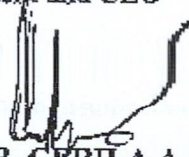

FOR : **ATTY. FELIX S. RACADIO**
President and CEO

FROM : **ENGR. CERILA A. CORPUZ**
Vice President for Infrastructure Management
SUBJECT : **ELECTRICITY CONSERVATION POLICY**
DATE : **AUGUST 1, 2024**

Pursuant to our established Environmental Management System, the Office for Infrastructure Management conducted an orientation on Environmental Procedures, Objectives, and Plans, particularly, Electricity Conservation Measures, on May 19, 2023.

In order to formalize these measures, this is to respectfully submit the attached Electricity Conservation Policy for your favorable consideration and approval.

Thank you very much, Sir.

PORO POINT MANAGEMENT CORPORATION

ELECTRICITY CONSERVATION POLICY

OBJECTIVES

1. Reduce overall electricity consumption by 1% from the baseline year (CY 2022).
2. Implement measures to optimize vehicle electricity efficiency.
3. Raise awareness among employees about the importance of electricity conservation.
4. Monitor and track electricity consumption regularly to identify areas for improvement.

STRATEGIES

Energy Efficiency Upgrades:

1. **LED Lighting:** Replace all conventional lights with LED lights in all offices to reduce energy consumption and maintenance costs. Use solar-powered lights in parking areas, perimeter lights, and other exterior areas to harness renewable energy and further cut down electricity use.
2. **Air Conditioning Units:** Replace old or unserviceable air conditioning units with high energy-efficient models, specifically inverter types, to reduce energy consumption and improve cooling efficiency.
3. **Refrigerators:** Gradually replace old refrigerators with high energy-efficient models to lower electricity consumption.

Maintenance of Airconditioning Units

1. **Regular Maintenance:** Conduct preventive maintenance of all air conditioning units every three months to ensure they are operating efficiently and to prevent potential breakdowns that could lead to higher energy use.

Operational Practices

A. Using Airconditioning Units/ Ventilation Equipment

1. Mandate all offices to switch off air conditioning units for 1 hour during summer and 2 hours during the rainy season. Each office will provide a schedule to the Office for Infrastructure Management.
2. **Thermostat Settings:**
 - **Summer (Daytime):** Set thermostats between 24°C to 25°C to maintain a comfortable working environment while conserving energy.
 - **Summer (Nighttime):** Set thermostats between 24°C to 30°C to reduce cooling needs during less occupied hours.



- **Rainy Season (Daytime):** Set thermostats between 24°C to 30°C to adjust for cooler ambient temperatures and reduce energy consumption.
 - **Rainy Season (Nighttime):** Turn off air conditioning units entirely during nighttime to conserve energy.
3. **Use of Electric Fans:** If only one person is in a large room, use an electric fan as an alternative to running the air conditioning unit, significantly reducing electricity usage.

B. Lighting System

1. **Manual Control:** Switch off lights in any room or office that is unoccupied to prevent unnecessary energy consumption.
2. **Bathroom and Kitchen Areas:** Ensure lights in comfort rooms and pantry/kitchen areas are turned off after use to avoid wastage.
3. **Lunch Break Policy:** Switch off lights in office areas during lunch breaks (12:00-1:00 pm) to save energy when the space is not in use.

C. Using Laptop/Desktop Computer and Printers

1. **Unplugging Devices:** Unplug computers and printers when not in use to prevent them from drawing standby power.
2. **Monitor Brightness:** Reduce the brightness of computer monitors to lower energy consumption.
3. **External Devices:** Detach external devices such as USB drives and external hard drives from computers and laptops when not in use to prevent them from drawing additional power.

D. Cooking using Electric Appliances such as Electric Stove, Electric Kettle, Microwave and Electric Oven, etc.

1. **Minimize Use:** Avoid using electric appliances such as electric stoves, kettles, microwaves, and ovens whenever possible. If use is unavoidable, minimize usage or switch to liquefied petroleum gas (LPG) alternatives.
2. **Pre-heating:** Avoid long pre-heating times to conserve energy.

E. Using appliances like Refrigerator, etc.

1. **Door Usage:** Open refrigerator doors only when necessary to maintain internal temperature and reduce energy loss.
2. **Placement:** Ensure refrigerators are not placed near heat sources such as ovens or direct sunlight to avoid increased energy use.



3. **Temperature Setting:** Keep refrigerator temperature settings at 5°C for optimal energy efficiency.

Training and Development and Awareness Campaign:

1. Educate employees about the importance of electricity conservation and the role they can play in achieving PPMC's environmental commitments and operational efficiency

Monitoring of Electricity Consumption:

- In order to analyze trends, identify areas for improvement, and track progress towards electricity conservation goals of PPMC, the Electro-mechanical Officer shall submit Monthly Monitoring of Environmental Objectives and Plans.

ATTACHMENTS:

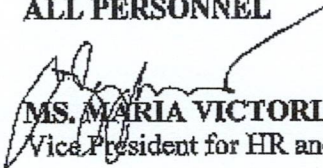
- Environmental Objectives and Plans Monitoring Form

EFFECTIVITY

- This policy shall be effective immediately.



FOR : ALL PERSONNEL

FROM :  MS. MARIA VICTORIA REDEMPTA DE GUZMAN- SORIANO
Vice President for HR and Administration

SUBJECT : NO IDLING OF VEHICLES

DATE : FEBRUARY 14, 2024

Pursuant to our established Environmental Management System, this is to remind all employees that unnecessary idling of vehicles inside the Poro Point Freeport Zone is prohibited. Please be informed that unnecessary idling of vehicles not only goes against our environmental commitments but also impacts our operational efficiency.

In view of the above, this is to reiterate the following points:

1. All employees are reminded that it is strictly prohibited to leave vehicles running when parked or when waiting for prolonged periods. This applies to both personal and PPMC-owned vehicles;
2. Idling vehicles contributes to unnecessary emissions, which have adverse effects on air quality and contribute to climate change. It is everyone's duty to minimize our environmental footprint; and
3. Idling consumes fuel without any productive output, leading to unnecessary expenses for PPMC and for everyone. Turning off the engine when parked for more than a minute can significantly conserve fuel.

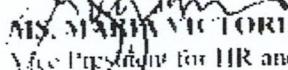
We appreciate your cooperation in adhering to this matter.

Thank you very much.

TO:


ATTY. FELIX K. RACADIO
President and CEO

FROM:


MS. MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Vice President for HR and Administration

SUBJECT:

FUEL CONSERVATION POLICY

DATE:

MARCH 13, 2024

This has reference to the Energy Conservation Measures Audit which will be conducted by the Department of Energy on March 14, 2024. One of the requirements for the said audit is the Fuel Conservation Policy.

To address the said requirement, this is to respectfully submit for your favorable consideration and approval of the attached Fuel Conservation Policy.

Thank you very much, Sir.

PORO POINT MANAGEMENT CORPORATION

FUEL CONSERVATION POLICY

OBJECTIVES

1. Implement measures to optimize vehicle fuel efficiency.
2. Raise awareness among employees about the importance of fuel conservation.
3. Monitor and track fuel usage regularly to identify areas for improvement.

STRATEGIES

Vehicle Maintenance:

1. Driver/Messengers and Driver/Mechanic shall conduct daily maintenance checks to assigned vehicles to ensure that vehicles are operating at optimal efficiency. In instances, when the Driver/Messenger or Driver/Mechanic cannot conduct daily maintenance checks to assigned vehicles, the officer who will be using the vehicle on the said day shall be responsible in conducting daily maintenance checks before using the vehicle. The Service Vehicle Daily Checklist shall be used.
2. To keep vehicles in good condition, a preventive maintenance shall be scheduled quarterly or at every 10,000 kms, whichever comes first. The Preventive Maintenance Checklist shall be used.
3. To ensure that all repair and maintenance procedures conducted in each vehicle are documented, the Administrative Officer shall log it in the Vehicle Repair and Maintenance Monitoring Logsheet supported by Vehicle Maintenance Job Order Form.
4. Driver/Messengers and Driver/Mechanic shall recommend the prompt repair of any issues that may affect fuel consumption, such as engine misfires, tire pressure, and faulty oxygen sensors. Driver/Messengers and Driver/Mechanic shall also conduct market study of all vehicle repairs prior to preparing Purchase Requests.

Transportation Planning:

1. Encourage drivers to avoid unnecessary idling of vehicles.
2. Drivers shall efficiently plan their itinerary during travels in order to reduce unnecessary mileage and fuel consumption.
3. Drivers shall practice eco-driving habits such as carpooling and reducing unnecessary weight in vehicles.

Training and Development and Awareness Campaign:

1. Provide training on fuel-efficient driving techniques, such as maintaining a steady speed, avoiding sudden accelerations and decelerations, and using cruise control on highways.
2. Educate employees about the importance of fuel conservation and the role they can play in achieving PPMC's environmental commitments and operational efficiency

Monitoring of Fuel Consumption:

1. All employees who will be using PPMC Vehicles are required to fill-up a Trip Ticket and Monitoring of Vehicle Dispatch Logsheet for every travel.
2. In order to analyze trends, identify areas for improvement, and track progress towards fuel conservation goals of PPMC, the Administrative Officer shall submit the following reports monthly:
 - Gasoline Slip Monitoring
 - Monthly Fuel Consumption Report
 - Computation of Fuel Consumption Efficiency

ATTACHMENTS:

- Service Vehicle Daily Checklist
- Preventive Maintenance Checklist
- Vehicle Repair and Maintenance Monitoring Logsheet
- Vehicle Maintenance Job Order Form
- Trip Ticket
- Monitoring of Vehicle Dispatch Logsheet
- Gasoline Slip Monitoring
- Monthly Fuel Consumption Report
- Computation of Fuel Consumption Efficiency

EFFECTIVITY

- This policy shall be effective immediately.

VEHICLE:

FOR THE MONTH OF

[illegible]

POINT MANAGEMENT CORPORATION

Preventive Maintenance Checklist

Date: _____

Plate No.: _____

Vehicle / Model: _____

Next PM Due Date on: _____

Date of Last PM: _____

Instructions: Write Initial in Appropriate Boxes Below

TASKS TO BE PERFORMED	Inspected	Repaired & Adjusted	Greased & Lubed	Comments
<u>A. Engine</u>				
1. Change oil and filter				
2. Change fuel lines and tank cap				
3. Check fuel filter				
4. Check air filter				
5. Check spark plugs (Gasoline)				
6. Check Glow plugs (Diesel)				
7. Check distributor cap				
8. Check all hoses under pressure				
9. Check all belts				
10. Check water pump and fan bearing				
11. Check complete exhaust system				
12. Check for engine oil leaks				
<u>B. Under The Hood Fluid Levels</u>				
1. Radiator- note strength				
2. Brake				
3. Steering				
4. Windshield washer (Wiper and Wiper Motor)				
5. Transmission				
6. Rear end fluid				
7. Check AC Freon level (blows cold)				
<u>C. Chassis</u>				
1. Check steering play				
2. Check power steering hose				
3. Check tie rod ends				
4. Check front springs				
5. Check front shocks				
6. Check ball joints				
7. Check rear springs				
8. Check rear shocks				

TASKS TO BE PERFORMED	Inspected	Repaired & Adjusted	Greased & Lubed	Comments
9. Check bell housing bolts				
10. Check transmission mounts				
11. Check U-joints & grease				
12. Check carrier bearings				
13. Check slip joint & grease				
E. Brakes				
1. Check for fluid leaks				
2. Check front pads & rotors				
3. Check rear brakes & adjustment				
4. Check parking brake operation				
F. Wheelchair Lift & ADA				
1. Check Seats and Seat Belt				
4. Check accelerator & Linkage				
5. Check fuel Tanks				
6. Check Tire condition				
7. Check Tire rims & lug nuts				
8. Check tire inflation				
9. Check Battery				
10. Check Battery Clamps				
11. Check Starter				

Prepared by:

Verified by:

Driver/Messenger
Driver/Mechanic

Head of Office of Assigned Vehicle

Noted by:

Administrative Officer

Vice President for HR and Administration

Important Note: *This form should be accomplished by assigned Driver/Messenger or Driver/Mechanic quarterly or at 10,000 kms, whichever comes first*

PLATE NUMBER: _____

VEHICLE TYPE:

[illegible]

PORO POINT MANAGEMENT CORPORATION Vehicle Maintenance Job Order Form			
Date:			
Name of Employee:			
Position:			
Office:			
Location:			
Request:			
Item/s turned-over for repair:			
Assessment:		Analysis	
Action to be taken:			
Requested by:	Date:	Completion Date:	Remarks:
Post repair:	Post Inspection		Acceptance date:
Evaluated by:		Approved by:	
Charlotte C. Bandolin Administrative Officer		Ms. Marla Victoria Redempta De Guzman-Soriano Vice President for HR and Administration	

Poro Point Management Corporation

A Subsidiary of Bases Conversion Development Authority

OFFICE OF THE PRESIDENT

REQUEST FOR VEHICLE USE

A. To be filled up by the authorized driver:

ADMINISTRATION OFFICE

DATE: _____

CONTROL NO.: _____

DRIVER: _____

VEHICLE PLATE NO.: _____

PASSENGERS	DESTINATION	PURPOSE
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____

Noted by: _____

Approved by: _____

Vice President

Administrative Officer

B. To be filled up by guard on duty:

Time out: _____ Km. Reading: _____

Condition new dents _____

of malfunction _____

Vehicle tidiness _____

Others _____

Inspected by: _____

Noted by: _____

Guard on duty

Driver

Time In: _____ Km. Reading: _____

Condition new dents _____

of malfunction _____

Vehicle tidiness _____

Others _____

Inspected by: _____

Noted by: _____

Guard on duty

Driver

VEHICLE:

[illegible]

MONTH: _____

[illegible]

Reviewed by:

MS. MARIA VICTORIA REDEMTA DE GUZMAN-SORIANO
Vice President for HR and Administration

PORO POINT MANAGEMENT CORPORATION
Monthly Fuel Consumption Report for CY _____

Month	Monthly Consumption Baseline						Monthly Consumption, _____					
	GASOLINE			DIESEL			GASOLINE			DIESEL		
	Gasoline liters	Total Km Travelled	Km/Liter	Diesel liters	Total Km Travelled	Km/Liter	Gasoline liters	Total Km Travelled	Km/Liter	Diesel liters	Total Km Travelled	Km/Liter
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Total												

Prepared by:

Charlotte C. Bandolin
 Administrative Officer

Reviewed by:

Ms. Maria Victoria Redempta De Guzman-Soriano
 Vice President for HR and Administration

PORO POINT MANAGEMENT CORPORATION

Vehicle: _____

COMPUTATION OF FUEL CONSUMPTION EFFICIENCY

FUEL CONSUMPTION (L) FOR CY _____					No. of Kms Travelled
MONTH	NO. OF LITERS CONSUMED	ODOMETER BY START OF MONTH (KM)	ODOMETER BY END OF MONTH (KM)	FUEL EFFICIENCY	
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTAL					

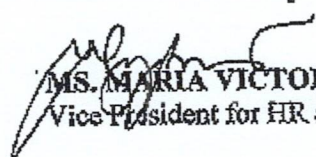
Prepared by:

Reviewed by:

MS. CHARLOTTE C. BANDOLIN
Administrative Officer

MS. MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Vice President for HR and Administration

FOR : ALL PERSONNEL

FROM :  MS. MARIA VICTORIA REDEMPTA DE GUZMAN- SORIANO
Vice President for HR and Administration

SUBJECT : MANDATORY FILLING OF MONITORING OF VEHICLE
DISPATCH LOGSHEET

DATE : MARCH 6, 2024

In our continuous efforts to enhance our operational efficiency, additional documentation alongside the use of trip tickets shall be implemented.

As such, effective March 7, 2024, employees who will be using PPMC Vehicles are required to fill-up the Monitoring of Vehicle Dispatch Logsheets for every travel, in addition to using the trip ticket.

We appreciate your cooperation in adhering to this matter.

Thank you very much.