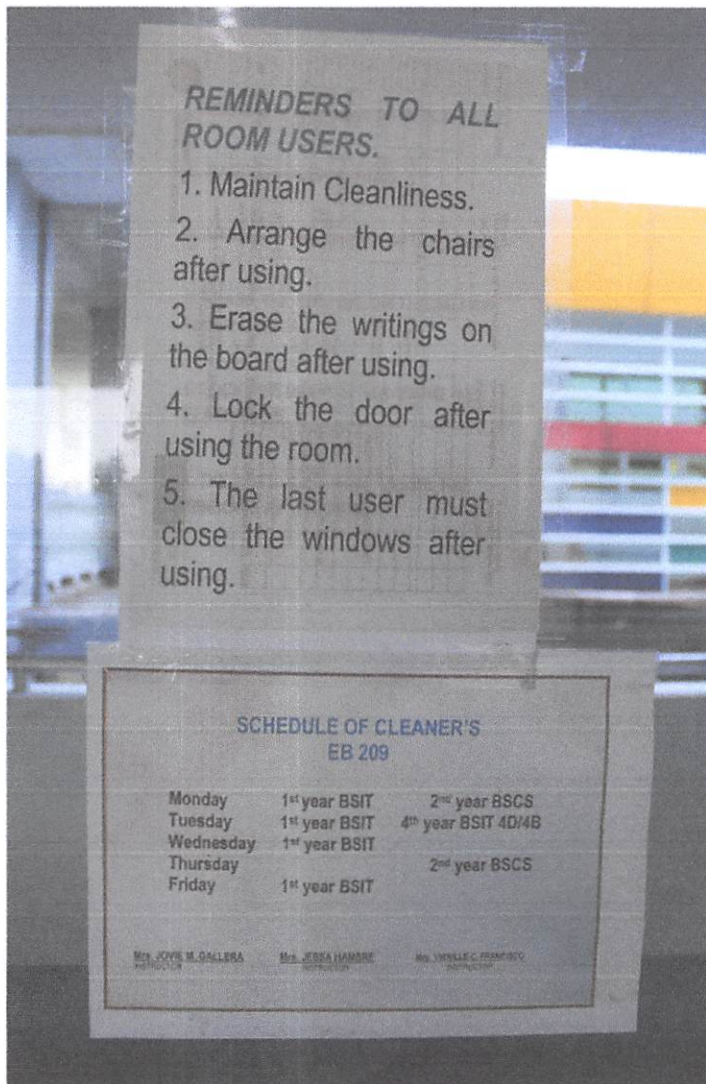


Laboratories are provided with trash bins coded with red, green and blue for recyclable, biodegradable and non-biodegradable respectively. Schedule and reminders for room keeping the rooms clean is also posted.













**SURIGAO STATE COLLEGE OF TECHNOLOGY**

04208 Narciso Street, Surigao City

OFFICE ORDER

No. \_\_\_\_s. of 2018

TO : MR. ELIAS B. DE LA CRUZ  
MR. EDELITO B. ESTOQUE  
MR. FELIPE A. SENADOS  
MR. MARIO R. MERACAP  
MS. NIEVES B. SAMONTINA  
MS. EFSIE C. APAS  
MR. ABELITO JIMENEZ

SUBJECT : ASSIGNMENT OF JANITORIAL POST

DATE : April 2, 2018

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In the exigency of the service, you are hereby assigned to the following posts for maintenance and sanitation effective April 2, 2018:

**MR. ELIAS B. DE LA CRUZ** Second Floor Education Building

**MR. EDELITO B. ESTOQUE** Admin Office / Accreditation / Corridor from Accreditation to Research

**MR. FELIPE A. SENADOS** Second Floor Old Library

**MR. MARIO R. MERACAP** Third Floor High School Building

**MS. NIEVES B. SAMONTINA** Third Floor Drafting

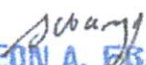
**MS. EFSIE C. APAS** Ground Floor Automotive

**MR. ABELITO JIMENEZ** Ground Floor Corridor from Admin to IRGO

As such, you shall keep your assigned area clean including the following comfort rooms, corridors, stairs and glass windows. Further, you are hereby advised to take care of the plants under your respective area.

You are on flexi-time from 6:00 A.M. – 10:00 A.M. and 1:00 P.M. – 5:00 P.M.

Please be guided accordingly.

  
**GIDEON A. EGARSABAL, PhD**  
VP - ADMIN  
**GREGORIO Z. GAMBOA, Jr., Ed.D.**  
College President



**SURIGAO STATE COLLEGE OF TECHNOLOGY**

*04.2018 Narciso Street, Surigao City*

MEMO TO : **ALL UTILITIES / JANITORS**  
This College

FROM : **GREGORIO Z. GAMBOA JR., Ed.D.**  
College President

SUBJECT : **OBSERVATION OF SEGREGATION AND PROPER  
GARBAGE DISPOSAL**

DATE : April 2, 2018

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You are hereby directed to separate / segregate garbage to its designated container/s as follows:

1. **Biodegradable** ----- **Green**
2. **Non-biodegradable** ----- **Yellow**
3. **Recycle Materials** ----- **Red**

After separation, you may proceed to properly dispose the garbage at the Colleges' Material Recovery Facility (MRF).

For strict compliance.

*scbay*  
**GIDEON A. EBARSABAL, PhD**  
**VP - ADMIN.**  
**GREGORIO Z. GAMBOA JR., Ed.D**  
College President



Surigao State College of Technology  
Surigao City

MINUTES OF THE SOLID WASTE MANAGEMENT POLICY MAKING

The SSG Executive Branch Officers and Advisers, SSG Legislative Branch Governors, BPSS Officers and Advisers, NSTP Director, VSSL Principal and the Division Chairs convened on August 28, 2013 at the Accreditation Center, SSCT. The meeting was called to order at 9:31 in the morning by the presiding officer, Engr. Evangeline Sabejon, the College Extension Director.

The session was commenced with a prayer then with the singing of the National Anthem by multimedia presentation.

Engr. Evangeline Sabejon presented to the body the main agendum of the meeting: to craft the Solid Waste Management Policies of the College. This is one of the requirements in becoming a university and as preparation for the forthcoming Internal Survey for the Accreditation to be conducted by the CMU Accreditors. Furthermore, she had also suggested in order to easily formulate those desired policies, they are to adapt the Solid Waste Management Act of 2001 (R.A. 9003) initiated by Mr. Norberto G. Alolo, CDO-PEMO. This schema was agreed by everybody. Dr. Leonielyn G. Malicay, one of the SSG Advisers and a Science professor and Mr. Remuel M. Coles, the SSG President have suggested to consider some information and ideas which are applicable in our institution. This was seconded by Dr. Merlyn M. Sanchez, the Chair of Graduate School. Subsequently, Dr. Elvis P. Patulin, the Chair of Teacher Education Division proposed an introductory statement which was highly accepted by the group. Engr. Badiolahad also shared his ideas regarding on the matter. He mentioned about the Ecology Learning Center for Zero Waste Management, the 3 R's (Reduce, Recycle, and Reuse), Materials Recovery Facility (MRF) and the Buy-back Center. Dr. Annabelle "Kyla" R. Naig, the Chair of Arts and Sciences assumed to have specified policies and each should be itemized. Dr. Cecilia E. Arcon appreciated the thought and also imparted her experiences concerning the topic. Mr. Emmanuel R. Salvador, the SSG Technology Sector Adviser has eventually immersed the entire group to proceed with the formulation of policies. Thereafter, the conceptualizing of policies took place. The attendees actively participated in scrutinizing the gathered notions and ideas. They were settled into the said policies:

With no further things to discuss, Dr. Elvis P. Patulin moved to adjourn the meeting at 11:52 in the morning seconded by Mr. Virgilio B. Galido.

The meeting lasted for two hours and twenty-one minutes.

Prepared by:

*EPFMW*

## **INSTITUTIONAL POLICIES ON SOLID WASTE MANAGEMENT**

- These policies are anchored on Republic Act 9003 known as Solid Waste Management Act of 2001.
- These institutional policies were crafted by the following personnel and students of the college at the Accreditation Center on August 28, 2013 to wit:

SSG officers & Advisers

Governors

BPSS officers

NSTP director

School Nurse

SPSO

VSSL Principal

In-charge Area IX-Laboratories

Division Chairs

Dean

### **Definition of Terms**

- **College-** is the Surigao State College of Technology
- **Solid Waste Management** - 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.
- **Solid waste** – It refers to all discarded household, commercial waste, non-hazardous institutional and industrial waste street, sweepings, construction debris, agricultural waste and other non-hazardous waste/ non –toxic solid waste.
- **Reduce** – minimize the use of non-environmentally sound products such as cellophanes and plastics.
- **Re-use** – the process of recovering materials intended for the same or different purpose without the alternation of physical and chemical characteristics

- **Re-use** – the process of recovering materials intended for the same or different purpose without the alternation of physical and chemical characteristics
- **Recycling**- the treating of used or waste material through a process of making them suitable for beneficial use and for other purposes, and includes any process by which solid waste materials are transformed into new products in such a manner that the original product may lose their identity.
- **Recyclable material** – 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, aluminium, glass, office paper, tin cans and other materials as may be determined by the committee on solid waste.
- **Segregation** – refers 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 reduce the volume of waste for collection and disposal.
- **Collection** – the act of removing solid waste from the source or from a communal storage point.
- **Disposal** – the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in a land.
- **Disposal Site** – a site where solid waste is finally discharged and deposited.
- **Materials recovery facility** – includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility.

## **POLICIES**

1. The College shall observe proper segregation of wastes and it shall start in the classrooms and offices - classify the solid waste into biodegradable, non biodegradable, recyclable, toxic or hazardous
2. It shall adopt the 3 Rs (Reduce, Reuse, and Recycle)
3. It shall strictly prohibit the college personnel and students from littering, dumping, and throwing of waste materials inside and outside the campus premises.
4. It shall observe the use of paper bags in packaging food and bakery products.
5. It shall encourage the office personnel, faculty members and students to reuse the waste papers.





### WASTE DISPOSAL CONTAINERS

Waste disposal is efficiently and effectively managed on campus.

Prepared by:

*Jocelyn A. Quitalig*  
Jocelyn A. Quitalig





### **UTILITY WORKERS**

Waste disposal is efficiently and effectively managed on campus.