



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**OFFICE MEMORANDUM**

No. 009, s. 2023

FROM : **THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Unit Heads  
All Others Concerned

SUBJECT : **ADOPTION OF THE PROPER WASTE SEGREGATION SYSTEM IN THE SDO**

DATE : September 28, 2023

To ensure the compliance to Ecological Waste Management Act of 2000 (RA 9003), this Office announces the Adoption of the Proper Waste Segregation System in SDO Bataan

Attached is the Guidelines in the Proper Waste Segregation System in the SDO Bataan, for adoption and implementation on proper waste segregation initiative which can greatly minimize environmental impact and foster a more sustainable workplace.

For information and strict compliance.

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Schools Division Superintendent

CL7/ci28  
September 28, 2023



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*"We Mould Heroes"*



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 100-1100



PHILIPPINE QUALITY STANDARD  
COMMITTED TO  
QUALITY MANAGEMENT LEVEL II  
2022



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Enclosure to Office Memorandum No\_\_\_\_, s. 2023

## **GUIDELINES IN THE PROPER WASTE SEGREGATION SYSTEM IN THE SDO BATAAN**

Pursuant to Ecological Solid Waste Management Act of 2000 (RA 9003), this Office sets guidelines and targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures which utilizes environmentally sound methods that maximize the utilization of valuable resources and encourage resource conservation and recovery.

Further, this Office shall adopt a comprehensive waste segregation system to promote environmental sustainability, reduce landfill waste, and enhance our commitment to corporate social responsibility for a cleaner and greener workplace in order to achieve and maintain a clean, green environment and maintain cleanliness and orderliness in the SDO.

To ensure the success of this initiative, the following guidelines are outlined below:

### **1. Segregation Categories**

All Units and personnel shall categorize and segregate solid wastes in accordance with the following classifications:

**Biodegradable wastes** – are domestic wastes which decompose in the course of time such as leftover foods, fruits and vegetable, peelings, leave and grass and other paper products.

**Non-biodegradable wastes** – refers to inorganic solid wastes which do not undergo decomposition such as cartridges, ballpens, cellophanes, tetra packs, aluminum cans and other plastic products.

**Hazardous/toxic wastes** – are those potentially dangerous to the environment and health because of chemical reactivity and toxicity such as needles, blades, nails, aerosol cans, bulbs, batteries, expired medicines and other chemicals alike.





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For sanitary segregation and storage of refuse/waste, each unit shall be provided with color coded container/trash bins for segregation of solid waste according to type. The following colors shall be followed:

**YELLOW/GREEN** for Biodegradable wastes;  
**BLUE** for Non-biodegradable wastes; and  
**RED/BLACK** for Hazardous/toxic wastes.

## 2. Waste Disposal Bins

Each unit must have solid waste containers, which is sufficient in number and size, to store the total volume of refuse produced.

The following reminders are emphasized.

- Place clearly labeled bins in designated areas throughout the office, including the kitchen, common areas, and near workstations. It shall be properly labeled and equipped with a tight cover and well-attached hinged lids to prevent the escape of foul odors.
- Ensure that the bins are easily identifiable with the respective waste categories for efficient segregation.
- Regularly empty and clean the bins to maintain cleanliness and hygiene.

May consider merging the tips for segregation with the reminders.

## 3. Tips for Segregation:

- Familiarize yourself with the designated waste categories and the types of waste that belong to each category.
- Rinse recyclable items before placing them in the recycling bin to prevent contamination.
- Encourage the reduction of waste generation by practicing paperless communication, reusing items, and opting for sustainable alternatives.

## 4. Awareness and Training

All units shall:

- conduct awareness sessions to educate employees about the importance of proper waste segregation and its positive impact on the environment.



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- b. Display informative posters and signages near waste disposal areas to guide employees on correct waste disposal practices.
- c. Encourage open discussions and feedback regarding the waste segregation initiative to foster employee engagement and continuous improvement.

### **5. Monitoring and Evaluation:**

- a. To oversee the implementation of the waste segregation system, the Personnel Unit shall establish a responsible team member or a green committee to monitor waste disposal procedures and assessing the success of the program.
- b. Identify areas for improvement and make necessary adjustments to enhance waste segregation efforts.