



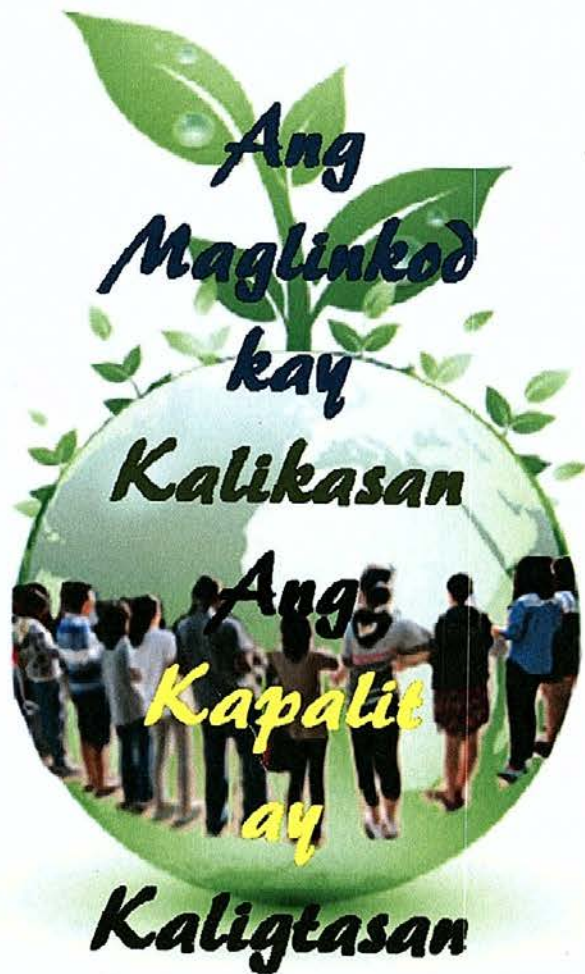
NATIONAL ELECTRIFICATION ADMINISTRATION

An Environment-Friendly Office



**Best Practices
in
Environmental
Management Program**





Foreword

In the implementation of its major program of totally electrifying the countryside, the National Electrification Administration (NEA) continues to advocate for a healthy, safe and well-protected environment as well. As a dynamic organization, it has established projects which produced good results in managing its physical surroundings.

Through the collaborative efforts and initiatives of its employees, NEA has turned these projects into best practices, which later earned an Environment Excellence Award from the Department of Environment and Natural Resources (DENR).

Such recognition prompted NEA to come up with a handbook, capsulizing these practices.

It is expected that NEA's pockets of excellence will contribute significantly to the maintenance of a better and livable environment.

Acknowledgement

An effective working relationship thrives better in a pleasant and healthy working environment. This holds true with NEA as an organization. A strong connection exists between its physical set-up and its occupants: the employees and service partners.

We are fortunate that such a condition is present. Moreover, we are grateful that these human resources are aware of their responsibilities to their external surroundings and that they show care and concern for their maintenance.

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NEA's Environmental Management Program

Policy

The National Electrification Administration (NEA) adopts a policy to establish and implement an Environmental Management Program designed for Eco-Friendly Offices.

Objectives

The Environmental Management Program (EMP) was established to encourage all employees to:

1. Cooperate to sustain the Government Energy Management Program;
2. Advocate and practise wise utilization of office supplies and materials through waste avoidance and efficient waste management;
3. Support strategies and austerity measures to reduce, recycle and reuse materials;
4. Monitor and implement proper maintenance of vehicles to support clean air initiatives; and
5. Internalize the concept of greening the environment and conservation of resources by accepting the responsibility to protect and play a significant role to save the earth.

Benefits Derive from the Environmental Management Program

1. Helps institute a safe, clean, orderly and greener office.
2. Enhances NEA's reputable image.
3. Helps employees develop environment-friendly practices that are beneficial to office and home.
4. Generates savings which redound to financial benefits/incentives.
5. Helps mitigate the impact of Global Warming and Climate Change.



BEST PRACTICES

1. PROMOTION OF AWARENESS

a) Information Dissemination Through NEA's Public Address System

This is considered to be one of NEA's effective information tools needed in the implementation of its Environmental Management Program. This includes a news program called **"TUBIG-KURYENTE KONSUMO BALITA BY ENERCON BARONG"**. Among others, this "news program" basically provides employees with an update on water and electricity consumption and the equivalent savings in cost and the benefits earned. It started in 2004, with a frequency of reporting evolving from daily, weekly, monthly and quarterly. It features home-made jingles entitled "MAGTIPID" and "CLIMB NEA MOUNTAIN" which are played in the program's opening and closing segment, respectively.



b) Climb NEA Mountain

An adaptation of the song "Climb Every Mountain" with lyrics that promote awareness on the employees' important part in energy conservation and health consciousness. Employees are encouraged to use the stairs in going up to

their respective offices and vice-versa, instead of using the elevator to save on electricity.

c) Theatrical Presentation

Adoption of "Caring for the Environment" as theme / concept in stage presentations during sectoral contests and regular Monday Flag Ceremony / Learning Session / General Assembly.



d) EMP-Related Contests

Conducts contests on the following to promote recycling and greening:

- Logo Making
- Lobby Beautification
- Lantern-Making
- Recycling Projects

e) Posting Reminders on Strategic Locations

- Let's Conserve Water
- Strictly No Smoking
- Pls. Switch-off Lights when Not in Use
- Always Keep the Door Closed
- Turn-off (Computer) Monitor when Not in Use
- Bathroom Reminders

2. GREENING

- a) **Presence of Plants and Trees in Workplace, Lobbies, Rooftop Garden, Herbal Garden and Other Building Premises.**



- **Lobby** - Each of the eight (8) lobbies is landscaped showcasing regional cultures and other features within the electric cooperative areas
- **Rooftop Garden** - A park-like garden made up of *Bahay Kubo*, Fish Pond, Aviary, Trees and Plants.
- **Herbal Garden** - A herbal garden located at the back of the NEA building.



3. ELECTRICITY CONSERVATION

- a) **Use of Elevator**
- No Second Floor Service
 - Only One (1) of Two (2) Elevators is Regularly Used
- b) **Switching-off of lights during noon time break.**
- c) **Unplugging of electrical gadgets / equipment and switching-off of lights after office hours.**
- d) **Security guards' daily monitoring to ensure that the unplugging and switching-off of electrical equipment and lights after office hours are complied with**
- Non-complying office is issued with written notice of failure to comply.

4. FUEL CONSERVATION

- a) **Allocation of fuel to officers with issued service vehicle is in accordance with the government rules (AO 228 - Reduction of Fuel Consumption by 10%).**
- 10% reduction of daily allocation effective June 10, 2008.

Department Managers - from 10 to 9 liters

Deputy Administrators and
Administrator - from 15 to 13 liters

- b) Preventive Maintenance Program for service vehicles
- c) Compliance to Bio-fuel mixed to gasoline and diesel

5. WATER CONSERVATION

- a) Prompt reporting (verbal and written) to GSD by the janitorial group and employees on water leaks and other plumbing concerns.
- b) Use of basin (Pantry for proper washing of dishes).
- c) Posting of reminders in comfort rooms and pantries on water conservation.

6. WASTE MANAGEMENT

- a) Used papers are kept in a marked tray for draft and photocopying purposes.
- b) Use of in-house facilities and manpower in repairing electrical gadgets/equipment.
- c) Waste segregation of wastes is done through proper labelling of trash bins.
- d) Use of compost pit for waste disposal.



- e) Recycling of certain waste materials for other purposes.

7. EMERGENCY PREPAREDNESS

- a) Emergency Instructions / Evacuation Plans are posted at strategic locations.
- b) Information and training on fire prevention and control are provided.
- c) A fire / emergency brigade is organized and given basic trainings in putting out fire.
- d) Fire hoses are provided, properly mounted in accessible areas and properly maintained.
- e) Portable fire extinguishers are available.
- f) Emergency lights are installed.
- g) Sprinkler system are installed and working properly.



8. AIR POLLUTION PREVENTION

- a. Adoption of Preventive Maintenance Program for office service vehicles.
- b. Prohibition of smoking in office premises.

- c. Ban on idling of vehicle engine while waiting for passengers and / or parking.
- d. Reminders on “No Smoking” and “No Idling” are posted in strategic locations.

9. GREEN PROCUREMENT

- a. Undertakes the following activities to promote green procurement:

- o Identifies and lists purchased goods and office equipment with eco-label.
- o Conducts Orientation Session on Green Procurement



10. POWER RELIABILITY, EFFICIENCY and SAFETY (PRES)

- a. Conducts the following PRES-related activities:

- o Thermal Scanning of major electrical facilities/installations
- o Corrects Power Factor
- o Corrects Load Balancing
- o Retrofits Building's Lighting System Twice (2008 and 2011)
- o Fabricates Housing for Chillers' Water Pump



11. BRIGADA AHENSIYA

- a. Phase I: Institutionalized 5S program through the implementation of “Nothing-on-the-table-after - office - hours” policy.
- b. Phase II : Project: Enhancement of Herbal Garden



A. ELECTRICITY CONSERVATION

- o Realized savings for six (6) years (From August 2004 to August 2010)

Peso Equivalent - Php 21, 433,913.14
In KWH - 2, 410, 152 KWH

B. WATER CONSERVATION

- o The remarkable improvement in savings from a low of 13.53% in 2006 to a high of 52.92% in 2010
- o Savings from August 2004 to August 2010

Peso Equivalent - Php 2, 091,535.85
In Cu.M - 69,177 Cu.M

**Estimated Savings in Electricity and Water Consumption
(From August 2004 to June 2012)**

Electricity

Savings in KWH	Savings in Peso
2,956,830	Php 27,253,255.82

Water

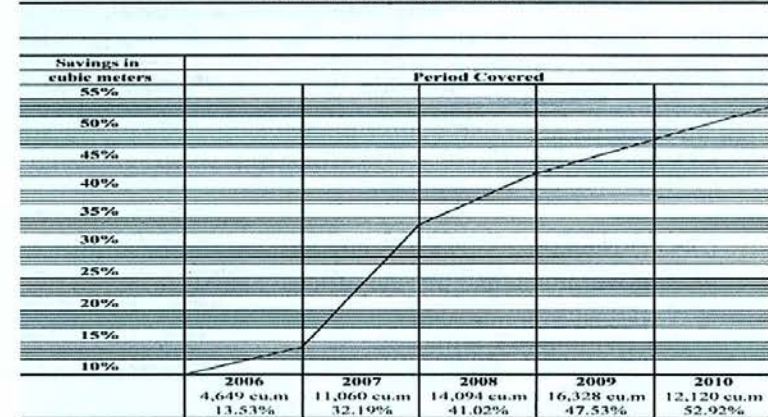
Savings in CU.M.	Savings in Peso
103,063	Php 3,666,022.79

Total Savings

Php 30,919,278.61

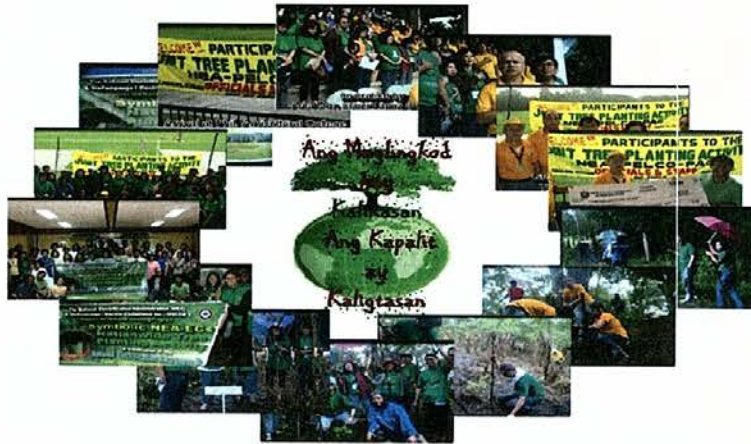
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**MILESTONE FOR WATER SAVINGS
FROM YEAR 2006 to 2010**



OTHER GREENING ACTIVITIES

1. NEA-ECs Nationwide Tree Planting Activity during National Electrification Awareness Month (NEAM)



A joint activity of NEA, ECs and the DENR in support to the government's National Greening Program

- A total of 18,163 seedlings has been planted by 27 electric cooperatives nationwide



2. NIA Road Cleanliness & Beautification Project

- A joint project of NEA and 18 government and private offices tasked to implement cleanliness and beautification drive along NIA Road.



ENVIRONMENTAL EXCELLENCE AWARD

NEA's participation in the DENR's search for 2011 Recognition Awards for Eco-friendly Government Offices and Government Owned and Controlled Corporations (National Level) resulted to NEA's receiving the prestigious Environmental Excellence Award.

The said award was given to NEA on June 29, 2011 in recognition of its exemplary initiatives in Environmental Management.

This Recognition Award was launched during the 2010 Earth Day celebration. Its objective is to assess the implementation of Environmental Management Programs in government agencies and government-owned and controlled offices in Metro Manila and on the National Level.

The awards were based on the following criteria: 80% for implementing environment-friendly office operations, 10% for institutionalizing environmental management policies and 10% for overall orderliness, cleanliness and safety in the office premises.

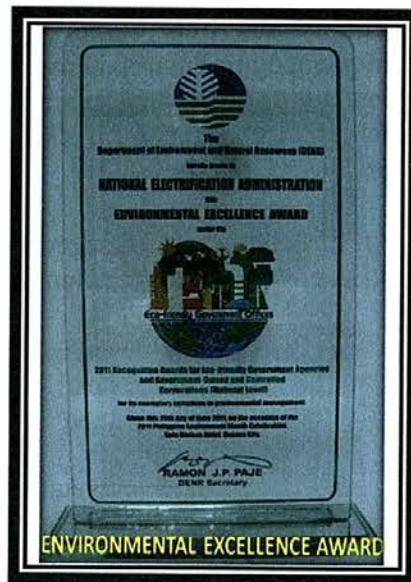
An Environmental Management Policy had been adopted by the NEA covering the operationalization of ten (10) areas, namely:

- | | |
|-----------------------------|---|
| 1. Electricity Conservation | 6. Greening |
| 2. Waste Management | 7. Emergency Preparedness |
| 3. Water Conservation | 8. Green Procurement |
| 4. Fuel Conservation | 9. Power Reliability, Efficiency & Safety |
| 5. Air Pollution Prevention | 10. Brigada Ahensiya |



(From left to right) DENR's Dir. Atty. Juan Miguel Cuna & Usec. Demetrio Ignacio Jr., NEA's Enrique L. Morales, Administrator Edita S. Bueno & Dep. Admtr. Mariano T. Cuenco, CSC's Asst. Commissioner Rogelio C. Limare & NEA's Dept. Mgr. Diana M. San Luis

This award was made possible through the collective efforts of employees as well as service partners who are occupants of the NEA Building.



EMP-Related Recognitions/Awards

Recognition	Award-Giving Agency	Date Awarded
Environmental Excellence Award	Department of Environment & Natural Resources (DENR)	June 29, 2011
Rated 95% (National Energy Efficiency and Conservation Program in Government Building)	Department of Energy (DOE)	April 15, 2008
Top Five (5) GOCCs (Government Energy Management Program)	-do-	December 15, 2006
Top Five (5) Agencies (Five (5) Star Highest Rating in Energy Efficiency Spot Check)	-do-	December 9, 2005
Rated 93% (National Energy Efficiency and Conservation Program In Government Building)	-do-	October 20, 2005



EMP-Inspired Jingles

MAGTIPIID

(To the tune of "Besame Mucho")

I

Magtipid mag-economy measure
To make it sure bonus natin hindi mabitin
Magtipid mag-economy measure
Gamit ng tubig kuryente itama lang p're

II

Magtipid mag-economy measure
Makikinabang dito hindi ba tayo?
Magtipid mag-economy measure
Gamit ng kotse't langis
Itama lang please

III

Pag mayroong leak sa CR o pantry
Ireport agad sa GSD
Pag naka-on ang aircon
Bintana't pinto
Isara mo tsong

IV

Ahahahay
Magtipid mag-economy measure
Iwas ka na sa sayang at sa hinayang
Magtipid mag-economy measure
Gamit o spoiled na papel
Pwedeng i-recycle

(Narration)

*Yes indeed mga kapatid
Sanay mabatid
Ang kabutihang hatid ng tamang pagtitipid
Upang sa paroroonay
Tayoy makatawid*

(Repeat III)

Magtipid mag-economy measure
To make it sure bukas natin
Hindi mabitin
Magtipid mag-economy measure
Gamit at pagtrabaho ay mahal in mo

KAY GANDA NG NEA

(To the tune of "What a Wonderful World")

I

Kay lamig sa mata
Pag minasdan
Lunti-ang puno at halaman / Lunti-ang gusali at halaman
Yay matatagpuan
Sa ating tahanan

II

Ilaw sa kanayunan
Pinangarap
Sa pagsisikap ay natupad
Yay pinangunahan
Ng ating tanggapan

III

Makulay na kasaysayan
Tulong sa sambayanan
Ay buong puso
Nating ginampanan
Ang pagmamahalan
At pagtutulungan
Ay katangian ng kagandahan

IV

Awit kinakanta ay musika
Ng pagbababago at pag-asa
Sadyang naiiba ang ganda ng NEA / Sadyang nakaka-inlove ang ganda
ng NEA

(Ad LIB)

(Repeat I to IV)

CLIMB NEA MOUNTAIN
(To the tune of "Climb Every Mountain")

Climb NEA Mountain
Steps high and low
Good for everybody
Exercise ito

Climb NEA Mountain
Fourth floor extreme
Walk thru every stairway
Till we find our home

Each step that we make
Is for our country's sake
It's the love that we give
More than pagtitipid

Climb NEA Mountain
Fourth floor extreme
Walk thru every stairway
Till we find our home

Each step that we make
Is for our country's sake
Everyday is alive
For as long as we give

Climb NEA Mountain
Fourth floor extreme

