



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

RELEASED  
JAN 13 2023  
DEPED-ABRA TIME 3:00

Office of the Schools Division Superintendent

January 5, 2023

DIVISION MEMORANDUM  
No. 04 s, 2023

**DEPED SDO ABRA IMPLEMENTATION OF "SEGREGATE-AT-SOURCE"  
SOLID WASTE MANAGEMENT POLICY**

To: All SDO Personnel  
Utility/Ecology Workers  
All Others Concerned

1. Pursuant to DepEd Order No. 5, s. 2014 and Republic Act 9003- Solid Waste Management Act Implementing Rules and Regulations, part 6, Rule 21 enjoins DepEd to aggressively incorporate ecological waste management in the school systems at all levels, emphasizing on the involvement of school administrators, teaching and non-teaching staff, students in school wide and nearby community waste management actions.
2. For efficient and effective implementation of Solid Waste Management System at SDO Abra, all offices are enjoined to strictly observe segregation at source policy. Three (3) color-coded segregation boxes provided in front of offices with **Green box** for biodegradable (*nabubulok na basura*), **Yellow box** for recyclable waste like plastic containers, tin cans, bottle containers etc. **Black box** for residual waste (*itatapon na basura*) food wrappers, tissue papers, sticks, etc. Boxes will be provided for used papers and folders. All catering services/suppliers are also enjoined to provide garbage bags, segregate and take with them their waste materials. End users are obliged to remind caterers of their proposed activities about such.
3. The following **5 "Rs"** will serve as our ecological policies as follows:
  - a) **Re-use** adhere to the principles of segregate-at-source;  
-Every office must have sorter boxes. Save factory recyclables.
  - b) **Reduce** waste abide with this principle by;  
-No use of Styrofoam as food containers and laminated paper plates.  
-Food consignees and catering service providers are advised to use washable plates, spoon & fork, and cups and avoid single use food containers.
  - c) **Recycle**  
-Strengthen enterprise development of non-biodegradable factory returnable wastes in every office and extend to schools;  
-SDO Abra recyclable materials to be disposed thru partnership with ALS SDO Abra.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
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- d) **Refuse** – Minimize use of single use materials and plastics, bring our own food containers.
  - e) **Repair**- Allocate funds for support to sustainable solid waste management and sustenance of material recovery facilities is highly encouraged. Purchase of paper shredder, twigs/leaves shedder.
4. General Services personnel (Utility Workers and Security Guards) shall be responsible in the compliance of each office and personnel. The Administrative Officer V shall monitor the implementation and its compliance through the Janitorial Daily Cleaning Checklist submitted monthly and the Schedule of Duty for Utility Workers in the Material Recovery Facility (MRF)(See Enclosure I).
5. Immediate dissemination and strict compliance with this memorandum is desired.

  
**BENILDA M. DAYTACA EdD, CESO V**  
Schools Division Superintendent

OSDS/Admin/JBP/RBC



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Enclosure 1

**MRF Schedule of Duty for Utility Workers**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Michael Bersalona	Maritess Siobal	Francisco Belandres	Bidichristi Acosta	Maricel Acosta

**Note:** In case the UW in-charge is absent, the duty of the succeeding day will take over.



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