



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**

**WATER RESOURCES MANAGEMENT OFFICE**

**Bulletin No. 001**

**WATER MANAGEMENT FOR GOVERNMENT BUILDING ADMINISTRATORS**

1. Memorandum Circular 22 (2023) mandates all government agencies to implement water conservation measures. The DENR Water Resources Management Office (WRMO) shall monitor the progress of all agencies towards conserving water through the analysis of their monthly water bills.

MC22:

<https://www.officialgazette.gov.ph/downloads/2023/06jun/20230607-MC-22-FRM.pdf>

2. Inform all personnel of MC22 and the water conservation program for government agencies. Remind everyone of the impending El Niño and potential drought conditions this year.
3. The following guidelines are hereby provided to all building administrators:
  - a. All government offices must have separate water meters. Check regularly if water meters are functioning properly. Contact your water service provider if a sub-meter needs to be installed.
  - b. Detect leaks and faulty water fixtures by checking the water meter during after office hours. The water meter dial should not be rotating at this time.
  - c. Check for leaks by observing floors and walls that are constantly wet and/or covered with molds due to moisture.
  - d. Shutdown the main building valve after the last person has left the building or from 7:00 pm to 6:00 am the following day.
  - e. Survey the number of people in each office. 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 households/condominiums and 24/7 offices. Multiply these per capita consumption guides and compare with your total monthly consumption (1,000 liters = 1 cubic meter).
  - f. Regularly check for faulty toilets and faucets. Note that running water in old urinals and toilets with valves that do not completely seal will each waste 130 cubic meters of water per month (~PHP 12,000/month).
  - g. If possible, avoid using potable water for street cleaning and watering plants. Consider harvested rainwater for this purpose.
4. For any detected leaks within your compound that may need major repairs, please contact DENR-WRMO ([wrm@denr.gov.ph](mailto:wrm@denr.gov.ph)). For leaks along streets and before your meter, please report them to your water service provider (Manila Water or Maynilad in NCR).