



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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DEPARTMENT ORDER)
NO. **58**)
Series of 2015)
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SUBJECT: **GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF D.O. 57, SERIES OF 2009 "DPWH SOLID WASTE MANAGEMENT POLICY"**

In order to enhance and strengthen the implementation of D.O. 57, Series of 2009, "DPWH Solid Waste Management Policy", the following guidelines and procedures are hereby issued, pursuant to the provision of the Implementing Rules and Regulations of the RA 9003 series of 2000 which prescribes that "All Government Offices at the national and local levels, within the executive, legislative and judicial branches, and government owned and controlled corporations shall ensure information, education and actual implementation of waste management program at the workplaces and work premises, including the pursuit of environment-friendly purchasing policies for their respective offices".

I. SCOPE

The Department of Public Works and Highways is committed to safeguard the environment through proper waste segregation to reduce the solid waste generated in all its Offices. This shall be done in all Offices of this Department with the four methods of implementation which are source reduction, reuse of materials, recycling, and purchase of recycled content materials. Every employee of this Department has a personal responsibility for implementing these guidelines.

II. METHODS OF SOLID WASTE MANAGEMENT

A. Source Reduction: All employees of the Department shall implement operational practices to minimize the production of waste. Every effort shall be made to prevent excess or unneeded materials from being purchased.

1. Printing reports and documents on both sides of the paper;
2. Printing appropriate numbers of documents;
3. Using email rather than printed correspondence; and
4. Using products that are reusable, refillable, repairable, non-toxic, and recyclable.
(Items requiring the least possible packaging should be purchased when practical)

B. Reuse of Materials: All employees of the Department should reuse products whenever possible. Examples are using dishes, glasses, and reusable flatware rather than disposable paper and plastic ware.

C. Recycling: All employees of the Department shall segregate identified recyclable materials and place them in appropriate recycling containers with proper markings.

1. *Office Management Recycling* includes aluminum cans, magazines, catalogues, phone books, batteries, cardboard, glass bottles, hard back books, microfiche, toner cartridges, transparencies, videotapes, and additional items as implemented. Recycling Bins - Each office shall have a set of three (3) trash bins:

1.1) *A bin/box for Papers*

Used newspapers, folders, bond papers, corrugated cardboard, balikbayan boxes, and appliance packaging, boxes used as containers of products such as soap, toothpaste, pizza, gifts etc., gift wrappers, books, magazines, telephone directory, flyers and brochures, mailing envelopes.

1.2) *A bin for Plastic Bottles and Cans*

Empty bottles used for juices, soy sauce, vinegar, patis, detergent, shampoo, PET (Polyethylene terephthalate) - plastic bottles from soda and mineralized water, ice cream containers, plastic monobloc chairs, basins, pails, toys, plastic utensils, egg trays, cups, inject cartridges, compact discs and tapes.

1.3) *A bin for the Residuals*

Residuals are solid waste that are non-compostable and non-recyclable. Composed mostly of soiled plastic bags, sanitary napkins, diapers, used tissue papers, sachets, wrappers, tetra packs, worn-out rugs, used pens, cotton swabs and other soiled materials that cannot be composted or recycled.

They should be ecologically managed through the use of Alternative Technologies or disposed through an ecologically sound disposal facility (Landfill).

1.4) *A container for leftover foods and food scraps (Used plastic ice cream container)*

Biodegradables like leftover foods, fruits and vegetables, seeds and peelings, etc., Seafood shells (crabs, lobsters, clams, etc.), eggshells, fish bones, entrails, etc.

Note: Drain/dry leftovers and do not place left overs in plastic bags. Place them in the composting area.

2. *Facilities Management Recycling* includes construction/demolition debris, fluorescent light bulbs, motor oil, oil fibers, paint, pallets, refrigerants, scrap metals, solvents, tires, yard waste, and other related items.

D. Purchase of Recycled Content Material: All Offices of the Department shall take efforts to purchase and use products manufactured from or containing recycled materials.

III. ADVISORY COMMITTEE AND TWG

An Advisory Committee (AC) shall be created to oversee the implementation of D.O. 57, Series of 2009, and these guidelines and procedures, to be headed by the Director of the Planning Service. Its members shall be composed of the Directors of the Human Resource and Administrative Service (HRAS), Stakeholders Relations Service (SRS), Internal Audit Service (IAS) and Buildings and Special Projects Management Cluster-Unified Project Management Office (BSPMC-UPMO).

The functions of the Advisory Committee are:

1. Formulate additional policy and guidelines to supplement existing D.O. 57, Series of 2009.
2. Make amendments to the existing policies if necessary for its proper implementation.
3. Determine and approve the use of proceeds of Sales from recyclable materials.

A Technical Working Group (TWG) shall also be created to assist the Advisory Committee in carrying out its functions. The TWG shall be composed of the following:

Head	- Division Chief, Environmental and Social Safeguards Division (ESSD), Planning Service
Vice Head	- Current DPWH Union President
Members	- Representative from ESSD-PS - Representative from FMD-HRAS - Representative from IAS - Representative from FMS - Representative from SRS - Representative from the BSPMC-UPMO - Representative from the RMC I - Bilateral-UPMO - Overall Supervisor of the Cleaning Service Contractor - National Capital Region (representing DPWH Regional Offices)

The functions of the TWG are to:

1. Oversee and monitor the implementation of D.O. 57, Series of 2009 specifically on:
 - a. Office Management Recycling
 - b. Facilities Management Recycling
 - c. Collection and transfer of recyclables
 - d. Disposal system
 - e. Conduct of Information and Educational Campaign (IEC) whenever necessary

2. Manage the proper implementation of the composting area and Materials Recovery Facility (MRF).
3. Determine and recommend the use of the proceeds of sales from recyclable materials for the final approval of the Advisory Committee.

IV. COLLECTION, TRANSFER AND TRADING OF RECYCLABLES

The Bukod-Basura (Bu-Ba) Coordinator and the Cleaning Service Contractor assigned to their respective offices shall be responsible in maintaining the segregation of solid waste in their areas of jurisdiction and to oversee waste reduction and recycling activities in their division/office. They shall record the corresponding weight of the recovered recyclable materials prior to its transfer to the MRF.

The CSC Janitorial Service floor level supervisor shall supervise the collection of all recyclables within his/her assigned floor level and shall ensure that the weighed recyclables from every offices within his/her assigned floor level shall be deposited to the MRF, located at the ground floor of the Central Office Bldg. All CSC Staff assigned in every office are responsible for collecting the recyclables which will then be transferred to the MRF and the leftover food and food scraps shall be handed-over to the assigned LQ at the composting area and properly placed it to the composter.

The DPWH Central Office Employees Union together with the FMD-HRAS shall supervise the trading and selling of recyclables and submit the sales report every month or after the conduct of the sales to ESSD Office. Hence, to sustain the implementation of the collection, transfer, and disposal, the Department shall provide one each Janitorial Service in maintaining the MRF at the Head Office and the MRF located at the NCR compound.

The FMD-HRAS shall oversee the service compliance with DO 57 by the Cleaning Service Contractor in the implementation of this policy and shall recommend the corresponding penalty for the non-compliance with the DO.

In the Regional/District Offices, the Regional/District Employees Union together with the Regional/District EIA Officer (Environmental Management Specialist) shall supervise the trading and selling of recyclables in the region. The Regional Offices shall compile the quantity of recyclables produced in their respective Regional Offices as well as their District Offices. The said report shall be submitted to ESSD, Planning Service on a quarterly basis every year.

V. BENEFICIARY OF THE PROCEEDS

As stated in D.O. 57, S.2009, the DPWH Employees Union members shall be the beneficiary of the proceeds of the sale of recyclable materials which will be used for environmental projects. The projects that will be identified and recommended by the TWG shall be subject to the approval of the Advisory Committee. The TWG will prepare the project proposal with the corresponding program of works and other supporting documents that maybe required by the Advisory Committee.

The proceeds shall be deposited in a separate account of the DPWH Employees Union who shall be responsible for the safekeeping of the account. The signatory on the said account shall be the President of the Union and the Head of the TWG to ensure transparency and proper accountability. The DPWH Employees Union together with the ESSD, Planning Service shall be responsible for the accounting and auditing of expenditure made from the proceeds of the sales.

VI. FINAL DISPOSAL OF RESIDUAL AND BIODEGRADABLE MATERIALS

The Cleaning Service Contractor shall be responsible for the proper disposal and see to it that only residuals are disposed and all biodegradable materials like left-over foods and food scraps shall be dumped into the composting area. The FMD-HRAS shall supervise the Cleaning Service Contractor to maintain a space within the compound for purposes of composting the biodegradable materials. For Offices with no cleaning service contractor, the utility man or the janitor shall undertake the tasks of disposing the residuals, while biodegradable materials shall be dumped to the composting area in coordination with the assigned Janitorial Service assigned for the maintenance of the composting facilities and MRF located in the Central Office and NCR Compound.

VII. INFORMATION, EDUCATION CAMPAIGN (IEC)

The Environmental and Social Safeguards Division (ESSD), Planning Service and Public Information Division (PID), Stakeholder Relations Service (SRS) in coordination with the DPWH Employees Union shall be responsible for the conduct of Information and Education Campaign (IEC) at the Central Office.

The Regional EIA Office specifically the Environmental Management Specialist shall be in charge of the IEC for the Regional and District Offices, to ensure that all DPWH employees with their jurisdiction shall be aware of the policy. The IEC shall be conducted in every offices of the Department once a year or when the need arises.

VIII. MONITORING AND EVALUATION

Each Office/Division shall evaluate and implement feasible waste reduction opportunities to the maximum extent possible. Each Office/Division shall appoint a BU-BA Coordinator to oversee waste reduction and recycling activities within their division/office. The designated BU-BA Coordinator shall be a staff of the concerned Office/Division and **not the assigned person of the Cleaning Service Contractor**. Each Office/Division, through its BU-BA, shall report the division/office's waste reduction activities together with the implementation results to ESSD every month thereafter to make sure that waste reduction procedures and actions have been implemented. The BU-BA shall ensure that all recyclables are transferred and weighed (kg) at the DPWH MRF, which shall be the basis for the monitoring of the proceeds from the sales. The ESSD shall also conduct quarterly monitoring and evaluation to verify submitted reports. Further, ESSD shall conduct ocular inspection on the implementation of DO 57, Series of 2009 from various Offices in order to ensure that the policy is strictly enforced and implemented.

IX. PROHIBITION

Memoranda dated May 13, and May 21, 2014, prohibit the use of individual trash bin and require all offices to provide a set of three (3) trash bins to be placed in an area accessible to all staff inside the office to ensure proper waste segregation. To avoid mixing with the residuals, the office shall also provide a plastic container in every office pantry for the left over foods and food scraps, and the said waste shall be dump to the assigned composting area.

As stated under the 4th paragraph of Memorandum dated May 13, 2014, all employees and Cleaning Service Contractor are prohibited from bringing recyclable materials outside of DPWH compound, hence, the assigned security guard on duty shall see to it that there are no recyclable materials being brought out of the DPWH compound. DPWH employees are prohibited to sign any gate pass for anybody who intends to bring out any recyclable materials without proper coordination with the ESSD Office.

XI. PENALTIES

Employees violating any of the provisions of these implementing rules and regulations shall be charged administratively and penalized in accordance with existing rules and regulations.

XII. THE CLEANING SERVICE CONTRACTOR

The service contractor shall comply with the implementation of this policy. Their performance shall be evaluated based on the proper collection of recyclables and disposal of residuals and biodegradable materials.

The HRAS shall be in-charge in monitoring and evaluation of the performance of the service contractor and shall define the corresponding sanctions or penalties for any violation of this guideline.

This Department Order shall supersede D.O. 57 series of 2009 and shall take effect immediately.


ROGELIO L. SINGSON
Secretary

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