



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



MEMORANDUM

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : THE UNDERSECRETARY AND OFFICER-IN-CHARGE
Office of the Undersecretary for Legal and Administration

SUBJECT : PROPER WASTE MANAGEMENT IN THE DENR CENTRAL OFFICE

DATE : AUG 13 2024

As part of our commitment to environmental sustainability and in line with the implementation of ISO 14001:2015 Environmental Management System (EMS) in the DENR Central Office, all officials and employees are hereby reminded to ensure the proper segregation of waste within our facilities.

To facilitate effective waste management, please adhere to the following guidelines:

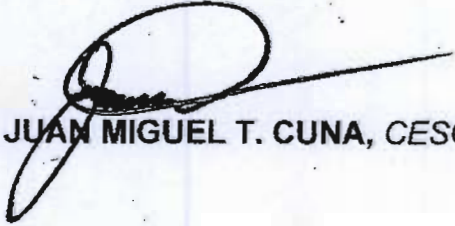
1. Segregation
 - a. Recyclable Wastes
 - i. Dry Paper which includes white paper, newspaper, carton boxes, magazines, envelopes, and other paper products shall be disposed in the blue waste bins.
 - ii. Recyclable plastic wastes which includes PET bottles and microwavable food containers shall be disposed in the yellow waste bins.
 - iii. Glass and metal wastes (e.g. cans, foils) shall be disposed in the red waste bins.
 - b. Residual Waste which includes non-recyclable plastics (e.g. candy wrappers and sachets) and soiled, coated, and food-contaminated paper shall be disposed in the green waste bins.
 - c. Special Wastes
 - i. Healthcare Wastes such as face masks, surgical gloves, and blood contaminated materials shall be disposed in the labelled small waste bins.
 - ii. Hazardous Wastes which includes paints, stains, solvents, pesticides, old gasoline and other fuels shall be turned over to the General Services Division (GSD) and/or Property and Supply Management Division (PSMD) for proper storage and disposal.

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2. Proper Storage and Disposal
 - a. Use designated waste bins for each type of waste to prevent contamination.
 - b. All wastes shall be collected and stored at the Materials Recovery Facility (MRF) every 10:00 AM and 3:00 PM daily.
 - c. The GSD and the Janitorial Service Personnel shall ensure that the wastes are properly sorted before disposal.
 - d. Residual wastes shall be consolidated and recorded prior to collection by the Quezon City Garbage Truck.
3. Compliance and Monitoring
 - a. Waste segregation compliance will be monitored by the GSD regularly.
 - b. EMS Focal Persons shall ensure adherence of their respective offices to the proper waste management guidelines.
 - c. Non-compliant offices shall receive a memorandum and may be subject to corrective actions as deemed necessary.

Our commitment to environmental stewardship is crucial in setting an example for the community and supporting our country's sustainability goals. The implementation of ISO 14001:2015 EMS at the DENR Central Office underscores our dedication to systematic and sustainable environmental management.

Your cooperation and adherence to these guidelines are essential in making our waste management efforts successful.



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