



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



**DIVISION MEMORANDUM**

TO : Assistant School Division Superintendents  
Division Offices Chiefs  
Education Program Supervisors  
Division Personnel  
Public Schools District Supervisors  
School Principals/Heads (Both Elementary & Secondary)  
All Others Concerned

DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO. DEL NORTE  
DIPOLONG CITY

**RELEASED**

MAY 08 2018  
DATE  
THE SIGNATURE

FROM :  **PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent

Subject: **POLICY AND GUIDELINES ON WASTE MANAGEMENT IN SCHOOLS AND IN OFFICES**

Date : May 7, 2018

1. For the information and guidance of all concerned, the Schools Division of Zamboanga del Norte issues the enclosed **POLICY AND GUIDELINES ON WASTE MANAGEMENT IN SCHOOLS AND IN OFFICES** for the promotion of correct hygiene and sanitation practices among school children, schools and offices personnel and a clean environment in and around schools to keep learners and personnel safe and healthy.
2. This Policy aims to:
  - a. ensure correct knowledge and understanding among learners, schools and offices personnel of effective hygiene, sanitation and waste management projects;
  - b. improve hygiene and sanitation practices among the learners and personnel to enable them to develop life-long positive hygiene and sanitation behaviors;
  - c. ensure that schools and offices are kept clean and safe through school-based solid waste management, proper drainage, the elimination of breeding grounds for mosquitoes to prevent vector-borne diseases, and food sanitation; and
  - d. engage public and private partners for program implementation and sustainability.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.

## POLICY AND GUIDELINES ON WASTE MANAGEMENT IN SCHOOLS AND IN OFFICES

**Separating, reducing, reusing, recycling and composting** are good options for managing school and office waste. As internal stakeholders in our respective stations, you have to find ways to get rid of school and/or office waste with least negative effects on the environment. **Burning and building waste pits on the school grounds can only be done by schools with no other options.**

### 1. Separate waste

Separating waste is the first step in managing your school's and/or office's rubbish. Set up bins for the different kinds of waste, and make sure the right bins are used. You should have **clearly labeled** bins for glass, paper, plastic, cans, and for organic waste.

### 2. Reduce waste

Avoid sending waste to a landfill. Landfills cause environmental problems, such as unpleasant smells and contaminants and toxins leeching into water and the air. Educate staff and students about using other ways of desposing of waste, such as recycling, reusing and composting.

### 3. Reuse waste

Think about reusing waste around the school, the school community and offices, including:

- Taking lost property to your local opportunity shop
- Using plastic bags as bin liners or as packaging
- Having students, staff and personnel make recycled paper and use shredded paper as bedding for pets.

### 4. Recycle waste

Contact your local external stakeholder to find out what can be recycled in your area. Generally, you can recycle:

- Glass
- Paper and cardboard
- Cans
- Plastic

Make sure recycle bins are used correctly and that the items are clean when they go in the bin.

For recycling to work, educating students and personnel is essential. Some local stakeholders help schools to set up recycling programs and educate their staff and students.

### 5. Compost organic waste

Separate organic waste, like food scraps, plants, paper and lawn clippings, from other rubbish.

Use organic waste for composting and teach students about how it works. You can use the compost on the school gardens, saving on the cost of fertilizer and other chemicals. You could set up worm farms, which can be used to teach parts of the curriculum.

