

Office of the President
of the Philippines
Malacañang

MFN 10217

MEMORANDUM ORDER NO. 36

**CREATING THE ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE IN
THE OFFICE OF THE PRESIDENT**

There shall be an Ecological Solid Waste Management Office (Eco-Waste Office) in the Office of the President which shall have the primary responsibility for drawing-up, overseeing and enforcing programs and guidelines relating to the ecological solid waste management within the Office of the President. The Eco-Waste Office shall likewise establish a cooperative effort, in the area of solid waste management among the concerned entities within the Palace complex (e.g. Office of the Press Secretary, Presidential Management Staff, Presidential Security Group, etc.)

By virtue of the creation of the Eco-Waste Office, Director Priscilla Teehankee-Gamboa is hereby appointed as head of said Office and Chairman of the Save Mother Earth Committee (SMEC). The SMEC shall assist and complement the environmental and health-related initiatives or endeavors and serve as support mechanism to ensure the over-all success of the Eco-Waste Office.

The SMEC shall retain, except for the incumbent Chairman who shall instead be a co-Chairman, its original roster of officers and members and is hereby directed to coordinate with and submit its programs, projects and activities particularly those pertinent to ecological solid waste management to the Eco-Waste Office.

By authority of the President:

PMS LIBRARY

Received

OCT 19 2001 &
Date

Avellino J. Cruz, Jr.

AVELINO J. CRUZ, JR.

OIC, Office of the Executive Secretary

October 13, 2001



PMS LIBRARY BCODE002270

**Office of the President
of the Philippines
Malacañang**

OFFICE ORDER NO. EW01

OP GUIDELINES ON WASTE MANAGEMENT

In support of the administration's program to achieve a clean, safe, beautiful and healthy environment within the Malacanang Complex and the country's waste management program, all personnel in the Office of the President are enjoined to undertake the following:

1. Practice waste segregation

Every office will provide separate and properly labeled receptacles for its wet biodegradable and dry non-biodegradable wastes.

- a. Wet waste (e.g. food, fruit/vegetable peelings) will be collected by the assigned janitors everyday between 4:00 p.m. and 5:00 p.m. for composting, unless requested by any one for recycling as animal feed.
- b. Dry waste sorted as plastics, bottles and cans which must first be rinsed by the user and placed in a separate receptacle, will be collected by janitors every Wednesday between 4:00 p.m. and 5:00 p.m. for recycling, reuse or sale.
- c. Only clean paper waste (not crumpled) shall be thrown into the employee's personal waste basket for reuse. These will be collected in the same manner as Item b for sale.

Every office will assign one (1) responsible employee in the office to monitor compliance of waste segregation.

2. Save old newspapers, telephone directories and scratched/shredded papers

The **Save Mother Earth Committee** (SMEC) of the Eco-Waste Office, through the janitors, will collect old newspapers, directories and scratch/ shredded papers every Wednesday between 4:00 and 5:00 p.m.

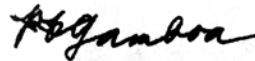
The **Save Mother Earth Committee** shall be responsible for the sale of the old newspapers, directories and other collected recyclable paper and shall immediately turn-over all proceeds of the sale to the OP Eco-Waste Office, through Dir. Priscilla T. Gamboa.

AM.

3. **Use scratch papers for photocopying, drafting memoranda, letters and for similar purposes.**
4. **Observe and follow the motto "Basura Ko, Responsibilidad Ko – Basura Mo, Responsibilidad Mo" at all times. No compliance, no collection of garbage.**

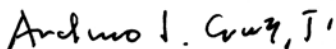
The **OP Eco-Waste Management Office**, headed by Dir. Priscilla Teehankee-Gamboa, and the **Save Mother Earth Committee** thereunder, shall see to it that this Order is strictly implemented.

For immediate compliance.



PRISCILLA TEEHANKEE-GAMBOA
Director, OP Eco-Waste Management Office

APPROVED:



AVELINO J. CRUZ, JR.
OIC, Office of the Executive Secretary

October 13, 2001