



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 9, 2022

DIVISION MEMORANDUM

OSDS-SGOD-SHN-DM-270 s. 2022

TO : Chief, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Division Personnel

IMPLEMENTING GUIDELINES and POLICY on the INTEGRATED SOLID WASTE MANAGEMENT in the Schools Division of CATANDUANES

1. In compliance of the **Republic Act 9003**, or the **“Ecological Solid Waste Management Program of 2000”**, and Virac Municipal Ordinance, **Executive Order No. 12, s 2021**, which both focuses on practicing responsible and sustainable management of solid waste materials, thus contributing to a sustainable safe working environment, the Schools Division Office of Catanduanes, through the School Governance and Operation Division - School Health and Nutrition Unit, presents the executing rules for the SDO’s Solid Waste Management (SWM) Program.
2. Attached separately is the Division Implementing Guidelines and Policies on the Integrated Solid Waste Management in the SDO Catanduanes.
3. For strict information and widest dissemination.

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent





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I. RATIONALE

Proper waste disposal is a responsibility of each and every individual, as it benefits everyone as a part of the society and the environment. Also, it is practically not possible to do it without the participation of everyone. Aside from living one of the Core values of the Department of Education which is "**Makakalikasan**" and in line with the efforts of the SDO-Catanduanes in stepping up its campaign for solid waste management, School Governance and Operation Division through the Health and Nutrition Section has come up with ways to mobilize personnel in the SDO and earn their active participation to solve the serious problem in solid waste management given its high negative impact on natural resources and human health.

This SDO Catanduanes Solid Waste Management Policy forms part of the Division's sustainability framework and underpins the **Health and Safety Policy**. This policy aims to reduce the negative environmental impacts of our waste, to reduce landfill waste and to ensure disposal of waste materials in an environmentally responsible manner. It recognizes that we need to reduce the unnecessary use of raw materials and will enable waste recycling, composting and energy recovery to assist in reducing landfill waste. The office is committed to the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed upon it.

The aims of this policy include:

- To understand the concepts related to waste management: waste/garbage, waste disposal, waste segregation, biodegradable, non-biodegradable, reuse, reduce, recycle
- To recognize the use of red, yellow and green trash bins
- To identify ways of proper waste disposal
- To identify waste/garbage that can be reused and/or recycled
- To practice proper waste management such as waste segregation and 3R
- Re-using or donating to others by considering these options before items are discarded.
- Recycling by sorting into waste categories and finding re-cycling markets for removal





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- o Reducing the amount of waste produced through policy awareness, operational activity and by raising awareness amongst DepED employees, as well as teachers and non-teaching personnel and students.

In compliance of the **Republic Act 9003**, or the “**Ecological Solid Waste Management Program of 2000**”, and Virac Municipal Ordinance, **Executive Order No. 12, s 2021**, which both focuses on practicing responsible and sustainable management of solid waste materials, thus reducing its impact on the environment, and contributing to a sustainable safe working environment, this office establishes its implementing guidelines and policies on the Integrated Solid Waste Management in the SDO Catanduanes.

II. SCOPE

This policy shall provide the mechanisms and standards for the implementation of the Integrated Solid Waste Management in the SDO. All functional Division Districts and schools are covered by this policy.

These guidelines would like to ensure that all waste streams generated within the SDO are disposed of safely and efficiently in line with current legislation and to demonstrate that the SDO is committed to implementing and delivering good waste management practices.

III. DEFINITION OF TERMS

- a. **Biodegradable** refers to the ability of things to get disintegrated (decomposed) by the action of micro-organisms such as bacteria or fungi
- b. **Non-biodegradable** waste is defined as a substance that cannot be decomposed or dissolved naturally and acts as a source of pollution.
- c. **Solid waste** shall refer to all discarded household, commercial waste, non-hazardous institutional and industrial waste, street sweepings, construction debris, agricultural waste, and other non-hazardous/non-toxic solid waste.
- d. **Hazardous Waste** Hazardous waste shall refer to solid waste or combination of solid waste which because of its quantity, concentration, or physical, chemical or infectious characteristics may: cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed;
- e. **Non-Hazardous Domestic Waste** Domestic waste is waste which is non-toxic and non-hazardous, i.e. paper hand towels, flowers etc. that cannot currently be recycled. This waste is placed in clear bags for disposal. The directive aims to reduce the potential for waste to pollute surface water, groundwater, soil,





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air and also to help reduce the impact that waste has on the global environment. The requirements of the Directive are currently applied under the Environmental Permitting Regulations 2010.

- f. **Recyclable Waste** Any items that can be recycled, eg non-confidential paper, cardboard (flat-packed), plastics, cans etc. This waste is placed in green-tinted bags for sorting at a Material Recovery Facility before being processed into a lower-grade new product.
- g. **Infectious/Clinical Waste.** Waste whose collection and disposal is subject to special requirements in order to prevent infection, e.g. dressings, plaster casts, linen, disposable clothing, sanitary products Chemicals consisting of dangerous substances
- h. **Non-Clinical Hazardous Waste.** The Hazardous Waste Regulations (2005) identifies hazardous wastes which are subject to special disposal requirements. These wastes include fluorescent tubes, televisions, computer monitors, batteries, fridges, organic solvents and certain oils.
- i. **Segregation** shall refer to a solid waste management practice of separating different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.
- j. **Compost Pit** - Compost pits are one of the simplest methods of composting organic material for a garden. Once site is selected, assigned personnel will need to dig the pit and then add the compost material, such as food leftovers, fruit and vegetable scraps and grass clippings. Compost Pits enriches the soil, helping retain moisture and suppress plant diseases and pests. It also reduces the need for chemical fertilizers and encourages the production of beneficial bacteria and fungi that break down organic matter to create humus, a rich nutrient-filled material. This will be beneficial as garden fertilizers.
- k. **Materials Recovery Facility (MRF)** – also known as *Materials Reclamation Facility* or *Materials Recycling Facility*, solid-waste management plant that processes recyclable materials to sell to manufacturers as raw materials for new products. where collected recyclable/salable and plastic wastes shall be disposed upon collection.
- l. **3 R's of Waste Management (Reuse, Reduce, Recycle)** - The principle of **reducing waste, reusing and recycling resources and products** is often called the "3Rs." Reducing means choosing to use things with care to reduce the amount of waste generated. The term 'reduce' aims at lowering the usage of natural resources to avoid wastage. For example, using less electricity. The term 'recycle' aims at using the discarded items by recycling them.





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IV. STANDARDS AND PROCEDURES

- a. SDO-Catanduanes shall promote a quality and safe environment for employees, visitors, and other stakeholders.
- b. SDO-Catanduanes shall encourage cooperation, self-regulation and greater participation in the solid waste management to promote environmental awareness and action among employees.
- c. **Segregation of Solid Waste**
 - o Solid waste shall be properly segregated and separated in assigned trash bins in every offices and hallways.
 - o Every office shall provide the following *waste bins with clear labels* and must be placed at strategic areas inside the offices, comfort rooms, and hallways:
 - **Biodegradable** (ex: peels of vegetables and fruits, paper waste, leaves, and food leftovers)
 - **Non-Biodegradable** (ex: plastic bottles and bags, cans, glass bottle and container, and metal)
 - **Toxic/Hazardous/Infectious Waste** (ex: used faced mask and soiled tissue paper, cotton, bandages)
 - **Paper** (Recyclable)
- d. Conduct coordination with the Barangay regarding the collection of the non-biodegradable waste.
- e. Conduct coordination with the LGU/RHU regarding the collection of the infectious and hazardous waste.
- f. Provide a **Compost Pit** for the non-biodegradable waste
- g. Provide a **Materials Recovery Facility** situated in a strategic area in the SDO.
- h. Burning of waste is strictly prohibited under **RA No. 8749** (*Philippine Clear Air Act*)
- i. There must be one (1) **focal person** in every office primarily to monitor the compliance of everyone in the practice of solid waste segregation
- j. There must be an assigned one (1) **administrative aide** in every office purposely to collect waste twice a week.





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V. ROLES AND RESPONSIBILITIES

DIVISION SOLID WASTE MANAGEMENT TEAM	
Composition	Functions
<i>Chairman:</i> Administrative Officer V: Eva Tolentino	Overall responsible for ensuring that the program is being implemented in the SDO and Solid Waste Management is being handled efficiently as permitted by the current existing laws
<i>Vice Chairman:</i> Division WINS (Wash in School) Coordinator: Dr. Amylou B. Celso	Provide Technical Assistance to the SDO in terms of the guidelines of the DepED WINS program
<i>Members:</i> Department/Unit Focal Person: Assigned Casual Worker/Job Order Administrative Aide I	Have the responsibility to check if SWM is being abided in their division unit Have the responsibility to collect the wastes from every department/unit in the SDO
SCHOOL SOLID WASTE MANAGEMENT TEAM	
Congruent to the existing Schools WINS (Wash in Schools) Task Force	

VI. SANCTIONS and RECOGNITION

- a. If the assigned Division SWM Focal Person per Department/Unit found out that waste was not segregated upon collection, he/she will inform the Chief of the Department, and the Chief will be the one who will give warnings to the responsible Section Head:
 - o 1st warning: Call attention of Section Head
 - o 2nd Warning: a fine of Php 50.00 will be given to the Chief, who will be the one to collect and turn it to the office of the Administrative Officer V (Administration).
 - o 3rd Warning: a fine of Php 100.00 will be given to the Chief, who will be the one to collect and turn it to the office of the Administrative Officer V (Administration).

- b. Possible Awards and Recognition for SDO Offices and Personnel for Criteria involving Cleanliness, Hygiene and Sanitation in the annual ONRA Awarding, in accordance to the Rules and Regulation of the PRIME-HRM Rewards and Recognition Committee.





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VII. REFERENCES

- **Republic Act 9003**, or the "*Ecological Solid Waste Management Program of 2000*".
- Virac Municipal Ordinance, **Executive Order No. 12, s 2021**

