



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

**OFFICE MEMORANDUM**

No 049, s. 2025

FROM : **CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

TO : **All SDO Personnel**

SUBJECT : **Waste Management and "No Segregation, No Collection" Policy**

DATE : **October 8, 2025**

Please be informed that starting October 10, 2025 (Friday), this Office will strictly implement the Waste Management and "No Segregation, No Collection" Policy within the Schools Division Office (SDO) of Bataan.

All personnel are directed to segregate waste at source using the following color-coded trash bins:

- Red Bin – Biodegradable Waste (e.g., food scraps, garden waste, and other compostable materials)
- Yellow Bin – Plastic and PET Bottles (e.g., plastic wrappers, containers, and bottles)
- Blue Bin – Paper Waste (e.g., used paper, cardboard, cartons, and other paper products)

Strict observance of proper waste segregation must be maintained to ensure compliance with the municipal program and to promote cleanliness in the workplace. Please be reminded that failure to segregate waste properly may result in non-collection by the utilities personnel.

Immediate and wide dissemination of this Memorandum is directed.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

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