This policy on solid waste management at PUP is in consonance with Republic Act No. 9003 passed by the Philippine Congress in December 2000 which provides for an ecological waste management program and institutional mechanism and incentives, including certain prohibitions and penalties toward its implementation.

GENERAL PROVISIONS

Rule 1 -Preliminary Provisions

Section 1-Title

These Rules shall be known as the "Implementing Rules and Regulations of the Polytechnic University of the Philippines Solid Waste Management."

Section 2- Purpose

These rules are promulgated to aggressively implement proper waste collection, segregation, reduction and or recycling and organics recovery in PUP system for public health and environmental cleanliness and safety.

Section 3-Scope

These rules cover the whole PUP System

Section 5-Administrative and Enforcement

These Rules and Regulations shall be administered by the Solid Waste Management Task Force (SWMTF).

The functions of the Task Force are as follows:

1) Implements the local solid waste management policy;
2) Recommends the approval of the University solid waste management plan to the President;
3) Monitors and implements the solid waste management plan;
4) Develops and adopts incentive programs towards an eco-friendly environment;
5) Formulates the necessary information, education and communication campaign in support to the implementation of the solid waste management plan; and
6) Develops a mechanism for the imposition of sanctions for the violation of solid waste management policy of the University

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This Act which is a consolidation of House Bill No. 10651 and Senate Bill No. 1595 was finally passed by the House of Representatives and the Senate on December 20, 2000 and December 12, 2000, respectively.

(Sgd.) LUTGARDO B. BARBO
Secretary of the Senate

(Sgd.) ROBERTO P. NAZARENO
Secretary General
House of Representatives

Approved: January 26, 2001

(Sgd) GLORIA MACAPAGAL-ARROYO
President of the Philippines

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March 18, 2014

To:
- VPAAO AVPAA Norberto Caturay
- VPAO AVPA Rosita Canlas
- CMO Dir. Ruby Gapasin
- NSTP Dir. Rovelina Jacolbia
- OSS Dir. Armando Torres
- RGO Dir. Lualhati Dela Cruz
- SECURITY Chief Valentin Espina
- Chief Ronald Fernando
- HEA FOR Chief Joey Pinalas
- ELECTR Prof. Iris Rowena Bernardo

Subject: Notice of Meeting

Good Day!

You are hereby requested to attend the meeting on March 21, 2014 (Friday) at 10:00 am at CDMO Directors office. The agenda of this meeting are:

1. Discussion of Solid Waste Management policy
2. Implementation of the Policy
3. Other matter regarding the Solid Waste Management Policy

Your Cooperation is highly appreciated.

Thank you very much.

Prepared by;

Engr. Ayvidday DR. Austria
Chief, Ground and Maintenance

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Noted by:

Dr. Antonio Y. Velasco
Director, CDMO

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used commercially or personally, i.e., in parties, religious activities, meetings, etc.

3.2.b Protective Styrofoam nets in fruits must be removed by the seller when sold to the costumer.

3.2.c Styrofoam being used as protective packaging as defined in this IRR shall be allowed

3.2.d The use of Styrofoam packaging for all food and food products are totally banned and prohibited.

3.3 REGULATING THE USE OF PLASTIC BAGS AND PACKAGING ON WET GOODS

3.3.a A single layer of plastic as primary packaging for wet goods as defined under the policy shall be allowed

3.3.b Only "labo" type of plastic which is without handle, is the only type of primary packaging allowed for wet goods.

3.3.c Wet processed food as defined under this Policy maybe placed in plastic primary packaging

3.3.d Wet goods which are factory-packaged shall be considered as primary- packaged and placing it in another plastic shall constitute a violation of the policy

3.3.e For beverages like softdrinks, a deposit fee for the bottle shall be imposed by the seller. For other beverages, paper cups shall be used. It is prohibited to transfer the beverages in plastic bags nor in plastic cups.

3.3.f A secondary packaging for wet goods may be provided or sold by the seller provided it is made of alternative materials and not plastic nor Styrofoam.

3.4 GRADUAL PHASEOUT ON THE USE OF PLASTIC BAGS AND ITEMS MADE OF STYROFOAM

3.4.a A moratorium period of three months upon its affectivity shall be extended to Offices, Colleges, Stores and Concessionaires to exhaust any existing stocks of plastic bags and Styrofoam packaging.

3.4.b After the moratorium period, all Styrofoam, Plastic Sando bags and similar packaging shall be confiscated by the school authorities and security officers.

3.4.c On the onset of the full implementation of this Policy, no office and establishment, within the PUP system shall possess, display, nor use Plastic Sando Bags and Styrofoam materials and other prohibited materials as described in the policy.

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This policy is focused on the collection, transfer, source reduction, and material recovery, and final disposal of solid waste toward a sound environmental practice at PUP and all its campuses.

1. Collection and Transfer – Take into account the coverage of the solid waste management through proper collection in all PUP System in their designated area/pit ensuring 100% collection on a daily basis is achieved with the following actions:
   a. Availability and provision properly designed containers/receptacles in selected collection points for temporary storage until collection and transfer to processing or final disposal sites usually done by regular dump trucks is done.
   b. Segregation of different types of solid wastes.
   c. Hauling of solid waste from source to disposal sites.
   d. Provision of properly trained officers and workers to handle solid waste disposal.

2. Solid Waste Segregation - shall refer to sorting and segregation of different materials found in solid waste order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.

   2.1. Waste produced by each Office, College, Store and concessionaire shall be put in separate receptacles or containers properly marked i.e. one for biodegradable and one for non-biodegradable, secured and protected from insects and pests, and placed in the customary or usual place where garbage collectors shall collect them.

3. Solid Waste Reduction -- Implementation of strategies to reduce the volume of solid waste generated at source, particularly PLASTIC and STYRO, which are tremendously accumulated in the food services section of the of the University. An annual 30% target waste reduction will be set. There will be an incentive given to those who will reduce the use of non-recyclable packaging materials in exchange for paper, cardboard, glass, metal and other materials among food concessionaires inside the University.

   3.1 PROHIBITION ON THE USE OF PLASTIC BAGS ON DRY GOODS

   3.1.a Primary and alternative packaging for dry goods shall be in paper or paper products, recycled materials such as newspaper,sacks, and reusable shopping bags

   3.1.b The use of plastic bags or any plastic packaging in dry goods is TOTALLY BANNED and PROHIBITED.

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adopt:

1.1.1 Waste Management
1.1.2 Solid Waste Segregation
1.1.3 Solid Waste Reduction
1.3.1 Regulation on the use of Plastic Packaging on Wet Goods
1.3.2 Total ban on the use of Plastics Packaging on Dry Goods
1.3.3 Total ban on the use of Styrofoam as food container

Rule 3-Definition of Terms

RA 9003 has defined the following terms in the implementation of the policy on solid waste management:

Collection	The act of removing solid wastes from the source or from communal storage point.
Controlled dump	The disposal site at which solid waste is deposited in accordance to the minimum prescribed standards of site operation and collection.
Disposal	The discharge, deposit, dumping or placing of any solid waste into a pit or any place assigned.
Generation	The act or process of producing solid waste.
Materials recovery facility	Solid waste transfer station or sorting station.
Receptacle	Individual containers used for the source generation and collection of garbage.
Segregation at source	Solid waste management practice of separating at the point of origin the different materials to reduce the volume of wastes (Separating biodegradable (organic) from non-biodegradable (non-organic).
Solid waste	Discarded household/institutional and commercial wastes that are non-hazardous and non-toxic.
Solid waste management	Control of generation, storage, collection, transfer and disposal in accord with principles of public health and environmental considerations responsive to public attitude.
Solid waste reduction	Decreasing the volume of solid waste generated before it enters the solid waste dump like materials substitution and packaging restrictions.

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Republic of the Philippines
Congress of the Philippines
Metro Manila

Eleventh Congress

Third Regular Session

Begun and held in Metro Manila, on Monday, the twenty-fourth day of July, two thousand.

[REPUBLIC ACT NO. 9003]

AN ACT PROVIDING FOR AN ECOLOGICAL SOLID WASTE MANAGEMENT PROGRAM, CREATING THE NECESSARY INSTITUTIONAL MECHANISMS AND INCENTIVES, DECLARING CERTAIN ACTS PROHIBITED AND PROVIDING PENALTIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

CHAPTER I
BASIC POLICIES

Article 1
General Provisions

Section 1. Short Title. -- This Act shall be known as the "Ecological Solid Waste Management Act of 2000".

Section 2. Declaration of Policies. -- It is hereby declared the policy of the State to adopt a systematic, comprehensive and ecological solid waste management program which shall:

(a) Ensure the protection of public health and environment;

(b) Utilize environmentally-sound methods that maximize the utilization of valuable resources and encourage resources conservation and recovery;

(c) Set guidelines and targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures, including composing, recycling, re-use, recovery, green charcoal process, and others, before collection, treatment and disposal in appropriate and environmentally-sound solid waste management facilities in accordance with ecologically sustainable development principles;

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disposal of solid waste through the formulation and adoption of the best environmental practices in ecological waste management excluding incineration;

(e) Promote national research and development programs for improved solid waste management and resource conservation techniques, more effective institutional arrangement and indigenous and improved methods of waste reduction, collection, separation and recovery.

(f) Encourage greater private sector participation in solid waste management;

(g) Retain primary enforcement and responsibility of solid waste management with local government units while establishing a cooperative effort among the national government, other local government units, non-government organizations, and the private sector;

(h) Encourage cooperation and self-regulation among waste generators through the application of market-based instruments;

(i) Institutionalize public participation in the development and implementation of national and local integrated, comprehensive and ecological waste management programs; and

(j) Strengthen the integration of ecological solid waste management and resource conservation and recovery topics into the academic curricula of formal and non-formal education in order to promote environmental awareness and action among the citizenry.

Article 2
Definitions of Terms

Section 3. Definition of Terms. – For the purpose of this Act:

(a) Agricultural waste shall refer to waste generated from planting or harvesting of crops, trimming or pruning of plants and wastes or run-off materials from farms or fields;

(b) Bulky wastes shall refer to waste materials which cannot be appropriately placed in separate containers because of either its bulky size, shape or other physical attributes. These include large worn-out or broken household, commercial, and industrial items such as furniture, lamps, bookcases, filing cabinets, and other similar items;

(c) Bureau shall refer to the Environmental Management Bureau;

(d) Buy-back center shall refer to a recycling center that purchases or otherwise accepts recyclable materials from the public for the purpose of recycling such materials;

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from a communal storage point;

(f) Composting shall refer to the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product;

(g) Consumer electronics shall refer to special wastes that include worn-out, broken, and other discarded items such as radios, stereos, and TV sets;

(h) Controlled dump shall refer to a disposal site at which solid waste is deposited in accordance with the minimum prescribed standards of site operation;

(i) Department shall refer to the Department of Environment and Natural Resources;

(j) Disposal shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in any land;

(k) Disposal site shall refer to a site where solid waste is finally discharged and deposited;

(l) Ecological solid waste management shall refer to the systematic administration of activities which provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment;

(m) Environmentally acceptable shall refer to the quality of being re-usable, biodegradable or compostable, recyclable and not toxic or hazardous to the environment;

(n) Generation shall refer to the act or process of producing solid waste;

(o) Generator shall refer to a person, natural or juridical, who last uses a material and makes it available for disposal or recycling;

(p) Hazardous waste shall refer to solid waste or combination of solid waste which because of its quantity, concentration, or physical, chemical or infectious characteristics may:

(1) cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or

(2) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed;

(q) Leachate shall refer to the liquid produced when waste undergo decomposition, and when water percolate through solid waste undergoing

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(r) Materials recovery facility – includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility;

(s) Municipal waste shall refer to wastes produced from activities within local government units which include a combination of domestic, commercial, institutional and industrial wastes and street litters;

(t) Open dump shall refer to a disposal area wherein the solid wastes are indiscriminately thrown or disposed of without due planning and consideration for environmental and health standards;

(u) Opportunity to recycle shall refer to the act of providing a place for collecting source-separated recyclable material, located either at a disposal site or at another location more convenient to the population being served, and collection at least once a month of source-separated recyclable material from collection service customers and to providing a public education and promotion program that gives notice to each person of the opportunity to recycle and encourage source separation of recyclable material;

(v) Person(s) shall refer to any being, natural or juridical, susceptible of rights and obligations, or of being the subject of legal relations;

(w) Post-consumer material shall refer only to those materials or products generated by a business or consumer which have served their intended end use, and which have been separated or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacturing of recycled product, excluding materials and by-products generated from, and commonly used within an original manufacturing process, such as mill scrap;

(x) Receptacles shall refer to individual containers used for the source separation and the collection of recyclable materials;

(y) Recovered material shall refer to material and by-products that have been recovered or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacture of a recycled product;

(z) Recyclable material shall refer to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans and other materials as may be determined by the Commission;

(aa) Recycled material shall refer to post-consumer material that has been recycled and returned to the economy;

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and includes any process by which solid waste materials are transformed into new products in such a manner that the original products may lose their identity, and which may be used as raw materials for the production of other goods or services: *Provided*, That the collection, segregation and re-use of previously used packaging material shall be deemed recycling under this Act;

(cc) Resource conservation shall refer to the reduction of the amount of solid waste that are generated or the reduction of overall resource consumption, and utilization of recovered resources;

(dd) Resource recovery shall refer to the collection, extraction or recovery of recyclable materials from the waste stream for the purpose of recycling, generating energy or producing a product suitable for beneficial use: *Provided*, That, such resource recovery facilities exclude incineration;

(ee) Re-use shall refer to the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics;

(ff) Sanitary landfill shall refer to a waste disposal site designed, constructed, operated and maintained in a manner that exerts engineering control over significant potential environmental impacts arising from the development and operation of the facility;

(gg) Schedule of Compliance shall refer to an enforceable sequence of actions or operations to be accomplished within a stipulated time frame leading to compliance with a limitation, prohibition, or standard set forth in this Act or any rule or regulation issued pursuant thereto;

(hh) Secretary shall refer to the Secretary of the Department of Environment and Natural Resources;

(ii) Segregation shall refer to a solid waste management practice of separating different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal;

(jj) Segregation at source shall refer to a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal;

(kk) Solid waste shall refer to all discarded household, commercial waste, non-hazardous institutional and industrial waste, street sweepings, construction debris, agriculture waste, and other non-hazardous/non-toxic solid waste.

Unless specifically noted otherwise, the term "solid waste" as used in this Act shall not include:

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in mortality or in serious or incapacitating reversible illness, or acute/chronic effect on the health of persons and other organisms;

(2) infectious waste from hospitals such as equipment, instruments, utensils, and fomites of a disposable nature from patients who are suspected to have or have been diagnosed as having communicable diseases and must therefore be isolated as required by public health agencies, laboratory wastes such as pathological specimens (i.e., all tissues, specimens of blood elements, excreta, and secretions obtained from patients or laboratory animals), and disposable fomites that may harbor or transmit pathogenic organisms, and surgical operating room pathologic specimens and disposable fomites attendant thereto, and similar disposable materials from outpatient areas and emergency rooms; and

(3) waste resulting from mining activities, including contaminated soil and debris.

(ll) Solid waste management shall refer to the discipline associated with the control of generation, storage, collection, transfer and transport, processing, and disposal of solid wastes in a manner that is in accord with the best principles of public health, economics, engineering, conservation, aesthetics, and other environmental considerations, and that is also responsive to public attitudes;

(mm) Solid waste management facility shall refer to any resource recovery system or component thereof; any system, program, or facility for resource conservation; any facility for the collection, source separation, storage, transportation, transfer, processing, treatment, or disposal of solid waste;

(nn) Source reduction shall refer to the reduction of solid waste before it enters the solid waste stream by methods such as product design, materials substitution, materials re-use and packaging restrictions;

(oo) Source separation shall refer to the sorting of solid waste into some or all of its component parts at the point of generation;

(pp) Special wastes shall refer to household hazardous wastes such as paints, thinners, household batteries, lead-acid batteries, spray canisters and the like. These include wastes from residential and commercial sources that comprise of bulky wastes, consumer electronics, white goods, yard wastes that are collected separately, batteries, oil, and tires. These wastes are usually handled separately from other residential and commercial wastes;

(qq) Storage shall refer to the interim containment of solid waste after generation and prior to collection for ultimate recovery or disposal;

(rr) Transfer stations shall refer to those facilities utilized to receive solid wastes, temporarily store, separate, convert, or otherwise process the materials in the

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(1) a facility whose principal function is to receive, store, separate, convert, or otherwise process in accordance with national minimum standards, manure;

(2) a facility, whose principal function is to receive, store, convert, or otherwise process wastes which have already been separated for re-use and are not intended for disposal; and

(3) the operations premises of a duly licensed solid waste handling operator who receives, stores, transfers, or otherwise processes wastes as an activity incidental to the conduct of a refuse collection and disposal business.

(ss) Waste diversion shall refer to activities which reduce or eliminate the amount of solid wastes from waste disposal facilities;

(tt) White goods shall refer to large worn-out or broken household, commercial, and industrial appliances such as stoves, refrigerators, dishwaters, and clothes washers and dryers collected separately. White goods are usually dismantled for the recovery of specific materials (e.g., copper, aluminum, etc.); and

(uu) Yard waste shall refer to wood, small or chipped branches, leaves, grass clippings, garden debris, vegetables residue that is recognizable as part of a plant or vegetable and other materials identified by the Commission.

CHAPTER II
INSTITUTIONAL MECHANISM

Section 4. National Solid Waste Management Commission. --There is hereby established a National Solid Waste Management Commission, hereinafter referred to as the Commission, under the Office of the President. The Commission shall be composed of fourteen (14) members from the government sector and three (3) members from the private sector. The government sector shall be represented by the heads of the following agencies in their *ex officio* capacity:

(1) Department of Environment and Natural Resources (DENR);

(2) Department of Interior and Local Government (DILG);

(3) Department of Science and Technology (DOST);

(4) Department of Public Works and Highways (DPWH);

(5) Department of Health (DOH);

(6) Department of Trade and Industry (DTI);

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(8) Metro Manila Development Authority (MMDA);

(9) League of provincial governors;

(10) League of city mayors;

(11) League of municipal mayors;

(12) Association of barangay councils;

(13) Technical Education and Skills Development Authority (TESDA); and

(14) Philippine Information Agency.

The private sector shall be represented by the following:

(a) A representative from nongovernment organizations (NGOs) whose principal purpose is to promote recycling and the protection of air and water quality;

(b) A representative from the recycling industry; and

(c) A representative from the manufacturing or packaging industry;

The Commission may, from time to time, call on any other concerned agencies or sectors as it may deem necessary.

Provided, That representatives from the NGOs, recycling and manufacturing or packaging industries shall be nominated through a process designed by themselves and shall be appointed by the President for a term of three (3) years.

Provided, further, That the Secretaries of the member agencies of the Commission shall formulate action plans for their respective agencies to complement the National Solid Waste Management Framework.

The Department Secretary and a private sector representative of the Commission shall serve as chairman and vice chairman, respectively. The private sector representatives of the Commission shall be appointed on the basis of their integrity, high degree of professionalism and having distinguished themselves in environmental and resource management. The members of the Commission shall serve and continue to hold office until their successors shall have been appointed and qualified. Should a member of the Commission fail to complete his/her term, the successor shall be appointed by the President of the Philippines but only for the unexpired portion of the term. Finally, the members shall be entitled to reasonable traveling expenses and honoraria.

The Department, through the Environmental Management Bureau, shall provide secretariat support to the Commission. The Secretariat shall be headed by an executive

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Section 5. Powers and Functions of the Commission. -- The Commission shall oversee the implementation of solid waste management plans and prescribe policies to achieve the objectives of this Act. The Commission shall undertake the following activities:

(a) Prepare the National Solid Waste Management Framework;

(b) Approve local solid waste management plans in accordance with its rules and regulations;

(c) Review and monitor the implementation of local solid waste management plans;

(d) Coordinate the operation of local solid waste management boards in the provincial and city/municipal levels;

(e) To the maximum extent feasible, utilizing existing resources, assist provincial, city and municipal solid waste management boards in the preparation, modification, and implementation of waste management plans;

(f) Develop a model provincial, city and municipal solid waste management plan that will establish prototypes of the content and format which provinces, cities and municipalities may use in meeting the requirements of the National Solid Waste Management Framework;

(g) Adopt a program to provide technical and other capability building assistance and support to local government units in the development and implementation of source reduction programs;

(h) Develop and implement a program to assist local government units in the identification of markets for materials that are diverted from disposal facilities through re-use, recycling, and composting, and other environment-friendly methods;

(i) Develop a mechanism for the imposition of sanctions for the violation of environmental rules and regulations;

(j) Manage the Solid Waste Management Fund;

(k) Develop and prescribe procedures for the issuance of appropriate permits and clearances;

(l) Review the incentives scheme for effective solid waste management, for purposes of ensuring relevance and efficiency in achieving the objectives of this Act;

(m) Formulate the necessary education promotion and information campaign strategies;

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criteria, guidelines and formula that are fair, equitable and reasonable in establishing tipping charges and rates that the proponent will charge in the operation and management of solid waste management facilities and technologies;

(o) Develop safety nets and alternative livelihood programs for small recyclers and other sectors that will be affected as a result of the construction and/or operation of a solid waste management recycling plant or facility;

(p) Formulate and update a list of non-environmentally acceptable materials in accordance with the provisions of this Act. For this purpose, it shall be necessary that proper consultation be conducted by the Commission with all concerned industries to ensure a list that is based on technological and economic viability;

(q) Encourage private sector initiatives, community participation and investments resource recovery-based livelihood programs for local communities;

(r) Encourage all local government agencies and all local government units to patronize products manufactured using recycled and recyclable materials;

(s) Propose and adopt regulations requiring the source separation and post separation collection, segregated collection, processing, marketing and sale of organic and designated recyclable material generated in each local government unit; and

(t) Study and review the following:

(i) Standards, criteria and guidelines for the promulgation and implementation of an integrated national solid waste management framework; and

(ii) Criteria and guidelines for siting, design, operation and maintenance of solid waste management facilities.

Section 6. Meetings. -- The Commission shall meet at least once a month. The presence of at least a majority of the members shall constitute a quorum. The chairman, or in his absence the vice-chairman, shall be presiding officer. In the absence of the heads of the agencies mentioned in Section 4 of this Act, they may designate permanent representatives to attend the meetings.

Section 7. The National Ecology Center. -- There shall be established a National Ecology Center under the Commission which shall provide consulting, information, training, and networking services for the implementation of the provisions of this Act.

In this regard, its shall perform the following functions:

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(b) Establish and manage a solid waste management information data base, in coordination with the DTI and other concerned agencies:

(1) on solid waste generation and management techniques as well as the management, technical and operational approaches to resource recovery; and

(2) of processors/recyclers, the list of materials being recycled or bought by them and their respective prices;

(c) Promote the development of a recycling market through the establishment of a national recycling network that will enhance the opportunity to recycle;

(d) Provide or facilitate expert assistance in pilot modeling of solid waste management facilities; and

(e) Develop, test, and disseminate model waste minimization and reduction auditing procedures for evaluating options.

The National Ecology Center shall be headed by the director of the Bureau in his *ex officio* capacity. It shall maintain a multi-sectoral, multi-disciplinary pool of experts including those from the academe, inventors, practicing professionals, business and industry, youth, women and other concerned sectors, who shall be screened according to qualifications set by the Commission.

Section 8. Role of the Department. -- For the furtherance of the objectives of this Act, the Department shall have the following functions:

(a) Chair the Commission created pursuant to this Act;

(b) Prepare an annual National Solid Waste Management Status Report;

(c) Prepare and distribute information, education and communication materials on solid waste management;

(d) Establish methods and other parameters for the measurement of waste reduction, collection and disposal;

(e) Provide technical and other capability building assistance and support to the LGUs in the development and implementation of local solid waste management plans and programs;

(f) Recommend policies to eliminate barriers to waste reduction programs;

(g) Exercise visitorial and enforcement powers to ensure strict compliance with this Act;

(h) Perform such other powers and functions necessary to achieve the objectives to this Act; and

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Section 9. Visitorial Powers of the Department. -- The Department or its duly authorized representative shall have access to, and the right to copy therefrom, the records required to be maintained pursuant to the provisions of this Act. The Secretary or the duly authorized representative shall likewise have the right to enter the premises of any generator, recycler or manufacturer, or other facilities any time to question any employee or investigate any fact, condition or matter which may be necessary to determine any violation, or which may aid in the effective enforcement of this Act and its implementing rules and regulations. This Section shall not apply to private dwelling places unless the visitorial power is otherwise judicially authorized.

Section 10. Role of LGUs in Solid Waste Management. -- Pursuant to the relevant provisions of R.A. No. 7160, otherwise known as the Local Government Code, the LGUs shall be primarily responsible for the implementation and enforcement of the provisions of this Act within their respective jurisdictions.

Segregation and collection of solid waste shall be conducted at the barangay level specifically for biodegradable, compostable and reusable wastes: *Provided,* That the collection of non-recyclable materials and special wastes shall be the responsibility of the municipality or city.

Section 11. Provincial Solid Waste Management Board. -- A Provincial Solid Waste Management Board shall be established in every province, to be chaired by the governor. Its members shall include:

(a) All the mayors of its component cities and municipalities;

(b) One (1) representative from the Sangguniang Panlalawigan to be represented by the chairperson of either the Committees on Environment or Health or their equivalent committees, to be nominated by the presiding officer;

(c) The provincial health and/or general services officers, whichever may be recommended by the governor;

(d) The provincial environment and natural resources officer;

(e) The provincial engineer;

(f) Congressional representative/s from each congressional district within the province;

(g) A representative from the NGO sector whose principal purpose is to promote recycling and the protection of air and water quality;

(h) A representative from the recycling industry;

(i) A representative from the manufacturing or packaging industry; and

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The Provincial Solid Waste Management Board may, from time to time, call on any other concerned agencies or sectors as it may deem necessary.

Provided, That representatives from the NGOs, recycling and manufacturing or packaging industries shall be selected through a process designed by themselves and shall be endorsed by the government agency representatives of the Board: *Provided, further,* That in the Province of Palawan, the Board shall be chaired by the chairman of the Palawan Council for Sustainable Development, pursuant to Republic Act No. 7611.

In the case of Metro Manila, the Board shall be chaired by the chairperson of the MMDA and its members shall include:

(i) all mayors of its component cities and municipalities;

(ii) A representative from the NGO sector whose principal purpose is to promote recycling and the protection of air and water quality;

(iii) A representative from the recycling industry; and

(iv) A representative from the manufacturing or packaging industry.

The Board may, from time to time, call on any other concerned agencies or sectors as it may deem necessary.

Provided, That representatives from the NGOs, recycling and manufacturing or packaging industries shall be selected through a process designed by themselves and shall be endorsed by the government agency representatives of the Board.

The Provincial Solid Waste Management Board shall have the following functions and responsibilities:

(1) Develop a provincial solid waste management plan from the submitted solid waste management plans of the respective city and municipal solid waste management boards herein created. It shall review and integrate the submitted plans of all its component cities and municipalities and ensure that the various plans complement each other, and have the requisite components. The Provincial Solid Waste Management Plan shall be submitted to the Commission for approval.

The Provincial Plan shall reflect the general program of action and initiatives of the provincial government in implementing a solid waste management program that would support the various initiatives of its component cities and municipalities.

(2) Provide the necessary logistical and operational support to its component cities and municipalities in consonance with subsection (f) of Section 17 of the Local Government Code;

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(4) Recommend measures to generate resources, funding and implementation of projects and activities as specified in the duly approved solid waste management plans;

(5) Identify areas within its jurisdiction which have common solid waste management problems and are appropriate units for planning local solid waste management services in accordance with Section 41 hereof;

(6) Coordinate the efforts of the component cities and municipalities in the implementation of the Provincial Solid Waste Management Plan;

(7) Develop an appropriate incentive scheme as an integral component of the Provincial Solid Waste Management Plan;

(8) Convene joint meetings of the provincial, city and municipal solid waste management boards at least every quarter for purposes of integrating, synchronizing, monitoring and evaluating the development and implementation of its provincial solid waste management plan;

(9) Represent any of its component city or municipality in coordinating its resource and operational requirements with agencies of the national government;

(10) Oversee the implementation of the Provincial Solid Waste Management Plan;

(11) Review every two (2) years or as the need arises the Provincial Solid Waste Management Plan for purposes of ensuring its sustainability, viability, effectiveness and relevance in relation to local and international developments in the field of solid waste management; and

(12) Allow for the clustering of LGUs for the solution of common solid waste management problems.

Section 12. City and Municipal Solid Waste Management Board. -- Each city or municipality shall form a City or Municipal Waste Management Board that shall prepare, submit and implement a plan for the safe and sanitary management of solid waste generated in areas under its geographic and political coverage.

The City or Municipal Solid Waste Management Board shall be composed of the city or municipal mayor as head with the following as members:

(a) One (1) representative of the Sangguniang Panlungsod or the Sangguniang Bayan, preferably chairpersons of either the Committees on Environment or Health, who will be designated by the presiding officer;
(b) President of the Association of Barangay Councils in the municipality or city;

(c) Chairperson of the Sangguniang Kabataan Federation;

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(e) A representative from the recycling industry;

(f) A representative from the manufacturing or packaging industry; and

(g) A representative of each concerned government agency possessing relevant technical and marketing expertise as may be determined by the Board.

The City or Municipal Solid Waste Management Board may, from time to time, call on any concerned agencies or sectors as it may deem necessary.

Provided, That representatives from the NGOs, recycling and manufacturing or packaging industries shall be selected through a process designed by themselves and shall be endorsed by the government agency representatives of the Board.

The City and Municipal Solid Waste Boards shall have the following duties and responsibilities:

(1) Develop the City or Municipal Solid Waste Management Plan that shall ensure the long-term management of solid waste, as well as integrate the various solid waste management plans and strategies of the barangays in its area of jurisdiction. In the development of the Solid Waste Management Plan, it shall conduct consultations with the various sectors of the community;

(2) Adopt measures to promote and ensure the viability and effective implementation of solid waste management programs in its component barangays;

(3) Monitor the implementation of the City or Municipal Solid Waste Management Plan through its various political subdivisions and in cooperation with the private sector and the NGOs;

(4) Adopt specific revenue-generating measures to promote the viability of its Solid Waste Management Plan;

(5) Convene regular meetings for purposes of planning and coordinating the implementation of the solid waste management plans of the respective component barangays;

(6) Oversee the implementation of the City or Municipal Solid Waste Management Plan;

(7) Review every two (2) years or as the need arises the City or Municipal Solid Waste Management Plan for purposes of ensuring its sustainability, viability, effectiveness and relevance in relation to local and international developments in the field of solid waste management;

(8) Develop the specific mechanics and guidelines for the implementation of the City or Municipal Solid Waste Management Plan;

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with these standards and any assigned conditions. When the title to a disposal is transferred to another person, the new owner shall be notified by the previous owner of the existence of these standards and of the conditions assigned to assure compliance.

Section 19. Waste Characterization. -- The Department, in coordination with the LGUs, shall be responsible for the establishment of the guidelines for the accurate characterization of wastes including determination of whether or not wastes will be compatible with containment features and other wastes, and whether or not wastes are required to be managed as hazardous wastes under R.A. 6969, otherwise known as the Toxic Substances and Hazardous and Nuclear Waste Control Act.

Section 20. Establishing Mandatory Solid Waste Diversion. -- Each LGU plan shall include an implementation schedule which shows that within five (5) years after the effectivity of this Act; the LGU shall divert at least 25% of all solid waste from waste disposal facilities through re-use, recycling, and composting activities and other resource recovery activities: *Provided,* That the waste diversion goals shall be increased every three (3) years thereafter: *Provided, further,* That nothing in this Section prohibits a local government unit from implementing re-use, recycling, and composting activities designed to exceed the goal.

Article 2
Segregation of Wastes

Section 21. Mandatory Segregation of Solid Wastes. -- The LGUs shall evaluate alternative roles for the public and private sectors in providing collection services, type of collection system, or combination of systems, that best meet their needs: *Provided,* That segregation of wastes shall primarily be conducted at the source, to include household, institutional, industrial, commercial and agricultural sources: *Provided, further,* That wastes shall be segregated into the categories provided in Section 22 of this Act.

For premises containing six (6) or more residential units, the local government unit shall promulgate regulations requiring the owner or person in charge of such premises to:

(a) provide for the residents a designated area and containers in which to accumulate source separated recyclable materials to be collected by the municipality or private center; and

(b) notify the occupants of such buildings of the requirements of this Act and the regulations promulgated pursuant thereto.

Section 22. Requirements for the Segregation and Storage of Solid Waste. -- The following shall be the minimum standards and requirements for segregation and storage of solid waste pending collection:

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collected and placed in a separate and designated area, and

(b) The solid waste container depending on its use shall be properly marked or identified for on-site collection as "compostable", "non-recyclable", "recyclable" or "special waste", or any other classification as may be determined by the Commission.

Article 3
Collection and Transport of Solid Waste

Section 23. Requirements for Collection of Solid Waste. -- The following shall be the minimum standards and requirements for the collection of solid waste:

(a) All collectors and other personnel directly dealing with collection of solid waste shall be equipped with personal protective equipment to protect them from the hazards of handling solid wastes;

(b) Necessary training shall be given to the collectors and personnel to ensure that the solid wastes are handled properly and in accordance with the guidelines pursuant to this Act; and

(c) Collection of solid waste shall be done in a manner which prevents damage to the container, and spillage or scattering of solid waste within the collection vicinity.

Section 24. Requirements for the Transport of Solid Waste. -- The use of separate collection schedules and/or separate trucks or haulers shall be required for specific types of wastes. Otherwise, vehicles used for the collection and transport of solid wastes shall have the appropriate compartments to facilitate efficient storing of sorted wastes while in transit.

Vehicles shall be designed to consider road size, condition and capacity to ensure the safe and efficient collection and transport of solid wastes.

The waste compartment shall have a cover to ensure the containment of solid wastes while in transit.

For the purpose of identification, vehicles shall bear the body number, the name, and telephone number of the contractor/agency collecting solid waste.

Section 25. Guidelines for Transfer Stations. - Transfer stations shall be designed and operated for efficient waste handling capacity and in compliance with environmental standards and guidelines set pursuant to this Act and other regulations: Provided, That no waste shall be stored in such station beyond twenty-four (24) hours.

The siting of the transfer station shall consider the land use plan, proximity to collection area, and accessibility of haul routes to disposal facility. The design shall give

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Article 4
Recycling Program

Section 26. Inventory of Existing Markets for Recyclable Materials. - The DTI shall, within six (6) months from the effectivity of this Act and in cooperation with the Department, the DILG and other concerned agencies and sectors, publish a study of existing markets for processing and purchasing recyclable materials and the potential steps necessary to expand these markets. Such study shall include, but not be limited to, an inventory of existing markets for recyclable materials, product standards for recyclable and recycled materials, and a proposal, developed in conjunction with the appropriate agencies, to stimulate the demand for the production of products containing post-consumer and recovered materials.

Section 27. Requirement for Eco-Labeling. - The DTI shall formulate and implement a coding system for packaging materials and products to facilitate waste recycling and re-use.

Section 28. Reclamation Programs and Buy-back Centers for Recyclables and Toxics. - The National Ecology Center shall assist LGUs in establishing and implementing deposit or reclamation programs in coordination with manufacturers, recyclers and generators to provide separate collection systems or convenient drop-off locations for recyclable materials and particularly for separated toxic components of the waste stream like dry cell batteries and tires to ensure that they are not incinerated or disposed of in landfill. Upon effectivity of this Act, toxic materials present in the waste stream should be separated at source, collected separately, and further screened and sent to appropriate hazardous waste treatment and disposal plants, consistent with the provisions of R.A. No. 6969.

Section 29. Non-Environmentally Acceptable Products. -- Within one (1) year from the effectivity of this Act, the Commission shall, after public notice and hearing, prepare a list of non-environmentally acceptable products as defined in this Act that shall be prohibited according to a schedule that shall be prepared by the Commission: Provided, however, That non-environmentally acceptable products shall not be prohibited unless the Commission first finds that there are alternatives available which are available to consumers at no more than ten percent (10%) greater cost than the disposable product.

Notwithstanding any other provision to the contrary, this section shall not apply to:

(a) Packaging used at hospitals, nursing homes or other medical facilities; and

(b) Any packaging which is not environmentally acceptable, but for which there is no commercially available alternative as determined by the Commission.

The Commission shall annually review and update the list of prohibited non-environmentally acceptable products.

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Packaging. - No person owning, operating or conducting a commercial establishment in the country shall sell or convey at retail or possess with the intent to sell or convey at retail any products that are placed, wrapped or packaged in on packaging which is not environmentally acceptable packaging: *Provided*, That the Commission shall determine a phaseout period after proper consultation and hearing with the stakeholders or with the sectors concerned. The presence in the commercial establishment of non-environmentally acceptable packing shall constitute a rebuttable presumption of intent to sell or convey the same at retail to customers.

Any person who is a manufacturer, broker or warehouse operator engaging in the distribution or transportation of commercial products within the country shall file a report with the concerned local government unit within one (1) year from the effectivity of this Act, and annually thereafter, a listing of any products in packaging which is not environmentally acceptable. The Commission shall prescribe the form of such report in its regulations.

A violation of this Section shall be sufficient grounds for the revocation, suspension, denial or non-renewal of any license for the establishment in which the violation occurs.

Section 31. Recycling Market Development. - The Commission together with the National Ecology Center, the DTI and the Department of Finance shall establish procedures, standards and strategies to market recyclable materials and develop the local marker for recycled goods, including but not limited to:

(a) measures providing economic incentives and assistance including loans and grants for the establishment of privately-owned facilities to manufacture finished products from post-consumer materials;

(b) guarantees by the national and local governments to purchase a percentage of the output of the facility; and

(c) maintaining a list of prospective buyers, establishing contact with prospective buyers and reviewing and making any necessary changes in collecting or processing the materials to improve their marketability.

In order to encourage establishment of new facilities to produce goods from post-consumer and recovered materials generated within local government units, and to conserve energy by reducing materials transportation, whenever appropriate, each local government unit may arrange for long-term contracts to purchase a substantial share of the product output of a proposed facility which will be based in the jurisdiction of the local government unit if such facility will manufacture such finished products from post-consumer and recovered materials.

Section 32. Establishment of LGU Materials Recovery Facility. - There shall be established a Materials Recovery Facility (MRF) in every barangay or cluster of barangays. The facility shall be established in a barangay-owned or leased land or any suitable open space to be determined by the barangay through its Sanggunian. For this purpose, the barangay or cluster of barangays shall allocate a certain parcel of land for

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mixed waste for final sorting, segregation, composting, and recycling. The resulting residual wastes shall be transferred to a long-term storage or disposal facility or sanitary landfill.

Section 33. Guidelines for Establishment of Materials Recovery Facility. - Materials recovery facilities shall be designed to receive, sort, process, and store compostable and recyclable material efficiently and in an environmentally sound manner. The facility shall address the following considerations:

(a) The building and/or land layout and equipment must be designed to accommodate efficient and safe materials processing, movement, and storage; and

(b) The building must be designed to allow efficient and safe external access and to accommodate internal flow.

Article 5
Composting

Section 34. Inventory of Markets for Composts. - Within six (6) months after the effectivity of this Act, the DA shall publish an inventory of existing markets and demands for composts. Said inventory shall thereafter be updated and published annually: *Provided*, that the composting of agricultural wastes, and other compostable materials, including but not limited to garden wastes, shall be encouraged.

Section 35. Guidelines for Compost Quality. - Compost products intended to be distributed commercially shall conform with the standards for organic fertilizers set by the DA. The DA shall assist the compost producers to ensure that the compost products conform to such standards.

Article 6
Waste Management Facilities

Section 36. Inventory of Waste Disposal Facilities. -- Within six (6) months from the effectivity of this Act, the Department, in cooperation with the DOH, DILG and other concerned agencies, shall publish an inventory of all solid waste disposal facilities or sites in the country.

Section 37. Prohibition Against the Use of Open Dumps for Solid Waste. -- No open dumps shall be established and operated, nor any practice or disposal of solid waste by any person, including LGUs, which constitutes the use of open dumps for solid waste, be allowed after the effectivity of this Act: *Provided,* That within three (3) years after the effectivity of this Act, every LGU shall convert its open dumps into controlled dumps, in accordance with the guidelines set in Section 41 of this Act: *Provided, further,* That no controlled dumps shall be allowed five (5) years following effectivity of this Act.

Section 38. Permit for Solid Waste Management Facility Construction and Expansion. -- No person shall commence operation, including site preparation and

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Committee shall be co-chaired by a Senator and a Representative designated by the Senate President and the Speaker of the House of Representatives, respectively.

Section 61. Abolition of the Presidential Task Force on Waste Management and the Project Management Office on Solid Waste Management. - The Presidential Task Force on Waste Management which was created by virtue of Memorandum Circular No. 39 dated November 2, 1987, as amended by Memorandum Circular No. 39A and 88 is hereby abolished. Further, pursuant to Administrative Order No. 90 dated October 19, 1992, the Project Management Office on Solid Waste Management is likewise hereby abolished. Consequently, their powers and functions shall be absorbed by the Commission pursuant to the provisions of this Act.

Section 62. Transitory Provision. - Pending the establishment of the framework under Sec. 15 hereof, plans under Sec. 16 and promulgation of the IRR under Sec. 59 of this Act, existing laws, regulations, programs and projects on solid waste management shall be enforced: *Provided*, That for specific undertaking, the same may be revised in the interim in accordance with the intentions of this Act.

Section 63. Report to Congress. - The Commission shall report to Congress, not later then March 30 of every year following the approval of this Act, giving a detailed account of its accomplishment and progress on solid waste management during the year and make the necessary recommendations in areas where there is need for legislative action.

Section 64. Separability Clause. - If any provision of this Act or the application of such provision to any person or circumstances is declared unconstitutional, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 65. Repealing Clause. - All laws, decrees, issuances, rules and regulations, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 66. Effectivity. - This Act shall take effect fifteen (15) days after its publication in at least two (2) newspapers of general circulation.

Approved,

(Sgd.) AQUILINO Q. PIMENTEL, JR.
President of the Senate

(Sgd.) ARNULFO P. FUENTEBELLA
Speaker of the House of Representatives

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This Act which is a consolidation of House Bill No. 10651 and Senate Bill No. 1595 was finally passed by the House of Representatives and the Senate on December 20, 2000 and December 12, 2000, respectively.

(Sgd.) LUTGARDO B. BARBO
Secretary of the Senate

(Sgd.) ROBERTO P. NAZARENO
Secretary General
House of Representatives

Approved: January 26, 2001

(Sgd) GLORIA MACAPAGAL-ARROYO
President of the Philippines

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March 22, 2014

HON. CYNTHIA A. VILLAR
Senator
Senate of the Philippines
Rm. 503 GSIS Bldg., Financial Center
Roxas Blvd., Pasay City

Thru: **Mr. SONNY DISCHOSA**
Political Officer
Office of Senator Cythia Villar

Dear Hon. Villar:

In behalf of the Polytechnic University of the Philippines (PUP), the Philippines' largest State University in terms of student population, may I respectfully request for a composter for our **Composting Facility**, a vital part of the University's Solid Waste Management Program.

This request springs from a discussion between our Executive Vice President, Dr. Manuel M. Muhi, and your Political Officer, Mr. Sonny Dischosa, during last year's visit of Dr. Muhi's group to your successful and noteworthy livelihood and solid waste management projects that are being implemented in the City of Las Pinas. In that said discussion and observation tour, we were encouraged to replicate these projects, particularly the composting facility, in our campus to benefit the communities surrounding PUP. Mr. Dischosa informed us that your honorable office may be of help in putting up the said composter.

We are very sure that once we operate this composter in our campus, people in the nearby

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
REC'D BY:
DATE : 3/24/14
TIME : 2:15

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DATE:

healthy environment.

Thank you in anticipation of your generosity.

Respectfully yours,

EMANUEL C. DE GUZMAN, Ph.D.
President

2nd Floor South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone:
(Trunk Line) 716-78-32 ; website: www.pup.edu.ph

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Preventive Maintenance Plan

Facility Management Office

2019-2020

CONTROLLED COPY

Signed by: JAN 18 2019 Date

PUP - Central Records Section
Received by: Roberto S. Palillo
01-18-19 Date 9:05 Time

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By:
Date & Time: 1-18-19
PUP

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and equipment changes, resource adjustments, and new maintenance technologies. We will endeavor to fully execute this program, thereby enhancing the learning environment by reducing classroom disruptions and minimizing long-term investment in equipment repairs.

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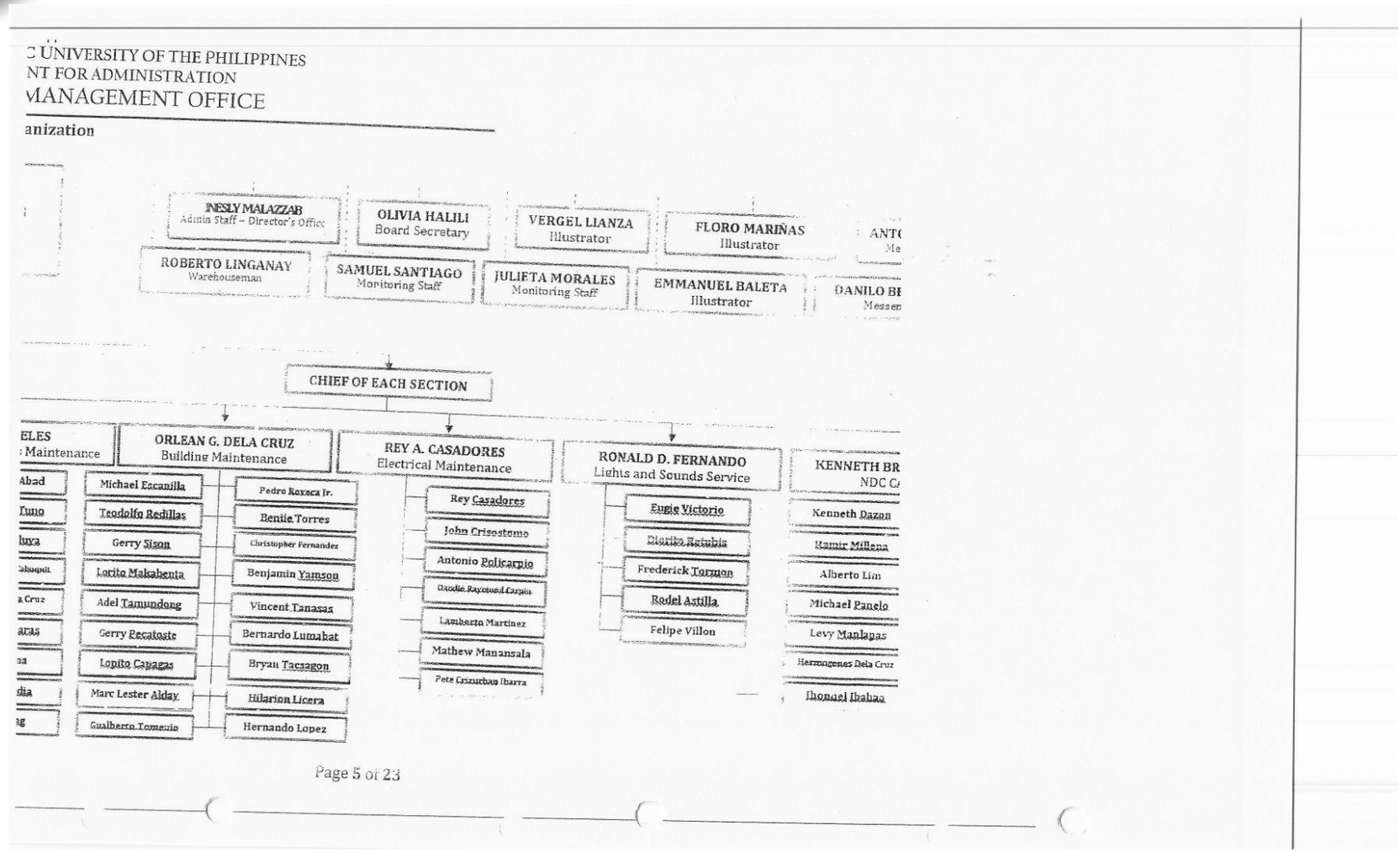
The Facility Preventive Maintenance Program shall include scheduled inspections of the facility, both interior and exterior and all related equipment and elements of the facility. Maintenance staff shall conduct such scheduled maintenance with the necessary frequency to ensure a safe work environment, maximize the useful life of the facility in the most cost effective and safe manner.

Facility Maintenance includes overall environmental regulatory record keeping and oversight; hazardous waste disposal and manifest timely and reliable maintenance, preventive maintenance, inspections, repair and servicing of administration buildings, maintenance facilities and equipment's, classrooms, venue areas and the like.

The Facilities Management Office will provide a clean, orderly, safe, cost-effective, and instructionally supportive learning environment that contributes to the University's statement of education to meet the intellectual, physical and emotional demands of the 21st Century.

2019-2020 Maintenance Goals

1. To commit at least 50% of our maintenance resources to scheduled preventive maintenance tasks
2. To send administrative/concerned staff to needed training during the 2017 and 2018 calendar year.
3. To provide the Personal Protective Equipment for skilled workers under Facility Management Office
4. To start the awareness of Safety and Health in the Office for its personnel and administrative staff
5. To implement the first in, first out work program – produced and acquired request are implemented first.
6. To commit at least 80% of the total structure inside the Mabini Campus repainted and maintained.
7. To assure that 70% of common restrooms are functioning and working properly.
8. To replace continuous pipe flush to standard push button flush to conserve water/utilities.
9. To preserve the beauty and functionality of three main big venues in the University.
10. To develop the campus environment mainly grounds – trimmed and maintained plants
11. To develop a systematic tagging of repair and maintained equipment of the University catered by Facility Management Office



UNIVERSITY OF THE PHILIPPINES
NT FOR ADMINISTRATION
MANAGEMENT OFFICE

anization

INESLY MALAZZAB
Admin Staff – Director's Office

OLIVIA HALILI
Board Secretary

VERGEL LIANZA
Illustrator

FLORO MARIÑAS
Illustrator

ROBERTO LINGANAY
Warehouseman

SAMUEL SANTIAGO
Monitoring Staff

JULIETA MORALES
Monitoring Staff

EMMANUEL BALETA
Illustrator

CHIEF OF EACH SECTION

ELES
Maintenance

ORLEAN G. DELA CRUZ
Building Maintenance

REY A. CASADORES
Electrical Maintenance

RONALD D. FERNANDO
Lights and Sounds Service

KENNETH BR
NDC C

Abad
Tuno
luya
a Cruz
aras
dia

Michael Escanilla
Teodolfo Redillas
Gerry Sison
Lorito Makabenta
Adel Tamundong
Gerry Recatoste
Lopito Capagas
Marc Lester Alday
Gualberto Tomenio

Pedro Roxaca Jr.
Benito Torres
Christopher Fernandez
Benjamin Yamson
Vincent Tanasas
Bernardo Lumabat
Bryan Tacsagon
Hilarion Licera
Hernando Lopez

Rey Casadores
John Crisostomo
Antonio Policarpio
Dandie Raymond Corpin
Lamberto Martinez
Mathew Manansala
Pete Crizurbas Ibarra

Eugie Victorio
Diorito Reinbis
Frederick Tormon
Rodel Astilla
Felipe Villon

Kenneth Dazon
Hamir Millena
Alberto Lim
Michael Panelo
Levy Manlapas
Hermogenes Dela Cruz
Ihonuel Ibabao

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Safety/Health/Security
- Identified problem that could result in injury if not corrected in a timely manner (Includes fire marshal identified deficiencies, equipment hazards etc.)

Preventive Maintenance
- Scheduled inspection or routine maintenance task that if not completed could result in premature failure of a facility system or equipment item.

Unscheduled Repair Actions
- Action required in repairing a facility system, equipment item or building component that is not functioning properly or was damaged.

Support Services
- Upon request, the maintenance office can assist the school with special events and programs. As much advance notice as possible is requested so that this support can be de-conflicted with other work requirements.

Procedure

The Facility Management Office currently processes work orders manually, with requests from faculty and staff called into or personally directed to the Office and based on priority, the Director of the office assigns work orders to the appropriate Chief of sections or custodians. If a custodian identifies a facility problem at the University function room, they either remedy the problem themselves or if they need assistance in completing, report the problem to the Director of the office. Requested repair and

III. Preventive Maintenance Tasks and Schedules

The accomplishment of scheduled inspection and Preventive Maintenance Task (PMT) is critical to the successful operation of the University. Prescribed inspection and maintenance schedules have been developed for the entire University as shown below.

	M	3rd Floor - South Wing				X								
	M	4th Floor - North Wing					X							
	M	4th Floor - East Wing						X						
	M	4th Floor - West Wing							X					
	M	4th Floor - South Wing								X				
	M	5th Floor - North Wing									X			
	M	5th Floor - East Wing										X		
	M	5th Floor - West Wing											X	
	M	5th Floor - South Wing												X
	M	6th Floor - North Wing	X											
	M	6th Floor - East Wing		X										
	M	6th Floor - West Wing			X									
	M	6th Floor - South Wing				X								
	SA	P.E. Building - Classrooms					X							X
	Q	Nutrition Building			X		X							X
	M	Laboratory High School	X	X	X	X	X	X	X	X	X	X	X	X
		Health and Safety												
	M	Exit Signs	X	X	X	X	X	X	X	X	X	X	X	X
	M	Fire Exit	X	X	X	X	X	X	X	X	X	X	X	X
		Comfort rooms												
	M	Main Academic Building - Common CR	X	X	X	X	X	X	X	X	X	X	X	X
		Offices/ Faculty Room												
		Main Academic Building												
	Q	Ground Floor	X	X	X									
	Q	Second Floor	X	X	X									
		Third Floor												
	Q	Fourth Floor						X	X	X				
	Q	Fifth Floor						X	X	X				
	Q	Sixth Floor									X	X	X	
	Q	Ninoy Aquino Library and Learning Center				X	X	X			X	X	X	
	Q	Charlie Del Rosario Building				X	X	X						
	Q	Sampaguita Building				X	X	X						
		Campus Environment/Grounds												
	M	Grounds (open area)	X	X	X	X	X	X	X	X	X	X	X	X

F	Venue Name	J	F	M	A	M	J	J	A	S	O	N	D
	AIRCONDITIONED AREAS												
	Offices / Laboratories / Faculty rooms / Venue Hall												
	Main Academic Building												
SA	Ground Floor (North and South wing)	X						X					
SA	Ground Floor (East Wing and West Wing)		X						X				
SA	Second Floor (North and South wing)			X						X			
SA	Second Floor (East Wing and West Wing)				X						X		
SA	Third Floor (North and South wing)					X						X	
SA	Third Floor (East Wing and West Wing)						X						X
SA	Fourth Floor (North and South wing)	X						X					
SA	Fourth Floor (East Wing and West Wing)		X						X				
SA	Fifth Floor (North and South wing)			X						X			
SA	Fifth Floor (East Wing and West Wing)				X						X		
SA	Sixth Floor (North and South wing)					X						X	
SA	Sixth Floor (East Wing and West Wing)						X						X
SA	Ninoy Aquino Library and Learning Center				X						X		
SA	Gabriela Silang Building				X						X		
SA	Sampaguita Building				X						X		
SA	Nutrition Building				X						X		
SA	Venue area, halls, AVR					X						X	
Y	Branches and Campuses						X						

F	Building/Room	J	F	M	A	M	J	J	A	S	O	N	D
	BUILDING MAINTENANCE - NDC COMPOUND												
	Classrooms / Laboratories												
	College of Engineering												
Q	1st Floor	X			X		X			X			
Q	2nd Floor	X			X		X			X			
Q	3rd Floor	X			X		X			X			
Q	4th Floor	X			X		X			X			
	College of Communication												

Q	4th Floor			X			X			X			X
Q	5th Floor			X			X			X			X
	Institute of Technology												
Q	1st Floor		X			X			X			X	
Q	2nd Floor		X			X			X			X	
Q	3rd Floor		X			X			X			X	
SA	BPO Center Building					X				X			
	Health and Safety												
	NDC Compound												
M	Exit Signs	X	X	X	X	X	X	X	X	X	X	X	X
M	Fire Exit	X	X	X	X	X	X	X	X	X	X	X	X
	Comfort rooms												
M	NDC Compound Buildings - Common CR	X	X	X	X	X	X	X	X	X	X	X	X
	Offices/ Faculty Room												
	NDC Compound Buildings												
Q	College of Engineering	X			X			X			X		
Q	College of Communication		X			X			X			X	
Q	Condotel Building			X			X			X			X
Q	Institute of Technology		X			X			X			X	
SA	BPO Center Building					X				X			
	Campus Environment/Grounds												
M	Grounds (open area)	X	X	X	X	X	X	X	X	X	X	X	X
M	Trimming of plants	X	X	X	X	X	X	X	X	X	X	X	X
	ELECTRICAL MAINTENANCE - NDC COMPOUND												
	Classrooms / Laboratories / Offices/ Faculty Room												
	College of Engineering												
Q	1st Floor	X	X		X	X		X	X		X	X	
Q	2nd Floor	X	X		X	X		X	X		X	X	
Q	3rd Floor	X	X		X	X		X	X		X	X	
Q	4th Floor	X	X		X	X		X	X		X	X	
	College of Communication												
Q	1st Floor		X	X		X	X		X	X		X	X
Q	2nd Floor		X	X		X	X		X	X		X	X
	Condotel Building												

X	1st Floor	X	X		X	X		X	X		X	X	
Q	2nd Floor	X	X		X	X		X	X		X	X	
Q	3rd Floor	X	X		X	X		X	X		X	X	
Q	BPO Center Building	X	X		X	X		X	X		X	X	
	MECHANICAL MAINTENANCE - NDC COMPOUND												
	Classrooms / Laboratories / Offices/ Faculty Room												
	College of Engineering												
Q	1st Floor	X			X			X			X		
Q	2nd Floor	X			X			X			X		
Q	3rd Floor	X			X			X			X		
Q	4th Floor	X			X			X			X		
	College of Communication												
Q	1st Floor		X			X			X			X	
Q	2nd Floor		X			X			X			X	
	Condotel Building												
Q	1st Floor			X			X			X			X
Q	2nd Floor			X			X			X			X
Q	3rd Floor			X			X			X			X
Q	4th Floor			X			X			X			X
Q	5th Floor			X			X			X			X
	Institute of Technology												
Q	1st Floor		X			X			X			X	
Q	2nd Floor		X			X			X			X	
Q	3rd Floor		X			X			X			X	
X	BPO Center Building		X			X			X			X	
	LIGHT AND SOUNDS SYSTEM AND EQUIPMENT MAINTENANCE - NDC COMPOUND												
M	College of Engineering	X	X	X	X	X	X	X	X	X	X	X	X
M	College of Communication	X	X	X	X	X	X	X	X	X	X	X	X

- Avoiding costly breakdowns & Work stoppages

Planned Maintenance:

Routine inspection to assess condition, report any problems, decide what contingency, and work action is necessary.

Electrical maintenance staffs are responsible for the following:

- Strict checking and inspection of all electrical facilities, equipment and installed devices
- Supply and repair of lighting fixtures, ballast and switches necessary for efficient lighting system
- Replacement of defective convenience outlets and power outlets
- Inspection and maintenance of Air-conditioning unit power supply but limited only to feeder, outlet and over-current protections
- Inspection and maintenance of electrical motor supply limited only to feeder, outlet and over-current protections
- Inspection, testing and maintenance of Panel boards and over-current protections
- Pull-out, and replacement of orbit fans from classrooms and offices
- Repair and rehabilitation of existing feeder lines and electrical lay-outs
- Recording and documentation using work order system.
- Monthly reading and recording of meters and sub-meters from campus concessionaires

Preventative Maintenance:

Protection of the school's assets and safety of school staff and students requires a regular cycle of upkeep of school buildings, electrical facilities and equipment.

- Daily visual inspection and checking of Lighting fixtures and Electrical Devices.
- Monthly visual inspection and checking of electrical rooms, low voltage switchgears and panel boards.
- Quarterly visual inspection, cleaning, and checking of Orbit and electric fans
- Quarterly Inspection of ACU Supply Feeders and outlet and over-current protection.
- Semi-Annual preventive maintenance, inspection, cleaning and re-tightening of bus bars, branch circuit breakers at low voltage switchgears and switchboards

... preventive maintenance of Post Top Luminaires.

Lighting Fixtures and Electrical Devices

1) This preventive maintenance procedure is used to clean, inspect and re-lamp the Lighting Fixtures and Electrical Devices.
2) This procedure shall be completed once every day.
3) As per safety standards, lock-out procedure shall be implemented if required.
4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
6) Procedures:
   a) Lighting Fixtures:
   - Inspect at regular intervals, with group re-lamping when lamps begin to fail.
   - Routinely check any luminaries that have transformers, control gear or accessories, such as spread lenses, glare baffles, or color filters
   - Check exteriors lights to make sure cables are not torn; all screws and hardware should be in place and working, and gaskets can be replaced to provide a better watertight seal.
   - Replace any burned out lamps and consider group relamping. To create your re-lamping schedule, calculate lamp life and how often lamps are used.
   - Ensure that each lamp has the same color temperature.
   - Re-aim adjustable lighting as necessary
   - Dust lamps and clean lens surfaces to enhance lighting performance.
   - Safely store used bulbs until they can be removed by a certified vendor. Ask for documentation to verify your waste went to a recycling facility and not the dump.

b) Electrical Devices:
   - Verify that all switching is done in the ungrounded conductors
   - Verify that any switches in wet locations are properly installed in weather proof enclosures.
   - Verify that switches are located not over 6 ft 7 in (2.0m) high and that they can be operated from readily accessible places unless otherwise permitted.
   - Verify that the voltage between adjacent group or ganged devices is not over 300 volts or that barriers are installed.

- Check the listing and marking of any switches or receptacles used with aluminium conductors.
- Check the receptacles in wet or damp locations for proper covers and enclosures and weather resistant ratings.
- Verify that isolated ground receptacles are properly identified and connected to isolated grounding conductors.
- Check the receptacles project from metal faceplates or are flush with non-metallic faceplates and that the faceplates cover openings.
- Check receptacles for proper polarity and for grounding and bonding connections.
- Verify that receptacle rating and branch-circuit ratings are compatible.

Electrical Rooms, Low Voltage Switchgears and Panel Boards

1) This preventive maintenance procedure is used to visually check or inspect electrical rooms, low voltage switch gears and panel boards.
2) This procedure shall be completed monthly.
3) As per safety standards, lock-out procedure shall be implemented if required.
4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
6) Checklist Procedures:
   a. Switchboards, circuit breakers and main switches.
      - No visible damage to impair safety.
      - Safe access provided.
      - Every circuit breaker, main switch and fuse holder(s) provided with up-to-date, legible and durable rating labels giving their ratings.
      - Every circuit breaker and main switch provided with a legible and durable identification label.
      - A means of isolation provided for every circuit.
      - Operation of circuit breakers and main switches checked.
      - All accessible live parts screened with insulating plate or earthed metal.
      - Control, indication and alarm functions checked.
   b. Electrical room
      - Lighting provided in the power areas is adequate, and located in

c. Panel boards.
   - Verify proper return bus option.
   - Verify proper load bus arrangements.
   - Verify accuracy & proper operation of the digital or analog meters & current shunts.
   - Test fuse alarms for proper operation and continuity to NROC (Note: BDFBs and other secondary fuse panels are not monitored by the Power NROC group, but by the groups who monitor the equipment served by these secondary protection devices)
   - Ensure that all fuse/breaker assignments are properly marked/ stenciled for the loads they feed, and that all incoming and outgoing cables are properly tagged.
   - Verify proper connections of wires/cables to the fuse distribution, ground, and battery return busses/connections.
   - Verify proper frame and central office grounding.

Electric fans – Orbit Fans

1) This preventive maintenance procedure is used to clean, inspect and repair orbit and electric fan
2) This procedure shall be completed quarterly
3) As per safety standards, lock-out procedure shall be implemented if required.
4) Check: Inspect its operation, then record problems for corrective maintenance at the end of the checklist.
5) Make sure:
   - Inspect the orbit and electric fans, then repair or replace it as required to meet the standard indicated in the check.
   - Inspect the blades of each fan.
   - Check if the motor is working.
   - Check if there is no missing part in the fan.
   - Clean the blades and covers.
   - Check if the controls of the motor are still working.
6) Checklist Procedures
   - Make safe all unsafe conditions identified through this checklist
   - Immediately report all unsafe conditions not remedied or affecting operations or public safeties that are not addressed in this checklist.
   - Record all corrective maintenance items at the end of the checklist

ACU SUPPLY FEEDERS, OUTLET AND OVER-CURRENT PROTECTION

1) This preventive maintenance procedure is used to clean, inspect and repair supply feeders and outlets for air-conditioning units

- Verify that branch-circuit conductor sizes are adequate on the basis of the applicable nameplate information.
- Verify that conductors supplying several units are adequately sized.
- Verify that branch-circuit overload protection is provided and properly sized.
- Verify that branch-circuit short-circuits and ground-fault protection is provided and properly sized
- Verify that feeder short-circuits and ground-fault protection is provided and properly sized.
- Verify that controllers have adequate ratings, including short-circuit current ratings, where they are not part of listed multi-motor or combination-load equipment
- Verify that disconnecting means have ratings adequate for the equipment.
- Verify that disconnecting means are within sight and readily accessible from the equipment and that working spaces are adequate.
- Verify that conductors, receptacles, cords, and overcurrent devices for room air conditioners are properly sized and that LCDI devices or AFCI protection is provided for cords.

Bus Bars, Branch Circuit Breakers At Low Voltage Switchgears, And Switchboards

1) This preventive maintenance procedure is used to inspect, clean, and re-tighten bus bars, branch circuit breakers at low voltage switchgears and switchboards.
2) This procedure shall be completed semi-annually.
3) As per safety standards, lock-out procedure shall be strictly implemented.
4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
6) Checklist Procedures:
   - Switchboards, circuit breakers and main switches
   - No visible damage to impair safety Safe access provided
   - Every circuit breaker, main switch and fuse holder(s) provided with up-to-date legible and durable rating labels giving their ratings.
   - Every circuit breaker and main switch provided with a legible and durable identification label.
   - An up-to-date schematic diagram displayed to show the main distribution system. Link of adequate size installed in neutral circuit.

- All joints of metal conduit or trunking to be mechanically sound, electrically continuous and protected against corrosion.
- All accessible live parts screened with an insulating plate or earthed metal.
- Lowest insulation resistance being not less than 0.5 Mohm measured between phases/neutral/earth.

UTILITY POWER TRANSFORMERS (MERALCO COORDINATED)

1) This preventive maintenance procedure is used in Annual System shut-down for Meralco coordinated and preventive maintenance work of the utility power transformers and disconnect protective electrical equipment.
2) This procedure shall be completed annually.
3) As per safety standards, lock-out procedure shall be strictly implemented
4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
6) Checklist Procedures
   a. **Utility Power Transformers:**
      - Identify transformers that are covered by Article 450.
      - Verify that overcurrent protection for transformers over 1000 volts is provided and properly sized.
      - Verify that overcurrent protection for transformers 1000 volts or less is provided and properly sized.
      - Verify that overcurrent protection is provided for transformer primary conductors.
      - Verify that overcurrent protection is provided for transformer secondary conductors.
      - Check transformer installations for adequate ventilation and spacing from walls and obstructions.
      - Check transformers for ready access or proper installation in the open or in hollow spaces.
      - Verify that transformers are supplied with a disconnecting means.
      - Check indoor dry-type transformers for separation from combustibles or, based on ratings, installation in fire-resistant rooms or vaults.
      - Check outdoor dry-type transformers for weatherproof enclosures.
      - Verify that liquid-insulated transformers are installed in accordance with the requirements for the location and type of insulating liquid.
      - Check transformer vaults for adequate constructions, access, ventilation, and drainage and for foreign system in vaults.

at the end of the checklist.

5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the checklist.

6) Checklist Procedure
- Make safe all unsafe conditions identified through this checklist.
- Report all conditions not remedied or unsafe conditions that are affecting operations or public safety that are not addressed in this checklist.
- Record all corrective maintenance items at the end of the checklist.

7) Exterior
- Clear grass, sand, and debris from the surface of the junction box.
- Check if the junction box is level to grade.
- Check if the concrete collar is free of damage.

8) Lids
- Check if the lid fits well and is free of damage.
- Lightly lubricate the hold down bolts.
- Make sure that the hold down bolts are in place and the lid is secured.
- Make sure that steel lids are bonded.

9) Interior
- Check if the junction box section is free of damage.
- Check if the top, mid, and bottom braces, or conductor support bar are correctly installed.
- Remove salt, silt, and debris from the interior of the box.
- Check the unused holes and the spaces between the walls and the conduit are plugged.
- Check if the junction box has a bottom drain plate or brick base, and has drainage.
- Check that empty conduits have full string and are capped.
- Check that rigid metal conduits are bonded.

10) Wiring and Cabling
- Check if the splices are mechanically secured and insulated. Repair minor problems.
- Check if the conductors and cables are grouped, bundled, and clearly labelled.
- Check if the wiring is free of all conditions:
  - Damage, wear, deterioration, and corrosion.
  - Evidence of overheating (over-loading).
  - Loose and untidy wirings.
  - Disconnect or redundant items.
- Make sure that the wire is secured to the top brace or conductor support bar.
- Note any solid conductors.

Routine:
The University Grounds Personnel are responsible for the day-to-day cleaning of grounds. They are also employed to remove rubbish, cut grass, trim grass overhanging, tend gardens and assist with constant upgrading of school grounds including landscaping.

Maintenance staff are responsible for the following:

- Locks, excluding work that must be carried out by professional locksmith
- Supply and fitting of light tubes and globes
- Replacement of tablet chairs
- Regular inspections of gutters and down pipes
- Repainting of signs/blackboards
- Minor repairs to classrooms
- Minor wall, ceiling and door repairs
- Cleaning of graffiti immediately as it appears
- Minor landscape maintenance

Daily

1. Sweep sidewalks.
2. Remove trash from shrubs, bushes, sidewalks, parking lots and main road
3. Review night reports and respond appropriately
4. Review work orders
5. Replace damaged and soiled ceiling
6. Replace damaged floor tiles
7. Ensure doors, windows and roof accesses are secured

Monthly/Annually

1. Inspect and repair curbs, walks and paving
2. Inspect and restore signages
3. Inspect roof conditions, remove debris, ensure downspout and gutters are working and free from mud and soil sediments
4. Restore cracks and blemishes on building exterior
5. Inspect and restore pavement parkings
6. Inspect all restroom, shower rooms and water closets in common cr
7. Supervise elevator maintenance services
8. Check all door operations and adjust hardware.
9. Inspect and repair all finished surfaces
10. Perform monthly fire extinguisher inspection
11. Annual pest control treatment
12. Inspect site:

e. Roof
f. Sidewalk

14. Building Interior
    a. Classroom
    b. Common Areas
    c. Computer rooms / Laboratories
    d. Conference rooms
    e. Corridors/Hallways
    f. Elevator
    g. Electrical room
    h. Gymnasium
    i. Swimming Pool
    j. Office
    k. Restrooms
15. Annual inspection of ceilings, floors, paving, plumbing, internal painting, door hinges, hooks and locks

Every two to five years
1. Replacement of glass where necessary
2. Internal Painting

Every seven to ten years
1. External painting
2. Replacement of floor coverings – tiling works
3. Replacement of boards
4. Replacement of gutters

Every fifteen to twenty five years
1. Roof refurbishment/replacement

B. Lights and Sound System Services and Equipment Maintenance Section

Lights and Sounds personnel are responsible for the following task:

- Minor repair of defective amplifiers, mixers, equalizers and other sound system equipment
- Repair of defective LED PAR's and light controllers
- Replacement of defective Light Emitting Diodes LED PAR
- Regular calibration of lights and sounds equipment
- Maintenance and check-up of signal cable or microphone cable and extension cords

d. Perform regular inventory, at least once a week of new (2,670) and old (1066) monoblock chairs and narra tables.
e. Perform regular inspection/ checkup of lights, fixtures, switches, air conditioning units and fire extinguishers before and after every event.
f. Perform regular inspection/checkup of lights and sound system equipment installed (main amplifiers, mixers, equalizers, microphones – both wires and wireless, speakers, etc.) before and after each event
g. Check all connecting wires, signal cables, microphone wires and extension cord for workability before and after every event
h. Clean follow spot and communication sets (headsets, belt pack and base or controller) at least once a week.
i. Clean thoroughly the fire exit access (back of stage) at least twice a month
j. Once in a month, inspection for presence of termites and use proper insecticide if necessary.

Bulwagan Bonifacio Hall

a. Perform sweeping and vacuum cleaning of floor carpets daily
b. Clean theater chair and side walls including web removal at least twice a week
c. Perform regular inspection/checkup of lights, fixtures, switches, air conditioning units and fire extinguishers before and after every event
d. Perform regular inspection/checkup of lights and sound system equipment installed (main amplifiers, mixers, equalizers, microphones – both wires and wireless, speakers, etc.) before and after each event
e. Check all connecting wires, signal cables, microphone wires and extension cord for workability before and after every event
f. Once in a month, inspection for presence of termites and use proper insecticide if necessary.

Claro M. Recto Hall

a. Perform sweeping, mopping and arrangement of mono-block chairs prior to every event
b. Clean thoroughly three (3) comfort rooms at least twice a day
c. Perform regular inventory of mono block chairs, tables and podiums
d. Clean mono block chairs and side walls including web removal sat least twice a week
e. Perform regular inspection/ checkup of lights, fixtures, switches, air conditioning units and fire extinguishers before and after every event.
f. Clean carpet at control room at least twice a month
g. Perform regular inspection/checkup of lights and sound system equipment installed (main amplifiers, mixers, equalizers, microphones – both wires and wireless, speakers, etc.) before and after each event

CCTV / Repair Room

a. Regular maintenance of Closed Circuit Television System (monitor, camera and its control system) at least twice a week
b. Provide soft copy of captured or recorded date from CCTV unit
c. Maintenance and repair of paging and information system
d. Perform repair of maintenance of electronic equipment used in the university as requested
e. General cleaning of the area.

V. University Facilities and Equipment

The Facility Management Office under Polytechnic University of the Philippines caters the main campus (Mabini Campus) and adjacent campus (NDC Compound). We also provide service for other branches and campus – PUP Taguig, PUP Quezon City, PUP Unisan, PUP Mulanay, PUP Lopez, PUP Ragay, PUP Maragondon and PUP Batangas but on annual basis.

Mabini Campus

- 11 hectares
- Structure inside the premises:
  - 6 Floors, 4 wings - Main academic building
  - Ninoy Aquino Library and Learning Center – 4 floors
  - Charlie Del Rosario Building – 2 floors
  - Sampaguita Building – 2 floors
  - Nutrition Building – 2 floors
  - Laboratory High h School – Bungalow, 4 buildings
  - P.E.Building – 2 floors
  - Open Court – Basketball
  - Lawn Tennis Court
  - Lagoon – food concession
  - Chapel
  - Gabriela Silang Building – 3 floors
  - Materials Recovery Facility
  - Asset Management Office – Property area
  - Facility Management Office – Storage and workshop
- Facilities includes:
  - Big venue halls (Bulwagan Balagtas, Bulwagan Bonifacio, Claro M. Recto)
  - Open area (Amphitheater, Freedom Park, Popeye)
  - Exhibits area (Lobby – Main Academic Building)

- PUP Condotel – Building A
  - 7 floors- lecture and laboratory rooms
- Institute of Technology
  - 4 floors – lecture and laboratory rooms

VI. Requested Major Maintenance and Repair Project

No.	Proposed Projects	2018	2019	2020
1	Planting of ornamental plants in all plant boxes	75,000.00	50,000.00	50,000.00
2	Rehabilitation of comfort room at Lagoon and rerouting of septic outflow on lagoon to catch basin of drainage including siphoning	350,000.00		
3	Termite control		350,000.00	
4	Repair/ Rehabilitation of PUP Tennis Court			
	· Repair of Comfort rooms and repainting of facility	600,000.00		
	- Repair of electrical lines		700,000.00	
	- Repair of court and drainage			700,000.00
5	Repair of welding machine	75,000.00		
6	Rehabilitation of Dump site - Land Development (Concrete Works)			350,000.00
	Grand Total	**1,100,000.00**	**1,100,000.00**	**1,100,000.00**

Prepared by:

ORLEAN G. DELA CRUZ
Chief, Building Maintenance Section

REY A. CASADORES
Acting Chief, Electrical Maintenance Section

KENNETH BRYAN M. TANA
Chief Building Administrator, NDC Compound,

RONALD D. FERNANDO
Chief, Lights and Sound System and Equipment Maintenance

ARLHETH F. DELOS ANGELES
Director

Recommending Approval:

ADAM V. RAMILO, MIR
Vice President for Administration

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA

Deployment of Janitors in PUP for Seven (7) Months

	Building / Area	No. of Janitors	
I.	Mabini Campus	94	
II.	M.H. Del Pilar Campus	21	
III.	NDC Compound	35	
	Sub-Total	**150**	
IV.	**Branches**		
	PUP Quezon City	5	To be hired by the agency
	PUP Sto. Tomas	3	To be hired by the agency
	PUP Maragondon	2	To be hired by the agency
	PUP Unisan	4	To be hired by the agency
	PUP Lopez	4	To be hired by the agency
	PUP Taguig	2	To be hired by the agency
	Sub-Total	**20**	
V.	**Supervisors**		
	NDC Campus (CEA, COC, Condotel, ITECH, BPO Center)	2	
	M.H. Del Pilar Campus	1	
	Mabini Campus	5	
	Sub-Total	**8**	
	GRAND TOTAL	**170**	

Summary:	
Total Number of Janitors	
Morning Shift	77
Afternoon Shift	74
Branches	19
Supervisors	8
GRAND TOTAL	**178**

Prepared by:

Engr. Orlean G. dela Cruz
Chief, Building and Maintenance

Noted by:

Engr. Arlnelyn P. Delos Angeles
Director, FAMO

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA

LIST OF DEPLOYMENT OF JANITORS

No.	Building/Area		Shift	No. of Janitors
	MORNING SHIFT			
	MAIN ACADEMIC BUILDING			
1.0	Main Academic Building : GROUND FLOOR	North	7:00am-4:00pm	1
2.0		East	7:00am-4:00pm	1
3.0		South	7:00am-4:00pm	2
4.0		West	7:00am-4:00pm	1
5.0	Main Academic Building : SECOND FLOOR	North	7:00am-4:00pm	1
6.0		East	6:00am-3:00pm	1
7.0		South	7:00am-4:00pm	2
8.0		West	6:00am-3:00pm	1
9.0	Main Academic Building : THIRD FLOOR	North	6:00am-3:00pm	1
10.0		East	6:00am-3:00pm	1
11.0		South	7:00am-4:00pm	2
12.0		West	6:00am-3:00pm	1
13.0	Main Academic Building : FOURTH FLOOR	North	6:00am-3:00pm	1
14.0		East	6:00am-3:00pm	1
15.0		South	6:00am-3:00pm	1
16.0		West	6:00am-3:00pm	1
17.0	Main Academic Building : FIFTH FLOOR	North	6:00am-3:00pm	1
18.0		East	6:00am-3:00pm	1
19.0		South	7:00am-4:00pm	1
20.0		West	6:00am-3:00pm	1
21.0	Main Academic Building : SIXTH FLOOR	North	6:00am-3:00pm	1
22.0		East	7:00am-4:00pm	1
23.0		South	6:00am-3:00pm	1
24.0		West	6:00am-3:00pm	1
25.0	Common CR	3rd Floor- 4th Floor	6:00am-3:00pm	1
26.0		5th Floor - 6th Floor	6:00am-3:00pm	1
27.0	Dome inlcuding SW Bridgeway	All floors	6:00am-3:00pm	1
28.0	PE Building and Visitors Lounge		6:00am-3:00pm	1
29.0	Food Technology including Chapel		6:00am-3:00pm	1
30.0	Charlie Del Rosario Including Student Center Beside Charlie Del Rosario Building		7:00am-4:00pm	1
31.0	Gymnasium ***		6:00am-3:00pm	2
32.0	Swimming Pool and adjacent areas including PE Grounds		6:00am-3:00pm	1
33.0	Sampaguita Building, PSMO and Printing Office		7:00am-4:00pm	1
34.0	Engineering Science and Research Center Building including Comfort rooms ***		6:00am-3:00pm	1
35.0	Laboratory High School ***		6:00am-3:00pm	2
36.0	NALLRC	Ground Floor	7:00am-4:00pm	1
37.0		2nd Floor	7:00am-4:00pm	1
38.0		3rd Floor	7:00am-4:00pm	1
39.0		4th Floor	7:00am-4:00pm	1
40.0		Common CR (all floors)	7:00am-4:00pm	1
41.0	COLLEGE OF ENGINEERING	Ground Floor	6:00am-3:00pm	1
42.0		2nd Floor	6:00am-3:00pm	

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43.0		3rd Floor	6:00am-3:00pm	1
44.0		4th Floor	6:00am-3:00pm	
45.0		Common CR (Ground to 2nd Floor)	7:00am-4:00pm	1
46.0		Common CR (3rd to 4th Floor)	7:00am-4:00pm	1
47.0		Gabriela Building, NDC Court, Tennis Court	7:00am-4:00pm	1
48.0	COLLEGE OF COMMUNICATION	Ground Floor	6:00am-3:00pm	1
49.0		2nd Floor	6:00am-3:00pm	
50.0		Theater	6:00am-3:00pm	1
51.0		Common CR (all floors)	6:00am-3:00pm	1
52.0	INSTITUTE OF TECHNOLOGY	Ground Floor	6:00am-3:00pm	1
53.0		2nd Floor	6:00am-3:00pm	1
54.0		3rd Floor	6:00am-3:00pm	1
55.0		Common CR (all floors)	6:00am-3:00pm	1
56.0	CONDOTEL including CR IN EACH FLOOR	Ground Floor	6:00am-3:00pm	1
57.0		2nd Floor inlcuding CR	6:00am-3:00pm	1
58.0		3rd Floor inlcuding CR	6:00am-3:00pm	1
59.0		4th floor including grounds, basement and open court	6:00am-3:00pm	1
60.0	MARCELO H. DEL PILAR	Ground Floor	7:00am-4:00pm	1
61.0		2nd Floor	7:00am-4:00pm	1
62.0		3rd Floor	7:00am-4:00pm	1
63.0		4th Floor	7:00am-4:00pm	1
64.0		5th Floor	7:00am-4:00pm	1
65.0		6th Floor	7:00am-4:00pm	1
66.0		7th Floor	7:00am-4:00pm	1
67.0	GRADUATE SCHOOL	Ground Floor	7:00am-4:00pm	1
68.0		2nd Floor	7:00am-4:00pm	1
69.0		3rd Floor	7:00am-4:00pm	1
70.0		4th Floor	7:00am-4:00pm	1
71.0		Common CR (all floors)	7:00am-4:00pm	1
72.0	BPO Contact Center ng Bayan		7:00am-4:00pm	1
73.0	Lagoon	Lagoon Grounds	6:00am-3:00pm	2

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LIST OF DEPLOYMENT OF JANITORS

AFTERNOON SHIFT

No.	Building/Area		Shift	No. of Janitors
74.0	GROUND FLOOR	North	1:00pm-10:00pm	1
75.0		East	1:00pm-10:00pm	1
76.0		South	1:00pm-10:00pm	2
77.0		West	1:00pm-10:00pm	1
78.0	SECOND FLOOR	North	1:00pm-10:00pm	1
79.0		East	1:00pm-10:00pm	1
80.0		South	1:00pm-10:00pm	2
81.0		West	1:00pm-10:00pm	1
82.0	THIRD FLOOR	North	1:00pm-10:00pm	1
83.0		East	1:00pm-10:00pm	1
84.0		South	1:00pm-10:00pm	2
85.0		West	1:00pm-10:00pm	1
86.0	FOURTH FLOOR	North	1:00pm-10:00pm	1
87.0		East	1:00pm-10:00pm	1
88.0		South	1:00pm-10:00pm	1
89.0		West	1:00pm-10:00pm	1
90.0	FIFTH FLOOR	North	1:00pm-10:00pm	1
91.0		East	1:00pm-10:00pm	1
92.0		South	1:00pm-10:00pm	1
93.0		West	1:00pm-10:00pm	1
94.0	SIXTH FLOOR	North	1:00pm-10:00pm	1
95.0		East	1:00pm-10:00pm	1
96.0		South	1:00pm-10:00pm	1
97.0		West	1:00pm-10:00pm	1
98.0	Common CR	3rd Floor- 4th Floor	1:00pm-10:00pm	1
99.0		5th Floor - 6th Floor	1:00pm-10:00pm	1
100.0	Dome including SW Bridgeway	All floors	1:00pm-10:00pm	1
101.0	PE Building and Visitors Lounge		1:00pm-10:00pm	1
102.0	Food Technology including Chapel		1:00pm-10:00pm	1
103.0	Charlie Del Rosario Including Student Center Beside Charlie Del Rosario Building		1:00pm-10:00pm	1
104.0	Gymnasium ***		1:00pm-10:00pm	2
105.0	Swimming Pool And Adjacent Areas Including PE Grounds		1:00pm-10:00pm	1
106.0	Sampaguita Building, PSMO and Printing Office		1:00pm-10:00pm	1
107.0	Engineering Science and Research Center Building including Comfort rooms ***		1:00pm-10:00pm	2
108.0	Laboratory High School ***		1:00pm-10:00pm	2
109.0	NALLRC	Ground Floor	1:00pm-10:00pm	2
110.0		2nd Floor	1:00pm-10:00pm	1
111.0		3rd Floor	1:00pm-10:00pm	1
112.0		4th Floor	1:00pm-10:00pm	1
113.0		Common CR (all floors)	1:00pm-10:00pm	1
114.0	COLLEGE OF ENGINEERING	Ground Floor	1:00pm-10:00pm	1
115.0		2nd Floor	1:00pm-10:00pm	
116.0		3rd Floor	1:00pm-10:00pm	1
117.0		4th Floor	1:00pm-10:00pm	

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118.0		Common CR (Ground to 2nd Floor)	1:00pm-10:00pm	1
119.0		Common CR (3rd to 4th Floor)	1:00pm-10:00pm	1
120.0		Gabriela Building, NDC Court	1:00pm-10:00pm	1
121.0	COLLEGE OF COMMUNICATION	Ground Floor	1:00pm-10:00pm	1
122.0		2nd Floor	1:00pm-10:00pm	
123.0		Theater	1:00pm-10:00pm	1
124.0		Common CR (all floors)	1:00pm-10:00pm	1
125.0	TECHNICAL SCHOOL	Ground Floor	1:00pm-10:00pm	1
126.0		2nd Floor	1:00pm-10:00pm	1
127.0		3rd Floor	1:00pm-10:00pm	1
128.0		Common CR (all floors)	1:00pm-10:00pm	1
129.0	CONDOTEL including CR IN EACH FLOOR	Ground Floor	1:00pm-10:00pm	1
130.0		2nd Floor inlcuding CR	1:00pm-10:00pm	1
131.0		3rd Floor inlcuding CR	1:00pm-10:00pm	1
132.0		4th floor including grounds, basement and open court	1:00pm-10:00pm	1
133.0	MARCELO H. DEL PILAR HASMIN HOSTEL	Ground Floor	1:00pm-10:00pm	1
134.0		2nd Floor	1:00pm-10:00pm	1
135.0		3rd Floor	1:00pm-10:00pm	1
136.0		4th Floor	No deployment	0
137.0		5th Floor	No deployment	0
138.0		6th Floor	No deployment	0
139.0		CR 1st to 3rd Floor	1:00pm-10:00pm	1
140.0	MARCELO H. DEL PILAR GRADUATE SCHOOL	Ground Floor	1:00pm-10:00pm	1
141.0		2nd Floor	1:00pm-10:00pm	1
142.0		3rd Floor	1:00pm-10:00pm	1
143.0		4th Floor	1:00pm-10:00pm	1
144.0		Common CR (all floors)	1:00pm-10:00pm	1
145.0	Lagoon	Lagoon Grounds	12:00pm-9:00pm	2

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	Branches	No. of Janitors
	Quezon City	5
	Sto.Tomas, Batangas	3
	Maragondon	2
	Unisan	4
	Lopez	4
	Taguig	2

	Supervisors	No. of Janitors
	NDC Campus (CEA, COC, Condotel, ITECH, BPO Center)	2
	M.H. Del Pilar Campus	1
	Main Campus	5

Summary:	
Total Number of Janitors	
Morning Shift	77
Afternoon Shift	74
Branches	19
Supervisors	8
GRAND TOTAL	**178**

Prepared by:

Engr. Orlean G. dela Cruz
Chief, Building and Maintenance

Noted by:

Engr. Arlneth P. Delos Angeles
Director, FAMO

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