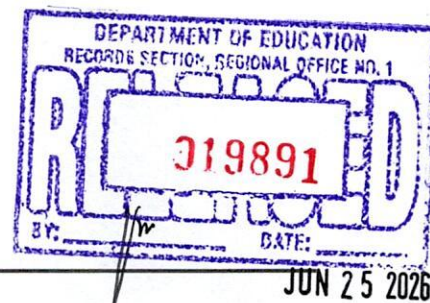




Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 246 s. 2026

OFFICE WASTE MANAGEMENT AND ENVIRONMENTAL
SUSTAINABILITY POLICY

To: Assistant Regional Director
Chiefs of Functional Divisions
Heads of Units/Sections
All Concerned Personnel

1. Pursuant to Section 16 of Republic Act No. 9003, otherwise known as the Ecological Solid Waste Management Act of 2000, and in support of the Provincial Government of La Union's 10-Year Solid Waste Management Plan CY 2024–2033, which promotes waste reduction at source, waste minimization, segregation, recycling, composting, resource recovery, and environmental sustainability, this Office through the Administrative Division hereby enjoins all officials and employees of the DepEd Regional Office I to strictly observe and implement proper solid waste management practices within the workplace. The initiative likewise supports the Province's goal of strengthening environmental stewardship and fostering behavioral change towards responsible waste management among institutions and communities.

2. The policy aims to:

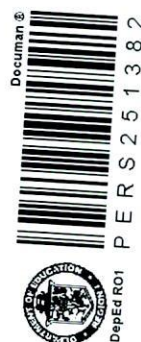
- Reduce the volume of waste generated by the Office.
- Promote proper waste segregation at source.
- Encourage reuse, recycling, and recovery of recyclable materials.
- Ensure environmentally sound disposal of residual wastes.
- Foster environmental awareness and responsibility among employees.

3. This policy shall also apply to:

- All officials and employees;
- Job Order and Contract of Service personnel;
- Visitors, guests, and participants in office-sponsored activities;
- Service providers and contractors while within office premises.

4. In line with the foregoing, all are directed to observe the rules for waste management:

- Waste Segregation at Source. Strictly practice waste segregation at source by separating biodegradable, recyclable, residual, and special wastes in the designated waste receptacles;
- Use of Properly Labeled Waste Bins. Properly labeled waste bins shall be utilized in all offices, conference rooms, common areas, and other workspaces to facilitate proper waste segregation;
- Promote the practice of the 3Rs (Reduce, Reuse, and Recycle) in all offices and work areas;
- Waste Reduction and Reuse. The use of single-use plastics such as plastic bags, plastic cups, plastic straws, and similar materials during meetings,



- training, conferences, and office activities shall be minimized and, whenever possible, eliminated;
- e. No segregation, No Collection Policy. Unsegregated waste shall not be collected or accepted for disposal. Concerned personnel shall ensure compliance with proper waste segregation before disposal;
 - f. Biodegradable waste generated from office pantries and other sources shall be collected separately for composting or other environmentally sound disposal methods.
5. In furtherance of the policy on waste management, the Office also observes the elimination of Single-Use Plastic Bottles in the Workplace under the following guidelines:
- a. The procurement of single-use plastic bottled water using office funds shall be prohibited.
 - b. The distribution, provision, or serving of bottled water in meetings, conferences, training programs, and official events shall be prohibited.
 - c. Employees shall be encouraged to bring their own reusable water bottles or tumblers.
 - d. Water dispensing stations shall be provided in strategic areas, subject to availability of resources.
 - e. Program Owners shall ensure the availability of potable drinking water through dispensers, water stations, pitchers, or other reusable systems.
 - f. All bidders, suppliers, and caterers engaged by the office shall comply with the no-single-use-plastic-bottle policy as a condition of their engagement.
6. The Head of Office may authorize the temporary use of bottled water under any of the following circumstances:
- a. Emergency situations and disaster response operations;
 - b. Field activities where safe potable water is not readily available;
 - c. Public health emergencies.
7. This Policy shall take effect immediately upon approval and shall remain in force unless amended or repealed by subsequent issuance.


ESTELA P. LEON-CARIÑO, EdD, CESO III
 Director IV/Regional Director 

ADMIN/RJLC/LGAbaya/WasteManagement
 June 22, 2026