



LRA Circular No. 12-2023

TO : ALL OFFICIALS AND EMPLOYEES NATIONWIDE
 This Authority and LRA-CARP

FROM : GERARDO PANGA SIRIOS
 Administrator

SUBJECT : GUIDELINES ON THE COST-CUTTING MEASURES
AND ENERGY-SAVING MEASURES

This reiterates the previously issued Circulars and Memoranda regarding the Agency's cost-cutting and energy-saving measures.

To effectively implement said measures, the following must be observed:

❖ **ON ENERGY AND UTILITIES**

1. The use of LED lamps in the Central Office and in Registries of Deeds is encouraged.
2. The use of air-conditioning units during the cold months of December to February shall be limited.
3. Save for security reasons and except for those at the frontline services, all lights must be turned off between 12:00 noon to 1:00 pm and after office hours.
 - If there is no sufficient natural light, half of the lights may be switched on.
4. All electrical cooking appliances are prohibited inside the offices, both LRA Central Office (LRA-CO) and Registries of Deeds nationwide. Gabay ng LRA and the Security Personnel will immediately report LRA Personnel who are caught violating this provision to the Administrator.

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[Signature] 6/8/2023

HONOLYN T. TOMAS

Chief, Central Records Section



5. Electrical office equipment, except water dispensers, if not in use must be switched off.
6. In the LRA-CO, the use of television sets is allowed only at the One-Stop-Shop (OSS), Offices of the Directors, Offices of the Deputy Administrators, and the Office of the Administrator.
7. The playing of mobile cellular and computer games are strictly prohibited.
8. Registries of Deeds are limited to the use of the following electrical appliances, if any:
 - 8.1. Refrigerator - one (1)
 - 8.2. Water Dispenser - one (1)
 - 8.3. Microwave Oven - one (1); and
 - 8.4. Television Set (for the public only) - one (1) or as needed

9. The Maintenance Unit shall monitor the operational use of office utilities in the Central Office while at the Registries of Deed, the said function shall be assigned to the Administrative Officer or Janitorial Personnel.

They shall immediately report and request for the repair of leaking faucets, defective water toilet bowls, etc.

10. Reimbursement of car wash expenses is not allowed. Hence, drivers are duty-bound to clean/wash official vehicles, however, the use of water hoses should be controlled to avoid wastage of water supply.

❖ **ON COMMUNICATION SERVICES**

1. The use of telephone and LRA-issued mobile cellular phone services for long-distance calls and overseas calls for personal purposes is not allowed.
2. The use of allocated pre-paid cards for official communication must be controlled.
3. Register of Deeds (RDs) without cash advance are directed to send **UTILITY BILLS** immediately through courier services within 24 hours to GSD office for processing. Snail mail is discouraged. Moreover, RDs are required to email a copy of the tracking numbers for records and documentation.

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[Signature] 4/8/2023
NORILYN T. TOMAS
Chief, Central Records Section



Except those in matters of emergency or deadlines, all reports and other mailing documents are to be consolidated to save on postage and courier services.

❖ **ON OFFICE SUPPLIES/JUDICIAL FORMS**

1. The use of bond paper, copying paper, folders, etc. must be regulated.

Used bond paper and copying paper may be recycled as scrapped paper and in photocopying some documents.

2. The existing policy on spoiled Judicial Forms is hereby reiterated.
3. Inventory of supplies must be regularly or quarterly conducted to avoid over-supply or under-supply of the same in some Registries or in some offices at the Central Office.

❖ **ON TRAVELLING EXPENSES**

1. Save in exceptional circumstances, no official or employee of the Registry of Deeds shall reimburse travel expenses unless a **Travel Order is issued/approved by the Administrator.**
2. Save in exceptional circumstances or when authorized by the Honorable Administrator, travels for investigations, internal audits, RD office inaugurations, inventory/inspection and disposal of property/equipment via air transportation shall be limited to two (2) personnel only. In case of RD office inaugurations, the Honorable Administrator and the Deputy Administrators shall be excluded from the limitation count.
3. Inspection of RD buildings shall be conducted once in every quarter unless an urgent request from the Registry offices is submitted, except those conducted for final inspection and punch-listing.

❖ **ON OFFICE REPAIRS**

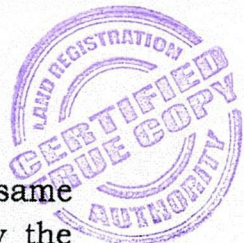
1. To avoid wastage of resources, all are encouraged to observe cleanliness and to take care of their respective offices as their own.

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[Signature] 6/8/2023

NORILYN T. TOMAS

Chief, Central Records Section



2. To avoid clogging of downspouts and roof gutters, the same must be regularly or monthly inspected and cleaned by the janitors/utility personnel.
3. Due to the limited budget for repairs, all are requested to perform due diligence in the proper care and maintenance of their offices as well as equipment.

The successful implementation of the foregoing guidelines shall be strictly monitored by the Employees' Union (GABAY ng LRA) in cooperation and coordination with all the officials in the Central Office, i.e. from Section heads to Deputy Administrators; and in the Registries of Deeds, i.e. Registrars of Deeds, Acting Registrars of Deeds, OIC-Registrars of Deeds and their Deputy Registrars of Deeds.

Failure to comply with any of the instructions above shall severely be dealt with accordingly.

For strict compliance.

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[Handwritten Signature] 6/8/2023

NORILYN T. TOMAS
Chief, Central Records Section