



July 25, 2022

OFFICE MEMORANDUM ORDER

No.: 2022- 001

**SUBJECT : SOLID WASTES MINIMIZATION AND MANAGEMENT
POLICIES OF CENRO - TAYTAY, PALAWAN**

It has been observed that some personnel of this Office disregard the Department's advocacy on ecological solid waste management. Styrofoams, single-use plastics and utensils are still being used occasionally, even if avoidable, which is a violation of Regional Memorandum Order No. 2018-006 dated May 18, 2018.

In the interest of implied leadership and duty by the nature of our work to promote protection, conservation and orderliness of the environment at our workplace, communities and respective homes, the following policies and guidelines are hereby implemented among us:

1. Disposal of wastes proper bins only.
2. The use of styrofoam food containers and "unnecessary" single-use products will be prohibited/banned within the Office CENRO compound. "Unnecessary" plastic products refers to cups less than 0.2 millimeter in thickness, drinking straws, coffee stirrers, spoons, forks, knives, "labo" or thin and translucent plastic bags, and thin-filmed sando bags lower than 15 microns in accordance with NSWMC Resolution No. 1363, Series of 2020.
3. Caterers or food vendors will no longer be allowed to deliver food in Styrofoam containers and single-use plastics inside CENRO Taytay premises.
4. The designated Pollution Control Officer and his alternate are the responsible for the implementation of this policies with tasks to:
 - a. Conduct random inspection in work areas to check if employees practice the policy.
 - b. Remind officials and employees in charge of events or activities to require serving or distribution of meals to coordinate with their respective suppliers or caterers to ensure the above policies are observed.
 - c. Monitor section's rubbish bins before leaving the Office at 5pm.
 - d. Call the attention of erring employees for first violation and collecting the following fines for second violation:
 - d.1. Php 200.00 - for every unsegregated bin which shall be divided among the personnel of the section/office where the bin is located;
 - d.2. Php 100.00 per piece of styrofoam containers irregardless of size;
 - d.3. Php 50.00 per-piece of single-use plastic and paper utensils;
 - d.4. Php 100.00 per piece of waste disposed in the "wrong" bin or disposed off improperly.

- e. Report to the Office of the CENRO the personnel who continue to violate the above policies for appropriate sanctions.
- f. Officials and employees who violated this policy and their corresponding fines and penalties shall be given a written notice with advice to settle fines.


The fines will be collected by the Designated Collection Officer and the proceeds from the fines shall be used for the implementation of RA 9003 in the Office and in other related activities within our area of jurisdiction including IECs subject for approval of the CENRO.

Further, the following activities and guidelines will be initiated as part of the implementation of the above policies:

1. Employees are also encouraged to bring their own reusable food containers and utensils and use PET bottles and reusable tumblers.
2. Appropriate notice/flyer will be given to suppliers, caterers or vendors transacting with the Office for their information and adherence.
3. Properly marked bins/containers will be put up to segregate solid wastes including but not limited to biodegradables, recyclables, non-biodegradables/residuals and papers/cardboards. Appropriate containers for hazardous wastes such as paint canisters/containers, ink bottles/cartridges, bulbs and the like will also be put in place.
4. The utility in-charge shall be responsible in proper disposals of the above collected wastes from the Office premises.
5. Compost bin/pit and Material Recovery Facility (MRF) shall be established within the CENRO Compound whenever possible.
6. Conduct general clean-up of CENRO compound every last Friday of the month from 4:00 – 5:00 in the afternoon.

A quick glance summary chart about this prohibition shall be reproduced and disclosed to each guest and client as precautionary information before he/she can be accommodated to transact.

This Order takes effect on August 2, 2022 to allow proper dissemination to all personnel and concerned suppliers/caterers/vendors.


ALAN T. VALLE
CENRO

cc: The PENRO
MIMAROPA Regional Office