/Xerox machines shall be limited to official matters only.

7.4

Check that all doors, windows, and other opening/gaps are kept tightly closed to avoid energy loss.

7.5

Ensure economic use of A/C units and other small appliances by setting A/C units and other small appliances by setting A/C temperature control to optimum levels.

Cost center heads shall designate their respective marshals on a yearly basis. For HO, the names of these marshals shall be submitted to the Efficiency and Reliability Department copy furnished Security Department.

8. For regional and field offices, the following system and countermeasures shall be adopted to ensure compliance especially to guidelines no. 5, 6 and 7:

8.1

The security group, thorough their roving guards, shall do the rounds and list violations per section/office to be

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submitted to the Enercon team leader of the facility. The Enercon team leader then consolidates these data and impose the following every week in cooperation with the administration office:

Violation Countermeasures Responsible Group

One Non-Compliance (For the week)

A written notice memorandum shall be sent to the section/office head concerned

Enercon Team Leader

Two or more Noncompliance (For the week) A written notice plus announcement thru the paging system Enercon Team Leader/Administration

8.2

Further, the roving guards shall be responsible aside from reporting violations, in putting off lights and other power consuming equipment left on by employees after office hours.

9. For Head Office, Circular No. 93-53 dated November 24, 1993 shall continue to be observed.

For strict compliance.

Adopted: 10 Oct. 1994

(SGD.) G.A. A. DELGADO
President

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