



24 January 2020

OFFICE ORDER

No. 2020 - 010

SUBJECT : OFFICE WASTE MANAGEMENT SYSTEM WHICH INCLUDES PROHIBITING SINGLE-USE PLASTICS IN THE CLIMATE CHANGE COMMISSION

1. BACKGROUND:

- 1.1. Republic Act No. 9003, otherwise known as the "Philippine Ecological Solid Waste Management Act of 2000", states that it is the policy of the State to ensure the proper segregation, collection, transport, storage, treatment, and disposal of solid waste through the formulation and adoption of proper environmental practices in ecological waste management.
- 1.2. Furthermore, it is the policy of the State to systematically integrate the concept of climate change in various phases of policy formulation, development plans, poverty reduction strategies, and other development tools and techniques by all agencies and instrumentalities of the government.
- 1.3. In line with this, the Climate Change Commission shall adopt an office waste management system, which includes prohibiting the use of single-use plastics.

2. GUIDELINES:

- 2.1. All CCC-CCO personnel, regardless of the nature of employment of contract, including project staff and on-the-job trainees, are required to segregate all collected waste in the office.
- 2.2. Collected waste may be classified into two types:
 - 2.2.1. Biodegradable waste;
 - 2.2.2. Non-biodegradable waste.

S U R V I V E # 1 0 5 C T H R I V E

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- 2.3. Biodegradable waste, which must be brought to a materials recovery facility, shall be segregated in different waste bins as follows:
 - 2.3.1. Paper waste, that may be further segregated into two bins:
 - 2.3.1.1. Paper waste includes frozen food cartons, paper cups, facial tissues/paper towels and paper plates;
 - 2.3.1.2. Scratch paper (used on both sides).
 - 2.3.2. Food waste;
 - 2.3.3. Used tissue from toilets, with other organic waste that can be broken down into CO₂ and methane.
- 2.4. Non-biodegradable waste, which must be brought to a materials recovery facility, shall be segregated as follows:
 - 2.4.1. Recyclable empty beverage containers (glass and metal made containers)
 - 2.4.2. Residual waste are those that can no longer be recycled or reused. These include used and soiled plastic wrappings, tin cans, and polystyrene materials.
- 2.5. The CCC-CCO must provide separate waste containers following the waste segregation scheme set above.
- 2.6. The CCC-CCO prohibits single-use plastics (such as plastic straws, stirrers, utensils, food wrappers, grocery bags, instant food packaging, lids, drinking bottles, and caps) in its daily operations, meetings, events, and other activities. Staff shall likewise abstain from personally using single-use plastics within office premises.
- 2.7. All unavoidable plastics that will be used in the CCC must be reused, recycled, and disposed of properly, in accordance with the relevant provisions of RA No. 9003.

3. ENFORCEMENT:

- 3.1. For the effective implementation of the aforementioned guidelines, the following compliance and monitoring procedure is hereby adopted:
 - 3.1.1. Waste compliance officers shall be assigned for each office and division.
 - 3.1.2. The compliance officer shall notify employees who violate the office waste management system.
 - 3.1.3. The compliance officer shall submit weekly report of employees who violated the office waste management system.
 - 3.1.4. HRMS shall keep dedicated record of the number of times an employee violated the office order, for transmittal on a weekly basis to the Chief of the Administrative and Finance Division.
 - 3.1.5. Any dispute shall be referred to the Grievance Committee for resolution.

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3.2. Non-compliance to the office waste management system shall mean violation of reasonable office rules and regulations and shall have the same schedule of penalties as prescribed in the Human Resource Policies and Manual.

Offense	Penalty
First Offense	Written warning
Second Offense	Written reprimand
Third Offense	Suspension without pay for one (1) to seven (7) days

4. EFFECTIVITY:

This office order shall take effect immediately.

For strict implementation.



SECRETARY EMMANUEL M. DE GUZMAN
Vice Chairperson and Executive Director