
GENERAL POLICY ON ECOLOGICAL SOLID WASTE MANAGEMENT

CAMPUS SUSTAINABILITY OFFICE ENVIRONMENT AND WASTE MANAGEMENT OFFICE

Mindoro State University
Alcate, Victoria, Oriental Mindoro

First Edition

Mindoro State University
Bongabong Victoria Calapan City
Labasan Alcate Masipit

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Chapter 1. GENERAL PROVISIONS

Section 1. Title. This Policy shall be known as the Mindoro State University (MinSU) General Policy on Ecological Solid Waste Management (MGPESWM) in compliance with the Republic Act (R.A.) 9003 or the Ecological Solid Waste Management Act of 2000.

Section 2. Purpose.

1. The problem of managing solid waste has started many decades ago. Human activities create waste and it is the way these wastes are handled, stored, collected and disposed of, which can pose risks to the environment and to public health (Zurbrugg 2002:1). Waste can be a resource if only we could learn how to manage it properly, but since the 1960s the problem of disposing of our mixed waste has reached crisis proportions (Ancheta 2004:308).
2. To cope up with the alarming issue on solid waste management, Republic Act No. 9003 otherwise known as the ECOLOGICAL SOLID WASTE MANAGEMENT ACT OF 2000 was enacted on January 26, 2001. The law mandates all, and specifically the LGUs to adopt a systematic, comprehensive and ecological solid waste management program. The construction and operation of new dumpsites is prohibited upon its implementation. It further states that open dumpsites should be converted into controlled dumpsites by February 2004; and those converted dumpsites should be closed by February 2006. Also mentioned therein is the development of sanitary landfills as alternative, but should be operated and utilized in accordance with the Implementing Rules and Regulations (IRR) provided for this act. It also promotes waste minimization through recycling, resource recovery, reuse and composting (Republic of the Philippines, RA 9003).
3. Pursuant to provisions of Section 16, Republic Act 6969, otherwise known as "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990"; the Republic Act 9003 (Ecological Waste Management Act of 2000); Republic Act 9512 (National Awareness and Education Act of 2008); Republic Act 8749 (Clean Air Act of 1999); Republic Act 9275 (Clean Water Act of 2004); and the Presidential Decree 1586 (Environmental Statement (EIS) of 1978, the Mindoro State University adopts the 5R initiative – Refuse, Reduce, Reuse & Recycle, Recover – as part of its Waste Management Program.
4. In our continuous search for a lasting solution to the growing waste problems, the University aims to develop or introduced various technologies for its waste management initiatives. The full implementation of Republic Act 9003, or the Ecological Solid Waste Management Act of 2000 which fueled the search for a cheap but efficient system/process that can be put up in the Material Recovery Facility (MRF) that is recently established inside the University which will play crucial roles in the waste management program.
5. The Waste Management Program (WMP) addresses the needs to process collected wastes by segregating inorganic and hazardous wastes, and process bio-waste into an environment-friendly fertilizer and other usable products.
6. It is the policy of MinSU, as a government institution in higher education, to participate to the national initiatives on managing ecological solid wastes, toxic substances and hazardous wastes, and promote environmental awareness and education. The University designed and employ a measure that will effectively respond to waste problems, protect the community and environment, and develop viable and sustainable waste management program within the University premises as a campus-wide “zero waste” campaign, a replication of the “Zero Basura Action Plan of 2009” by the national government.
7. The University rally as exemplar for other institutions and as constituent communities to emulate the national government programs. As a Philippine government instrumentality, the University also support all government initiatives to address this universal problem that puts public health and the environment in peril.

Section 3. Scope.

1. This Policy shall cover the roles and responsibilities of the University to implement, and all University offices and units in implementing the University's Ecological Solid Waste Management Program (ESWMP). This Policy does not cover the handling and disposal of Hazardous and or Infectious (Medical) Wastes generated in the University which require stricter guidelines on environmental and health-related policies.
2. This policy presents a set of procedures and guidelines for the implementation of the comprehensive ecological solid waste management program in order to facilitate compliance with the relevant laws (i.e., RA 9003). This covers the following processes:
 - 2.1. Reduction at source
 - 2.2. Waste Segregation, Repurposing and Recycling/Diversion
 - 2.3. Storage, Collection and Transport of waste materials
 - 2.4. Disposal
 - 2.5. Partnerships and Linkages
 - 2.6. Information, Education and Communication (IEC)
 - 2.7. Research and Development on Solid Waste Management.
3. This policy shall cover all campuses and facilities of the University:
 - 3.1. MinSU Victoria (main) Campus at Alcate, Victoria, Oriental Mindoro;
 - 3.2. MinSU Calapan Campus at Masipit, Calapan City, Oriental Mindoro; and
 - 3.3. MinSU Bongabong Campus at Labasan, Bongabong, Oriental Mindoro.

Section 4. Definition of Terms¹

“Act” shall refer to the Republic Act 9003 or the Ecological Solid Waste Management Act of 2000.

“Collection” shall refer to the act of removing solid waste from the source or from a communal storage point.

“Commission” shall refer to the National Solid Waste Management Commission.

“Composting” shall refer to the controlled decomposition of organic matter by microorganisms, mainly bacteria and fungi, into a humus-like product.

“Disposal” shall refer to the deposit, dumping, or placing of any solid waste into a body of water or in any land.

“Disposal site” shall refer to the site where solid waste is finally deposited.

“Ecological solid waste management” shall refer to the systematic administration of solid waste management activities, which promotes reduction at source, and the provision of a system for recycling through segregated handling and transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment.

“EMB” shall refer to the DENR-Environmental Management Bureau.

“Environmentally preferable” shall refer to products or services that have lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

“Generation” shall refer to the act or process of producing solid waste.

¹ Based on R.A. 9003 or the Philippine Ecological Solid Waste Management Act of 2000 and its Implementing Rules and Regulations

“Green Procurement” shall refer to the purchasing of goods and services that causes minimal adverse environmental impacts.

“Materials Recovery Facility (MRF)” shall refer to the temporary storage facility, which includes solid waste transfer stations or sorting station, drop-off center, a composting facility, and a recycling facility.

“Non-Environmentally Acceptable Products or packaging” or “NEAP” shall refer to products or packaging that are unsafe in production, use, post-consumer use, or that produce or release harmful by-products when discarded.

“Open-Dum” shall refer to a disposal area wherein the solid wastes are indiscriminately thrown or disposed of without due planning and consideration for environmental and health standards.

“Pollution Control Officer” shall be defined as a technical person competent in pollution control and environmental management performing the duties and responsibilities in a particular establishment.

“Populace” shall refer to the people living or using the University.

“Receptacles” shall refer to the individual containers or bins used for the source separation and the collection of recyclable materials.

“Recovered materials” shall refer to the material and by-product that have been recovered and diverted from solid waste for the purpose of being processed and used as raw materials.

“Recyclable material” shall refer to 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, aluminum, glass, office paper, tin cans, plastics and other materials as may be determined by the Commission.

“Resource conservation” shall refer to the reduction of the amount of solid waste that is generated or the reduction of overall resources consumption, and utilization of recovered resources

“Re-use” shall refer to the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics.

“Segregation” shall refer to the sorting and segregation of different materials found in solid waste in order to promote recycling and reuse of resources and to reduce the volume of waste for collection and disposal.

“Segregation at source” shall refer to a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.

“Solid waste” shall refer to all discarded household, commercial waste, non-hazardous institutional, ports/harbor and industrial waste, street sweepings, construction debris, agriculture waste, and other non-hazardous/non-toxic solid waste.

“Solid waste management” shall refer to 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.

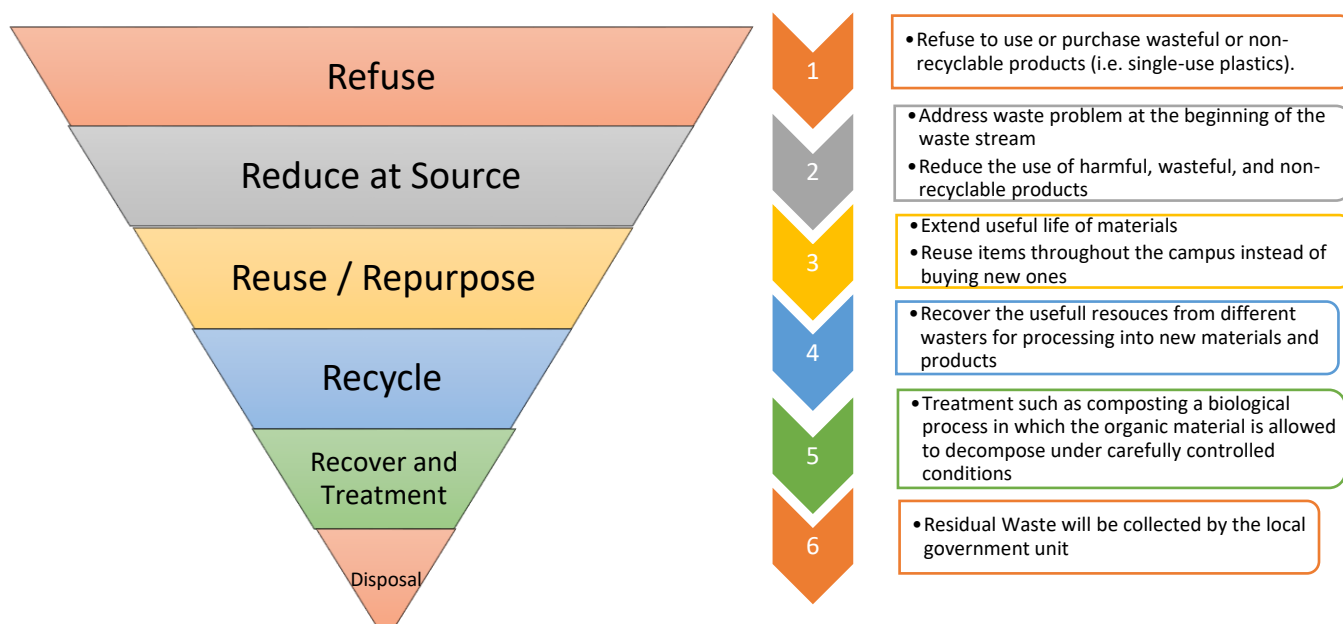
“Source reduction” shall refer to the reduction of solid waste before it enters the solid waste stream by methods such as product design, materials substitution, materials re-use and packaging restrictions.

“Special Wastes” shall refer to household hazardous wastes such as paints, thinners, household batteries, lead acid batteries, spray canisters and the like. These include wastes from residential and commercial sources that comprise of bulky wastes, consumer electronics, white goods, yard wastes that are collected separately, batteries, oil, and tires. These wastes are usually handles separately from other residential and commercial wastes.

“Waste diversion” shall refer to activities, which reduce or eliminate the amounts of solid wastes from waste disposal facilities.

Section 5. Policy Statements and Objectives

1. It is the policy of the State to adopt a systematic, comprehensive and ecological solid waste management program. The Mindoro State University is committed itself in environmental conservation and protection as part of its pursuit in attaining resilience towards campus safety and sustainable development. Thus, the University is adopting the Ecological Solid Waste Management Act of 2000. The following policies of the law shall be adopted by each campus:
 - a. Adopt a systematic, comprehensive and ecological solid waste management program which shall: (a) Ensure the protection of public health and environment;
 - b. Utilize environmentally-sound methods and environmentally preferable products or services that maximize the utilization of valuable resources and encourage resource conservation and recovery;
 - c. Set guidelines and targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures, including composting, recycling, re-use, recovery, green charcoal process, and others, before collection, treatment and disposal in appropriate and environmentally sound solid waste management facilities in accordance with ecologically sustainable development principles;
 - d. Ensure the proper segregation, collection, transport, storage, treatment and disposal of solid waste through the formulation and adoption of the best environmental practice in ecological waste management excluding open burning and incineration;
 - e. Promote national research and development programs for improved solid waste management and resource conservation techniques, more effective institutional arrangement and indigenous and improved methods of waste reduction, collection, separation and recovery;
 - f. Encourage greater private sector participation in solid waste management;
 - g. Retain primary enforcement and responsibility of solid waste management with local government units while establishing a cooperative effort among the national government, other local government units, nongovernment organizations, and the private sector;
 - h. Encourage cooperation and self-regulation among waste generators through the application of market-based instruments;
 - i. Institutionalize public participation in the development and implementation of national and local integrated, comprehensive and ecological waste management programs; and
 - j. Strengthen the integration of ecological solid waste management and resource conservation and recovery topics into the academic curricula of formal and non-formal education in order to promote environmental awareness and action among the citizenry.



2. The University recognizes the importance of implementing procedures for the responsible and ecological management of solid waste generated by the University community with the goal of helping in the reduction of the volume of waste sent to the municipal landfill as well as the promotion of reuse, repurpose, and recycling wherever possible. The MinSUan community is enjoined to comply with this national and local policy and guidelines to ensure that proper waste management is performed in accordance with all relevant laws. In particular, the policy has set the following objectives:
 - 2.1. refuse wasteful and non-recyclable materials particularly, the single-use plastic. Refusing materials is the primary way to lower our impact on the landfill which can be done by doing the following initiatives: a) Refuse what you do not need; b) Bring your own food container or water bottle in school to avoid buying plastic bottled water; c) Carry a reusable bag or purse; d) Carry a water bottle and hot drink cup; e) Request no plasticware in take-out from the canteen or using plastics during catering services;
 - 2.2. minimize waste generation at source and facilitate reuse or repurpose and recycling over the disposal of wastes, where it is cost effective;
 - 2.3. provide clearly defined roles and responsibilities of key University sectors/units/colleges/office for proper coordination and implementation of the ecological solid waste management program;
 - 2.4. promote environmental awareness and educational campaign in order to increase and encourage waste minimization, reuse and recycling;
 - 2.5. ensure the safe handling and storage of wastes;
 - 2.6. provide education and training for the MinSU and adjacent communities on ecological solid waste management; and
 - 2.7. promote ecological solid waste management best practices.

Section 6. Administration and Enforcement

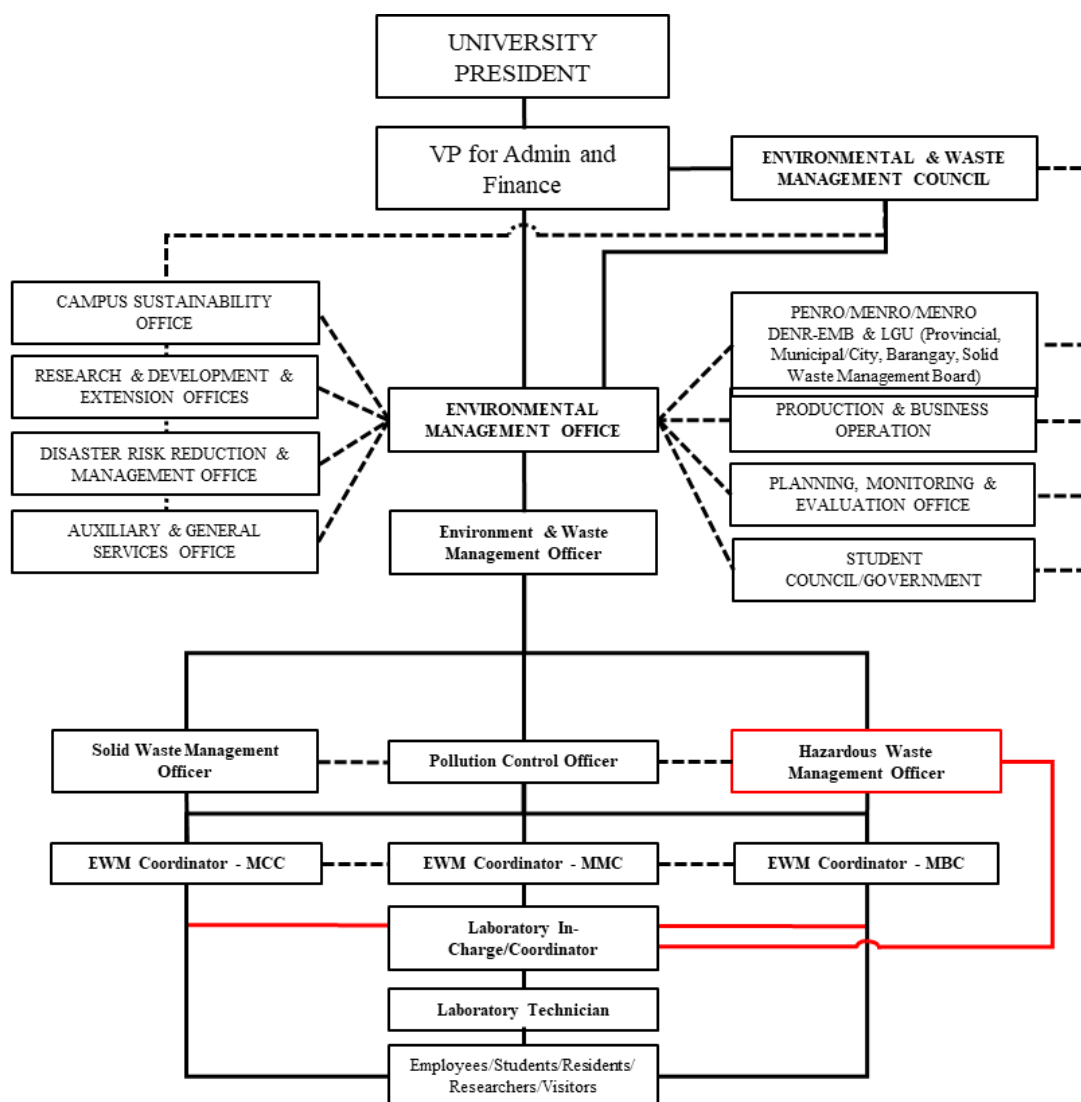
1. This Policy shall be administered by the University President or his duly authorized representative or through any other department, office, units, of the University for assistance in the form of personnel, facilities and other resources as the need arises in the discharge of its functions.

2. The Office, Unit, Department involved in the implementation of the University SWM Program shall establish cooperation and coordination with the local and national government agencies and instrumentalities.
3. The University SWM administration and supervision shall be based on the Organizational Structure (refer to Chapter 3, Section 1 of this Policy):
 - 3.1. University President. The University President and or his/her authorized representative shall act as the final authority in the decision-making and implementation of this Policy.
 - 3.2. All University Department, offices, and or units shall constitute as the implementers of this Policy.
 - 3.3. The following office/unit and position titles are hereby created:
 - 3.3.1. University Environment and Waste Management Committee (EWMC)
 - 3.3.2. **Campus Sustainability Office (CSO)**
 - 3.3.3. Environment and Waste Management Officer
 - 3.3.4. Solid Waste Management Office
 - 3.3.5. Pollution Control Officer
 - 3.3.6. Environment and Waste Management (EWM) Campus Coordinators
4. Selection, nomination of personnel to manage the above-mentioned office/position shall be based on the criteria set by the University's Personnel Selection/Nomination Committee.
5. "Eco-Rangers" shall have the power to assist the proper implementation of the solid waste management policy including but not limited to the implementation of No Segregation, No Collection, and other penal provisions.

Chapter 2. ESTABLISHMENT/DESIGNATION/ CREATION & SWM IMPLEMENTERS

Section 1. Organizational Structure.

1. The Environment and Waste Management Program's (EWMP) Organizational Structure consists of the University President, VP for Admin and Finance, Environment and Waste Management Committee, Environment and Waste Management Office, and other units.
2. It shall be headed and managed by an Environmentalist or equivalent profession who is vested with the authority and responsibility to carry out the mandates of the EWMO as provided by various laws. The EWMO shall be assisted by the Solid Wastes Management Officer (SWMO), Pollution Control Officer (PCO), and Hazardous Waste Management Officer (HWMO).
3. The SWMO, PCO, and HWMO shall be assisted by the EWM Campus Coordinators in the three campuses.
4. Below shall serve as the guide in communications and the implementation of the ESWM Program



LEGEND

- Coordination/Communication
- Direct Supervision

EWM - Environment & Waste Management
DENR-EMB - Department of Environment and Natural Resources-Environmental Management Bureau

Section 2. Office of the University President: Duties, Roles, and Responsibilities.

- 1. The Office of the President or his/her authorized representative shall:**
 - 1.1. exercise supervision and control over the office, units, and personnel of the University Environmental Management Office (EMO);
 - 1.2. approve policies and standards for the operations of the University EMO consistent with and in support to LGUs and DENR plans and programs; and
 - 1.3. promulgate rules and regulations necessary to carry out EWMO's objectives and perform such other duties and functions as may be assigned/provided by laws and DENR rules and regulations.

Section 3. The Office of the Vice President for Administration and Finance (VPAF) shall:

- 1. The Office of the Vice President for Admin and Finance (VPAF) or his/her authorized representative shall:**
 - 1.1. take direct charge of the implementation of policies, programs and projects for the effective and efficient environmental management and pollution control;
 - 1.2. upon recommendation of the EWMC, recommend to the University President, the adoption of policies relating to enhancement of air and water quality, proper management of solid wastes, toxic substances and hazardous wastes and appropriate sanctions against violators of environmental laws;
 - 1.3. supervise and advise the EMO in the performance of policy, technical, operational and administrative functions; and
 - 1.4. act as the Chairperson of the University EWMC.

Section 4. Environmental and Waste Management (EWM) Committee

- 1. The University Environmental & Waste Management (EWM) Committee** is tasked to oversee the implementation of University Environment and Waste Management Programs (UEWMP) and plans and shall be the main mover of monitoring the implementation of the Solid Waste Management, Pollution Control, and Hazardous Waste Management policies. The EWMC shall perform the following duties and functions:
 - 1.1. develop and review policies on waste management (solid waste and hazardous waste) and pollution control to be endorsed to the Administrative Council;
 - 1.2. develop measures to promote and ensure the viability and effective implementation of environmental conservation and protection, pollution control, and waste management programs;
 - 1.3. monitor the EWM Office in the implementation of the waste management and pollution control policies and guidelines;
 - 1.4. convene regular meetings for purposes of planning, revision of, and coordinating the implementation of the waste management and pollution control programs;
 - 1.5. ensure compliance to the University's waste management policies; and
 - 1.6. review as the need arises, the waste management policies and guidelines for purposes of ensuring its sustainability, viability, effectiveness and relevance in relation to local and international developments in the field of solid waste management.

Section 5. Campus Sustainability Office (CSO) shall be established in each campus.

- 1. The Campus Sustainability Office shall be the lead office of the University that is tasked to:**
 - 1.1. spearhead the development of a comprehensive ecological waste management programs;
 - 1.2. conduct periodic Studies (e.g., Waste Analysis Characterization or WACS) in order to measure the impacts of the program in the efforts of the MinSUans in reducing waste materials it generates;

- 1.3. ensure compliance to laws, regulations and policies pertaining to solid waste management e.g. R.A. 9003) and hazardous waste management (R.A. 6969);
- 1.4. strengthen linkages and partnerships with other offices, both public and private for the promotion of the solid waste management program;
- 1.5. promote energy and resources efficiency and conservation programs.

Section 6. Environmental and Waste Management Office (EWM)

1. The University Environment & Waste Management Office (EWMO) the official unit under the supervision of the Office of the Vice President for Administration and Finance, is hereby established. The UEWMO is tasked to oversee the implementation of Environmental and Waste Management Programs and plans. The EWMO shall perform the following duties and functions:
 - 1.1. implement the adopted policies on waste management and submit recommendations to the Administrative Council;
 - 1.2. promote and ensure the viability and effective implementation of waste management programs;
 - 1.3. monitor the implementation of the environment and waste management policies and guidelines through its assigned units and personnel; and
 - 1.4. ensure compliance to the University's solid waste management policy.

Section 7. Designation of Environment & Waste Management Officer

1. **Qualifications, Duties, and Functions of the University Environmental & Waste Management Officer (EWMO)**
 - 1.1. No person shall be appointed as University EWMO unless he is a citizen of the Philippines, a permanent government employee, of good moral character, a holder of a college degree preferably in environment, forestry, agriculture or any related course from a recognized college or university, and a civil service eligible or its equivalent (for full-time designation). He/she must have acquired experience and training in waste management, environmental and natural resources management and or conservation, and utilization. An Environmental and Waste Management Officer shall be designated in the main campus and shall be assisted by the Solid Waste Management Officer (SWMO), Pollution Control Officer (PCO), and Hazardous Management Officer (HWMO) in performing the following duties and functions:
 - 1.1.1. Formulate measures for the consideration of the EWMC and provide technical assistance and support to the AGSO, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources and waste management services;
 - 1.1.2. Develop plans and strategies and upon approval thereof by the University President, as the case may be, implement the same, particularly those which have to do with climate change adaptation strategies and environmental programs which the University President is empowered to implement and which the EWMC is empowered to provide for under this Policy;
 - 1.1.3. Spearhead in the conduct of information and education campaign;
 - 1.1.4. Act as immediate supervisor of University's SWMO, PCO, and HWMO.
 - 1.1.5. In addition to the foregoing duties and functions, the University EWM Officer shall:
 - 1.1.5.1. Establish, maintain, protect and preserve the University Forest Reservation, watersheds, tree parks, mangroves, greenbelts and green corridors, and similar forest projects and commercial forest, bamboo plantations, and agro-forestry projects;

- 1.1.5.2. Assist in the conduct of extension services to beneficiaries of environment and waste management projects through technical assistance and advisories;
- 1.1.5.3. Perform functions such as conducting or assisting with routine inspections, enforcement, and/or monitoring projects related to environment and waste management and other projects requiring his/her expertise.
- 1.1.5.4. Coordinate with government agencies and non- governmental organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the Local Government Units, Department of Environment and Natural Resources, and the Environment Management Bureau;
- 1.1.5.5. Be in the frontline of the delivery of services concerning the waste management and environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural calamities and disasters;
- 1.1.5.6. Recommend to the EWM Committee and advise the University President, on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the waste management and University environment and natural resources; and
- 1.1.5.7. Exercise such other powers and perform such other duties and functions as may be prescribed by University President; and
- 1.1.5.8. Act as the Head of EWM Office.

Section 8. Solid Waste Management Officer (SWMO): Qualifications, Duties, and Functions

1. Qualifications

The SWMO may be a permanent, a Casual, or a Contractual government employee of good moral character, a holder of a college degree preferably in environment, forestry, agriculture or any related course from a recognized college or university, and a civil service eligible or its equivalent (for full-time designation). Preferably with experience and training in waste management, environmental and natural resources management and or conservation, and utilization. The Solid Waste Management Officer shall be designated in the main campus and shall be assisted by the Environmental and Waste Management Officers (EWMO), Pollution Control Officers (PCO), and Hazardous Management Officers (HWMO) in the three campuses.

2. Duties, and Functions

- 2.1. assist the Environmental and Waste Management Office in performing its duties and functions;
- 2.2. attend in the local meetings related to the solid waste management program;
- 2.3. be in the frontline of the delivery of services concerning Solid Waste Management Program;
- 2.4. enforce environmental laws, rules and regulations together with the concerned office, units, or colleges;
- 2.5. assist in the Information and Education Campaign on Solid Waste Management
- 2.6. provide technical assistance to the University EWMO and other requesting concerned agencies;
- 2.7. coordinate with government department, units, office, college and other agencies or NGOs in the implementation of measures to prevent and control land, air and water pollution with assistance of the University EWMO and DENR
- 2.8. implement the solid waste disposal and other environmental management system and services related to general hygiene and sanitation in the three campuses;
- 2.9. maintain safe and efficient operation of solid waste collection in the three campuses;
- 2.10. monitor all campuses on the implementation of Solid Waste Management Program
- 2.11. supervise the full operation of the University Material Recovery Facilities (MRF)

Section 9. Pollution Control Officer: Qualifications, Duties, and Functions

1. The Pollution Control Officer (PCO) as a technical person competent in pollution control and environmental management and shall only serve the University as PCO as required by Law.
2. **Qualifications**
 - 2.1. Shall be a Filipino citizen of legal age, with good moral character, and mentally and physically healthy;
 - 2.2. A full-time University employee or a contractual employee in the absence of competent permanent employee, and has completed the Basic PCO Training Course by an EMB-recognized training organization or institution within the last three (3) years;
 - 2.3. Preferable, held for at least three (3) years in supervisory position or in a responsible position or equivalent experience
3. The PCO shall perform the following duties and functions:
 - 3.1. Together with the Managing Head (EMO), ensure compliance with the requirements of PD 1586, RA 6969, RA 8749, RA 9003, RA 9275, their IRR, and other pertinent rules and regulations;
 - 3.2. Identify significant environmental impacts of operation, recommend possible mitigating measures in the preparation and/or review Environmental Management Plan (EMP)/Contingency Plan
 - 3.3. Attend to all permitting and registration requirements of the University;
 - 3.4. Ensure proper performance, operation & maintenance of the following:
 - 3.4.1. Waste treatment facilities
 - 3.4.2. Air pollution devices (if any)
 - 3.4.3. Hazardous waste storage areas
 - 3.4.4. Solid waste segregation facilities
 - 3.4.5. Environmental monitoring devices (if any) such as Air Monitoring Stations, Effluent flow Metering/Measuring Devices, Groundwater Monitoring Wells, and others
 - 3.5. Ensure that:
 - 3.5.1. Hazardous wastes disposed offsite are covered by a Permit to Transport
 - 3.5.2. Each transport is covered by a hazardous waste manifest
 - 3.5.3. Certificate of Treatment (COT)
 - 3.5.4. Copies of signed hazardous waste manifest and COT shall be submitted to the concerned EMB Regional Office (DENR DAO 2004-36)
 - 3.6. Ensure hazardous wastes storage facilities are properly operated and maintained
 - 3.7. Monitor ECC compliance and commitments stipulated in the EMP or Environmental Performance Report and Management Plans, and report the same in the EMO.
 - 3.8. Monitor activities pertaining to the installation or construction of pollution source and control facilities to ensure compliance with the National Emission Standards for Source Specific Air Pollutants and National Ambient Air Quality Standards and report monitoring results to DENR as part of the Self-Monitoring Report (SMR);
 - 3.9. Monitor activities pertaining to the operation and maintenance of pollution control facilities to ensure compliance with the Effluent Standards and report monitoring results to DENR as part of the SMR;
 - 3.10. Monitor the use of chemicals, especially those listed under the Priority Chemicals List (PCL) and those with Chemical Control Orders (CCO) and the generation of solid and hazardous wastes. Monitoring data shall be submitted as part of the SMR and the PCL Compliance Certificate;
 - 3.11. Monitor the importation or distribution of chemicals in different academic laboratories and research centers, especially those listed under the PCL and those with CCO and the

generation of solid and hazardous wastes. Monitoring data shall be submitted as part of the SMR and the PCL Compliance Certificate;

- 3.12. Promptly submit Chemical Monitoring Reports (CMR) and SMRs, duly accomplished and signed by the PCO, approved and certified correct by the EMO, and notarized;
- 3.13. Report in writing within 24 hours from the occurrence of any of the following environmental incident
 - 3.13.1. Breakdown of any pollution source and/or control facility or monitoring instruments
 - 3.13.2. Releases of chemicals or hazardous wastes
- 3.14. Report in writing within 24 hours from securing of the results of laboratory analysis or from online monitoring instruments any exceedance to effluent and/or emission standards. The Report covering Items 14 and 15 above shall include the following:
 - 3.14.1. Date/time of the incident;
 - 3.14.2. Cause(s) of the incident; and
 - 3.14.3. Description of the incident detailing the following:
 - 3.14.3.1. Estimated amount of chemicals or hazardous wastes, emissions, and/or
 - 3.14.3.2. effluents released to the receiving environment; and
 - 3.14.3.3. Interim/contingency measures to mitigate any potential negative impacts.

Section 10. Hazardous Waste Management Officer (HWMO): Duties, and Functions.

1. The HWMO in coordination and cooperation with the SWMO, PCO, and EMO shall perform the following including but not limited to:
 - 1.1. Formulation, review, assessment, and supervision of the implementation of policies, guidelines and procedures on waste management (solid waste and hazardous wastes) and draft necessary new policies and proposes amendments to the existing relevant issuances;
 - 1.2. Conduct final review and evaluation of hazardous materials and chemicals containers and ensure its proper collection, treatment, and/or disposal; and
 - 1.3. Perform other functions in his/her capacity as needed.

Section 11. EWM Campus Coordinators: Qualifications, Duties, and Functions.

1. EWM Campus Coordinators shall be designated in each campus and shall perform the following duties and functions:
 - 1.2. Assist the EWM Officer in performing his/her duties and functions;
 - 1.3. Formulate measures related to the Environment and Solid Waste Management Program in their respective campus and provide technical assistance and support to the AGSO campus coordinator in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources and waste management services;
 - 1.4. Assist in the development of plans and strategies related to ESWM Programs;
 - 1.5. Perform functions such as conducting or assisting with routine inspections, enforcement, and/or monitoring projects related to environment and waste management and other projects requiring his/her expertise.
 - 1.6. Coordinate with their local government agencies and non-governmental organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the Local Government Units, Department of Environment and Natural Resources, and the Environment Management Bureau;
 - 1.7. Be in the frontline of the delivery of services concerning the waste management and environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural calamities and disasters in their respective campuses;

- 1.8. Recommend and provide advisory the ESWM Officer on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the waste management and University environment and natural resources;
- 1.9. Collect SWM fees as indicated under Chapter 5, Section 1 of this Policy; and
- 1.10. Exercise such other powers and perform such other duties and functions as may be prescribed by EWMO and or the University President.

Section 12. Auxiliary and General Services Office (AGSO).

1. The AGSO in cooperation with the EWMO shall be the lead office and head of the SWM implementing arm (eco-rangers) of the University that is tasked to:
 - 1.1. ensure that the garbage collection and disposal system which conforms to the requirements of the policy guidelines, consistent with existing government legislations and issuances;
 - 1.2. establish a standard monitoring system on the regular collection of garbage;
 - 1.3. implement measures and safeguards to ensure compliance to the policy guidelines;
 - 1.4. through the Security Management Unit of the AGSO, the security guard on duty in all gates of MinSU campus shall strictly prohibit the entry of single-use plastics that are listed as permanently banned in Annex A: Types of Single-Use Plastics, its Alternatives and Regulations

Section 13. Research and Development Office (RDO).

1. The RDO is an integral component of the University working for all academic research and development, and extension services; the generation and development of priority technologies and information, as well as verification, piloting and commercialization of the technologies resulting to economically feasible, socially acceptable and environmentally sound and technology-based enterprises. The RDO shall facilitate the conduct of research and development programs and activities that will promote national research and development programs to improve the solid waste management, resource conservation techniques, and develop more effective institutional arrangement, indigenous, and improved methods of waste reduction, collection, separation and recovery; and
2. Act as member of the Environmental and Waste Management Committee.

Section 14. Extension, Knowledge, and Technology Transfer Office (EKTTO).

1. EKTTO mainly responsible in facilitating information and technology dissemination and utilization of available appropriate technologies, policies, and practices to the community-beneficiaries; and
2. Act as member of the Environmental and Waste Management Committee.

Section 15. University Disaster Risk Reduction and Management Office (DRRMO)

1. The University DRRMO shall provide assistance and services to the Solid Waste Management Office including but not limited to:
 - 1.1. technical assistance; and
 - 1.2. personnel assistance;
2. Act as member of the Environmental and Waste Management Committee.

Section 16. Production and Business Operation (PBO)

1. The University Production and Business Operation (PBO) shall provide assistance and services to the Environment and Waste Management Office particularly in managing wastes produced under its jurisdictions. DPBO shall provide:

- 1.1. technical assistance through review, inspection, and validation of business establishments operating in the University premises which include catering services outside the campus providing services in the University by ensuring their compliance particularly in Chapter 3, sections 1 and 9 of this Policy; and
- 1.2. provide personnel assistance as the need arises.
2. Act as member of the Environmental and Waste Management Committee.

Section 17. Planning, Monitoring, and Evaluation

1. The University Planning, Monitoring, and Evaluation (PME) Office shall provide technical and advisory assistance and services to the Environment and Waste Management Office particularly planning and monitoring activities. PME shall provide:
 - 1.1. technical assistance through review, monitoring, and evaluation of the University's EWM Programs and Plans
2. Act as member of the Environmental and Waste Management Committee.

Section 18. Student Council and Student Government

1. A representative from the University Student Council shall be designated as a regular member of the EWM Committee with the following duties and functions:
 - 1.1. Assist the EWMO in the implementation of Environmental and Waste Management Programs particularly in the solid waste management;
 - 1.2. Attend meetings and consultation on EWM activities;
 - 1.3.

Section 19. Faculty and Non-Teaching Personnel Roles and Responsibilities

1. Every public official and employee shall observe the norms of conduct of public officials and employees as stated in the R.A. 6713 (A Code of Conduct and Ethical Standards for Public Officials and Employees) and act as the role model for the students and other stakeholders.
2. Each Faculty shall incorporate the value of environmental protection, waste segregation and other solid waste management initiatives through classes, orientation, and or seminar.

Section 20. Business, Industry Role

1. The USWMC shall encourage commercial and industrial establishments through appropriate recognitions, opportunities, and incentives:
 - 1.1. To initiate, participate and invest in integrated ecological solid waste management projects;
 - 1.2. To manufacture environmental-friendly products, to introduce, develop and adopt innovative processes that shall recycle and re-use materials, conserve raw materials and energy, reduce waste and prevent pollution; and
 - 1.3. To undertake community activities to promote and propagate effective solid waste management practices in the University and their respective localities.

Chapter 3. GUIDELINES

Section 1. Waste Reduction at Source

1. Reduction of non-environment friendly products which may include the following activities and strategies²:
 - 1.1. Adoption of reusable products, or design of the products to improve its reusability, recyclability, and retrievability;
 - 1.2. Inclusion of recycled content or recycled materials in a product;
 - 1.3. Adoption of appropriate product refilling systems for retailers (and food vendors);
 - 1.4. Viable reduction rates plan;
 - 1.5. Information and education campaign schemes; and
 - 1.6. Appropriate labeling of products, including the information thereon for the proper disposal of the waste product.
2. Efforts toward reducing the generation of waste materials at source shall be explored continuously. Gradual reduction of single-use materials including but not limited to plastics and polystyrene, and packaging shall be done, with utmost consideration in addressing challenges and impacts on operations which include identification, promotion and adoption of alternatives and options.
3. Food services and concessions shall promote the reduction-at-source of single-use packaging/materials (e.g., plastics, styro, etc.) and reuse and recycling of material. Specifically, they are encouraged to take initiatives towards:
 - 3.1. elimination of single-use plastic (Annex A: Banned and/or Strongly Discouraged Single-Use Plastics and Other Materials and its Alternatives)
 - 3.2. adoption and use of reusable food containers and utensils (i.e. microwavable containers, stainless steel bottles and utensils).
 - 3.3. Reuse or repurpose and recycling of plastic bottles, cans, cardboard boxes, paper bag, and paper materials.
4. Gradual decrease of use of single-use plastics and its equivalent shall be implemented on the 1st semester of 2024-2025 with the aim of total ban on the next academic year.
5. Below are the products and or materials which shall be banned and strongly discouraged:

Description	Alternatives
Shall be banned	
Styrofoam food materials,	Paper bags and eco bags, microwavable food containers, and wax papers
Plastic bags (sando bag and/or plastic <i>labo</i>)	
Cling wraps	
Clear packaging (sandwich container)	
Plastic utensils	Stainless and reusable utensils
Plastic straws and stirrers	
Laminated paper food containers	Microwavable food containers, reusable tumblers, bottles, and mugs
Strongly Discouraged	
PET bottles	Microwavable food containers, reusable tumblers, bottles, and mugs
Plastic cups	
Sachets	
Tetra packaging	

Section 3. Product Waste Recovery Program and Waste Diversion

² Based on the National Framework for Extended Producer Responsibility on Plastic Packaging Waste (Section 44-A of EPR Act of 2022)

1. Product waste recovery programs aimed at effectively preventing waste from leaking to the environment, which may include the following:
 - 1.1. Waste recovery schemes through redemption, buy-back, offsetting, or any method or strategy that will efficiently result in the high retrievability, high recyclability, and resource recovery of waste products;
 - 1.2. Diversion of recovered wastes into value chains and value-adding useful products through recycling and other sustainable methods;
 - 1.3. Transportation of recovered waste to the appropriate composting, recycling (University MRF), or other diversion or disposal site of the University or the LGU;
 - 1.4. Clean-up waste leaked to coastal area, rivers and creeks, public roads, and other sites;
 - 1.5. Establishment of communal recycling, composting, thermal treatment, and other waste diversion or disposal facilities for waste products, when investment therein is viable; and
 - 1.6. Partnership with LGUs, communities, and informal waste collectors.

Section 4. Waste Segregation

1. **Segregated Receptacles or Waste Bins**
 - 1.1. Each bin shall be distributed in strategic locations which are easily accessible to the public.
 - 1.2. Each bin shall be labelled in English and Tagalog to indicate the specific type of waste for which the bin is designated. In addition, photos shall be used to illustrate examples of the types of waste that shall be placed in the bin.
 - 1.3. All classrooms, offices, and library bins shall be used for “PAPER” only.
 - 1.4. Canteens and lounges shall be provided with bins for “RECYCLABLES”, “BIODEGRADABLES” and “RESIDUAL WASTES”
 - 1.5. Larger bins shall be located in the ground floor in each building.
 - 1.6. Bins strategically located at the hallways and outside bins shall be separately designated for “RECYCLABLES”, “BIODEGRADABLES”, “RESIDUAL WASTE” (samples and definition of types of wastes can be found in Annex B. Sources and Types of Solid Wastes).
 - 1.7. Restroom bins shall be designated for “RESIDUALS” only.
 - 1.8. Laboratory bins shall be separately designated for “PAPER”, “RESIDUAL”, and “SPECIAL/HAZARDOUS WASTE”.
 - 1.9. Random or spot-checking shall be conducted by the University’s Environment Management Office and the Auxiliary and General Services Office (AGSO) to monitor the compliance to the segregation and storage of wastes

Section 5. Storage, Collection and Transport of Waste Materials

1. **Storage: Materials Recovery Facility (MRF)**
 - 1.1. Waste shall be transferred to the University’s Materials Recovery Facility (MRF).
 - 1.2. The MRF shall include a secondary sorting area to ensure proper segregation.
 - 1.3. The MRF shall also include separate partitions for the different type of wastes.
 - 1.4. Recyclable materials shall be stored until sold to the junkshops.
 - 1.5. Residual shall be stored at the MRF until collected by the garbage truck provided by the Local Government (Victoria, Bongbong, Calapan).
 - 1.6. Biodegradable shall be processed at the designated composting site/s.
 - 1.7. Local Solid Waste Management (SWM) Service Personnel are tasked to weigh, document and properly dispose wastes in the MRF while its operations are monitored by their Immediate Supervisor/Facility-in-charge.
 - 1.8. SWM Service Personnel shall be properly trained and equipped to enable them to thoroughly check whether the wastes being disposed at the MRF are properly segregated into kitchen wastes, residual wastes, recyclable wastes, and special wastes and records and report to the concern office of any problems encountered.

- 1.9. The MRFs shall be overseen and monitored by the SWMO and the AGS to ensure that the MRFs are sustained. A monitoring form shall be formulated to keep track of the system especially the data on waste diversion, volume, and other needed data. Information and data that will be gathered thru the forms shall serve as bases for future planning and improvement of operations.



Figure shows the current Materials Recovery Facility of the Mindoro State University Victoria (main) campus.

Section 6. Storage, Collection, and Transport: External Collection and Transport of Wastes.

1. The biodegradable wastes shall be collected everyday by the designated hauler of the AGS and SWM Office. Likewise, the residual wastes will also be collected by the Local Public Sanitation (municipal/city waste collectors) every Friday. Waste Collection Schedule shall be as follow:

Monday to Friday	Biodegradable
Thursday	Residual & Recyclables
Friday	Residuals and Hazardous
2. The plan shall take into account the geographic subdivisions to define the coverage of the solid waste collection area in every building. The Office of the Auxiliary and General Services (AGSO) shall be responsible for ensuring that a 100% collection efficiency from residential, commercial, administrative, and academic sources, where necessary within its area of coverage, is achieved. Toward this end, the plan shall define and identify the specific strategies and activities to be undertaken by the SWM Officer taking into account the following concerns:
 - 2.1. Availability and provision of properly designed containers or receptacles in selected collection points for the temporary storage of solid waste while awaiting collection and transfer to processing sites or to final disposal sites;
 - 2.2. Segregation of different types of solid waste for re-use, recycling and composting;
 - 2.3. Hauling and transfer of solid waste from source or collection points to processing sites (University's Material Recovery Facility) or collection by the Municipal Solid Waste collectors for final disposal sites;
 - 2.4. Issuance and enforcement of policy to effectively implement a collection system in the campus; and
 - 2.5. Provision of properly trained team leader and workers to handle solid waste disposal.
- 2.6. The plan shall define and specify the methods and systems for the transfer of solid waste from specific collection points to solid waste management facilities.
3. All segregated waste from the waste bins shall be collected based on their schedule. A NO SEGREGATION NO COLLECTION POLICY shall be implemented and violators shall be

recorded and frequent offenders shall be reported for further administrative actions. A collector as “Eco-ranger” from Auxiliary and General Services Office shall collect the particular wastes at a designated schedule of collection. The collected wastes shall be transported to the Material Recovery Facility for further separation, weighing, and packaging of the waste.

4. Stored wastes shall be kept in Materials Recovery Facility (MRF) until it is properly processed for a week. Only the residual wastes shall be collected and transported by the municipal waste collector to the municipal landfill site.

Section 7. Disposal.

1. **Biodegradable Wastes.** As per RA 9003, the biodegradable wastes (including agricultural-based wastes) shall be processed through composting or vermi-culture facility and/or sold by the University SWM in each campus (Victoria, Bongabong, Calapan).
2. **Residuals.** The residual shall be disposed by the Local Government Unit (Victoria, Bongabong, Calapan) where the campuses are located.
3. **Recyclables.** The recyclables may be disposed through selling to DENR-accredited junkshops or repurpose by the University. Selling of recyclables may follow the Price of Recyclables issued by the Environmental Management Bureau.
4. **Construction and Renovation Debris.** Construction and renovation debris will be properly disposed by the contractor through a private hauler recognized by DENR. Scraps and other recyclable/reusable parts can be sold following the provisions pertinent law or auditing rules.
5. **Hazardous Waste Materials.** Hazardous Waste Materials shall be handled and treated separate from Solid Waste Materials. (Please refer to Annex C: Hazardous Waste Management Plan)

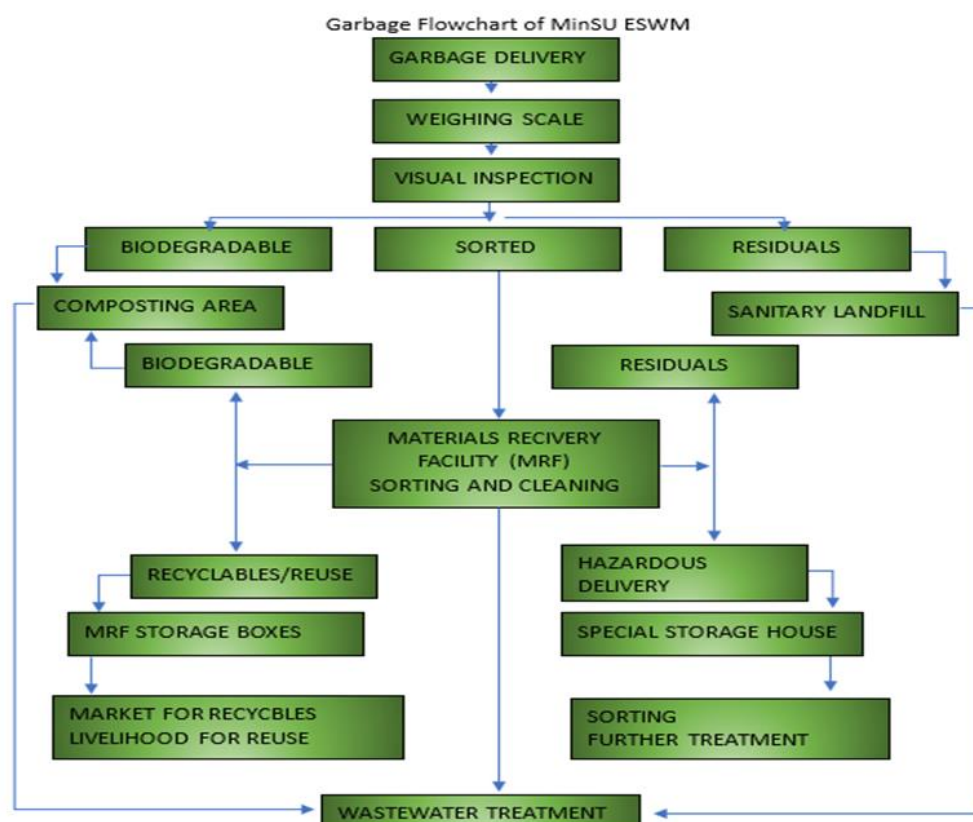


Figure shows the Flow of Wastes collected by the University Solid Waste Management

Section 8. Partnerships and Linkages.

1. **Junkshops and Recyclers**

- 1.1. The Solid Waste Management Officer (SWMO) in cooperation with the AGSO shall conduct inventory of DENR-accredited and recognized junkshops or recyclers.
- 1.2. Selling of recyclables shall be conducted every month and shall be scheduled and co-managed by the SWMO and AGSO.
- 1.3. Selling and or disposal of scrap metals and recyclable materials shall be in the form of auctions and shall follow the government rules and regulations.
- 1.4. All recyclables collected and sorted shall be bought by a junkshop recognized by DENR. The SWMO and AGSO shall ensure that the junkshop is recognized by DENR and has statutory permit to legally operate. The junkshop shall comply with all the statutory permits and or other pertinent documents needed in their operation to be submitted to the SWMO/AGSO.
- 1.5. Upon completion of the requirements, a memorandum of agreement (MOA) with the junkshop owner will be executed valid for one year.
- 1.6. The junkshop will provide a price list of recyclables based on the market of price a week before the auction.
- 1.7. The SWMO will coordinate with the junkshop(s) for the schedule of the auction. Proceeds from the sold recyclables shall be deposited to the Special Trust Fund Account managed by the SWMO through the Accounting and Finance Office.
- 1.8. The SWMO shall monitor the status of the Fund and shall keep record of the sold recyclables.
- 1.9. The SWMO shall update the AGSO regarding the status of Fund and the data on the sold recyclables including but not limited to the operational costs of the MRF and other related cost on solid waste management operations.

Section 9. Participation of the MinSUan Community

1. The Waste Management Committee (WMC) shall continuously discuss and promote waste prevention and management policies on campus and oversee the implementation of these policies.
2. The Student Council representative shall be selected as member of the University Waste Management Committee and shall act as member of secretariat of the committee.
3. Purchasing of products and procurement of services shall follow Green Procurement Policies.
4. Personnel and staff who bring packed lunches and eat inside their respective offices shall be responsible for the proper disposal of food waste.
5. All students and University personnel are enjoined to bring their own “reusable mugs”, “cups”, “plates”, “reusable bags and containers”, and “drinking water bottles”.
6. The food services operating inside and outside the University and any outside food vendors and caterers shall coordinate with the Office of the Production and Business Operation to ensure compliance to policies whenever food is provided for meetings, seminars, conferences, and other events.
7. **Office of the Director of Student Affairs**
 - 7.1. Waste management guidelines shall be presented as reminders to students during, general orientation, assemblies, convocations and other events.
 - 7.2. Environmental protection, conservation, preservation, and sustainability shall be promoted where possible in orientation and or seminars on leadership and human development.
 - 7.3. Encourage activities that promotes environmentalism and awareness on solid waste management.
8. **University Student Council/Government (College and High School levels)**
 - 8.1. The University Student Council (USC) and Student Government (SG) in college and high school levels shall conduct information, education and communication (IEC) campaigns to promote waste prevention, proper waste management and other environment protection initiatives of the University.

- 8.2. The USC and SG shall work with student organizations (e.g. societies, student clubs, and programs) to ensure awareness of and compliance with the university's general policies on waste prevention and management.
- 8.3. In their respective organizations, encourage activities that promotes environmentalism and awareness on solid waste management.

9. Concessionaires and Food Services

- 9.1. The Concessionaires and food services shall conduct regular and proper food storage and stock inventory including the following:
 - 9.1.1. Ensure freezers and refrigerators are working at the right temperatures and food storage areas are clean and tidy.
 - 9.1.2. Implement the First In, First Out (FIFO) Rule when storing foods and stocks and displaying food for sale to avoid food waste.
 - 9.1.3. Keeping detailed lists of food in all storage areas and the "use-by/best-before" dates for food safety.
 - 9.1.4. Conduct regular food inventory.
 - 9.1.5. The Concessionaires and food services shall practice proper food preparation and portion control, including:
 - 9.1.5.1. Use exact amounts of ingredients in preparing food.
 - 9.1.5.2. Segregate kitchen waste properly.
 - 9.1.5.3. Be cautious in serving portions of food without affecting quality.
 - 9.1.5.4. Identify leftovers that can be stored and recycled.
 - 9.1.6. The concessionaires and food services shall follow the following purchasing guidelines:
 - 9.1.6.1. Avoid purchases of products with excessive packaging, and avoiding Styrofoam, foil-based, and single-use packaging all together
 - 9.1.6.2. Encourage the use of water dispensers instead of plastic bottles.
 - 9.1.6.3. The concessionaires and food services shall promote and sell reusable containers.
 - 9.1.6.4. The concessionaires and food services shall raise awareness through consumer education and conduct their own employee training on proper waste management practices.

Section 10. Information Education and Communication.

1. The **CSO** and AGSO together with the Environmental Science Program (faculty and students) shall spearhead the promotion on environmental awareness, conservation and enhancement of our natural resources, and sustainability articles.
2. Information regarding solid waste management such as guidelines, best practices, environmental achievements, success stories, challenges shall be made available in both print (i.e. official student and campus publications of the University) and online platforms (i.e. official University social media pages, email messages, website postings, etc., and physical platforms (i.e., bulletin boards or billboard).

Section 11. Research and Development on Solid Waste Management

1. The SWMO, in cooperation with the Research and Development Office (RDO), shall encourage, cooperate with and may render financial and other assistance to the colleges, or private institutions and individuals in the conduct and promotion of researches, experiments, and other studies on solid waste management.
2. The appropriate College(s), in coordination with RDO, shall:
 - 2.1. spearhead and initiate study on the alternative usage of non-recyclable and non-reusable materials;

- 2.2. assist the government in developing an environmental technology verification (ETV) program in the evaluation of technologies prior to its introduction locally. ETV will serve as basis for verifying the performance of technology under local conditions.;
- 2.3. promote the development of clean technology (CT)/production (CP) program in the University and local industry;
- 2.4. develop and application of new and improved methods of collecting and disposing of solid wastes and processing and recovering materials and energy from solid wastes;
- 2.5. improved utilization of various types of organic materials as source of fertilizer and biofuels; and
- 2.6. conduct of study and development of new uses of recovered resources.

Section 12. Special Condition/Situations.

1. Private Haulers

- 1.1. In the absence of the garbage truck provided by the LGU, a private hauler may be contracted to provide the service in collecting and transporting the biodegradable wastes and [meanwhile] residuals to the municipal sanitary landfill.
- 1.2. A fund to contract out a private hauler may be allocated to the budget of the AGSO under the maintenance services from the generated income from selling recyclables and scrap metals.
- 1.3. For construction and renovation debris, the service contract shall state that the building contractor shall be liable in the hauling of the said debris.

Chapter 4. REWARDS AND INCENTIVES

Section 1. Incentives

Reinforcement encouraged persons to repeat the behavior. Rewards and Incentives on Ecological Solid Waste Management Act of 2000 are indicated under the Section 45 and E.O. 226 which aimed to encourage participation and performance for outstanding and innovative projects, technologies, processes and techniques or activities that support the 5R – refuse, reduce, reuse, recycle, and recover initiatives; financial assistance, and extension grants. The University should appropriate funds as rewards and incentive to support its SWM initiatives until such time that the University's SWM program can become self-sustainable.

1. **Incentives** shall be provided for the purpose of encouraging the University academic and non-academic departments, units, offices, residents, University-based enterprises, students and student groups or organizations to develop or undertake socially acceptable, effective and efficient solid waste management, and/or to actively participate in any program for the promotion thereof, as provided for in this Policy. The incentives may be monetary or non-monetary (certificates and recognition or exemption).

1.1. **Rewards** - shall be provided to the Department, unit, Office, individuals, student organizations and entities that have undertaken outstanding and innovative projects, technologies, processes and techniques or activities in re-use, recycling and reduction. The reward shall be appropriately sourced from the Fund. **Departmental and Household Incentive.** The University should give incentive to the Household, Office, College, and or Department who participate well in waste segregation. Incentives or prizes may be awarded every month subject for availability of funds while the Best department, college, office, and or household will be chosen once a year. Awards in Best in Recycling shall be measured based on their products from recycled materials.

- 1.1.1. The award and prizes for the best Office, Unit, or Program (undergraduate) in Solid Waste Management will be as followed:

- 1.1.2. Monthly Winner

1st Price: P500.00

2nd Price: P300.00

3rd Price: P100.00

- 1.1.3. The Best University Department (Academic, Administration and Finance, and Research, Development and Extension) shall be selected based on their performance in implementing the SWM initiatives. The winner shall be as follow:

1st Price: P5,000.00 + Trophy of Best Department

2nd Price P3,000.00

3rd Price: P1000.00

- 1.1.4. For the best Student Organization and or Society shall also be chosen to encourage active participation of the students. Only the University-recognized student organization are eligible for the selection. The winners shall receive the following based on their ranking:

1st Price: P5,000.00 + Trophy of Best Student Organization/Society

2nd Price P3,000.00

3rd Price: P1000.00

- 1.1.5. The University residence shall be encouraged to participate in the Solid Waste Management Program. The best household SWM practitioner shall also be selected and may be rewarded with monetary and on non-monetary incentives as:

1st Price: P5,000.00 + Trophy or equivalent amount of repair works

2nd Price P3,000.00 or equivalent amount of repair works

3rd Price: P1000.00 or equivalent amount of repair works

1.2. **Grants.** The University SWM may approve grants and or endorsement to funding agencies of the approved SWM Plans, research on Solid Waste Management system and or technology development as project/activity grants.

Chapter 5. COST RECOVERY MECHANISM

Section 1. Power to Collect Solid Waste Management Fees

1. The University EWM Committee shall impose fees on the SWM services provided by the University EWMO. In determining the amounts of fees, the University Environmental and Waste Management Committee shall include only those directly related to the adoption and implementation of the SWM Plan³. The SWM fees shall be covered by a contract of Memorandum of Agreement between the University EWMC and the local residents.
2. The fees shall pay for the costs of preparing, adopting, and implementing a SWM Plan. Further, the fees shall also be used to pay the actual costs incurred in collection and processing of wastes, and for project sustainability.

Section 2. Basis of SWM Service Fees

1. Reasonable SWM service fees shall be computed based on but not limited to the following minimum factors:
 - 1.1. types of solid waste to include special waste
 - 1.2. amount/volume of waste
 - 1.3. distance of the transfer station to the waste management facility
 - 1.4. cost of construction of SWM facility
 - 1.5. cost of management
 - 1.6. type of technology/equipment used in SWM facility

Section 3. Collection of Solid Waste Management Fees

1. Collection of SWM Fees shall be mandatory to all residents including employees and students residing in employees' housing and dormitories.
2. The amount shall be collected every first week of the month.

Section 4. Collection of Fees

1. Fees may be collected corresponding to the following:
 - 1.1. **Employee Residence.** The EMO may impose fees for the collection and segregation of biodegradable, compostable, reusable and recyclable wastes from households.
 - 1.2. **Student Dormitory Occupants/Residents.** The Director for Production and Business Operation responsible in the operation of the university Dormitories shall be authorized to collect SWM fees to students residing in the University dormitories. The rate shall be based on the number of rooms regardless of the number of its occupants.
 - 1.3. The computation of the fees shall be as followed:
 - 1.3.1. For University employees: P60.00 per household per month or P600.00 a year.
 - 1.3.2. For Student Dormitory Occupants/Residents: P10.00 per month from each dormitory occupant. The fees may be included in the rate of the dormitory for easy transaction. The computed fees shall be collected each semester. The Dormitory SWM Fees shall be submitted to EMO for consolidation.
2. The increase or decrease of SWM fees shall be decided by the University EWM Committee to be approved by the University Administrative Council and Board of Regents.
3. All transactions shall follow the Commission on Audit rules on collection of fees.

³ Based on Rule XVII, Section 1 of R.A. 9003 Implementing Rules and Regulations

Section 4. Collection and Retention of Fines

1. The collection of fines under the penal provisions of this Policy may be conducted by the University SWM Committee, the University EMO, or its authorized collecting officer. The collection shall be receipted. Alternatively, University EWMC and/or any duly authorized body shall retain the 40% portion of the collected fees from fines and remit 60% of the same to the Fund, as prescribed herein. Thereafter, the retained percentage is deposited under the Local Fund, the procedure for which shall be defined by the University EWMC.

Section 5. Special Account

1. The University EWMC shall establish appropriate special accounts for the fines, fees, donations and other monies collected or generated under the Act and this Policy.

Chapter 6. PROHIBITED ACTS, PENALTIES, AND SUITS

Section 1. Prohibited Acts

1. The following acts are prohibited:

- 1.1. Littering, throwing, dumping of waste matters in public places, such as roads, sidewalks, canals, parks, and establishment, or causing or permitting the same;
 - 1.2. Undertaking activities or operating, collecting or transporting equipment in violation of sanitation operation and other requirements or permits set forth in or established pursuant to the Act;
 - 1.3. The open burning of solid waste;
 - 1.4. Causing or permitting the collection of non-segregated or unsorted waste;
 - 1.5. Squatting in open dumps and landfills;
 - 1.6. Open dumping, burying of biodegradable or non-biodegradable materials in flood-prone areas;
 - 1.7. Unauthorized removal of recyclable material intended for collection by authorized persons;
 - 1.8. The mixing of source-separated recyclable material with other solid waste in any vehicle, box, container or receptacle used in solid waste collection or disposal;
 - 1.9. Establishment or operation of open dumps by residents or building occupants as enjoined in the Act, or closure of said dumps in violation of Sec. 37 of the Act;
 - 1.10. The procurement, distribution or use of non-environmentally acceptable packaging materials;
 - 1.11. Importation of consumer products packaged in non-environmentally acceptable materials;
 - 1.12. Transport and dumping in bulk of collected domestic, industrial, commercial and institutional wastes in areas other than centers of facilities prescribed under the Act;
 - 1.13. Site preparation, construction, expansion or operation of waste management facilities without an Environmental Compliance Certificate required pursuant to Presidential Decree No. 1586 and the Act and not conforming with the land use plan of the University and the LGU;
 - 1.14. The construction of any establishment within two hundred (200) meters from open dump or controlled dumps or sanitary landfills; and
 - 1.15. The construction or operation of landfills or any waste disposal facility on any aquifer, groundwater reservoir or watershed area and/or any portion in the University premises.
2. The ESWMO may also issue further guidelines that consider existing and relevant laws and regulations, and which may further define the scope and coverage of the above prohibited acts.

Section 2. Fines and Penalties

1. Aside from the fines and penalties stated under the R.A. 9003 and its IRR, the University shall impose penalties to violators which can be in the form of monetary or non-monetary such as suspension or extended community service. Frequent violators shall be imposed with civil or administrative suits following the guidelines prescribed under the Part V, Rule XVIII of the R.A. 9003 and its IRR.
2. Specific violations and its equivalent fines and penalties in accordance with the Act are as follow

SPECIFIC VIOLATIONS (under Section 49 of the Act)	FINES	PENALTIES
1.1. Littering, throwing, dumping of waste matters in public places, such as roads, sidewalks, canals, parks, and	Payment in the amounts not less than three hundred pesos (P300.000)	Rendering of community service for not less than one (1) day to not more than

establishment, or causing or permitting the same	but not more than One thousand pesos (P1,000.00) or	fifteen (15) days to the area inside the University where such prohibited acts are committed or both
1.2. Undertaking activities or operating, collecting or transporting equipment in violation of sanitation operation and other requirements or permits set forth in or established pursuant to the Act	Payment in the amounts not less than three hundred pesos (P300.000) but not more than one thousand pesos (P1,000.00) or	Imprisonment of not less than one (1) day to not more than fifteen (15) days or both
1.3. The open burning of solid waste		
1.4. Causing or permitting the collection of nonsegregated or unsorted waste	Payment in the amounts not less than one thousand pesos (P1,000.00) but not more than Three thousand pesos (P3,000.00) or	Imprisonment of not less than fifteen (15) days to not more than six (6) months or both
1.5. Squatting in open dumps and landfills		
1.6. Open dumping, burying of biodegradable or non-biodegradable materials in flood-prone areas		
1.7. Unauthorized removal of recyclable material intended for collection by authorized persons		
1.8. The mixing of source-separated recyclable material with other solid waste in any vehicle, box, container or receptacle used in solid waste collection or disposal	For the first time, shall pay a fine of Five hundred thousand pesos (P500,000.00) plus an amount not less than five percent (5%) but not more than ten percent (10%) of his net annual income during the previous year	The additional penalty of imprisonment of a minimum period of one (1) year, but not to exceed three (3) years at the discretion of the court, shall be imposed for second or subsequent violations of Sec. 48 of the Act, paragraphs (9) and (10)
1.9. Establishment or operation of open dumps as enjoined in the Act, or closure of said dumps in violation of Sec. 37 of the Act		
1.10. The procurement, distribution or use of non-environmentally acceptable packaging materials;		
1.11. Importation of consumer products packaged in non-environmentally acceptable materials		
1.12. Transport and dumping in bulk of collected domestic, industrial, commercial and institutional wastes in areas other than centers of facilities prescribed under the Act	Payment in the amounts not less than Ten thousand pesos (P10,000.00) but not more than Two hundred thousand pesos (P200,000.00) or	Imprisonment of not less than thirty (30) days but not more than three (3) years, or both
1.13. Site preparation, construction, expansion or operation of waste management facilities without an Environmental Compliance Certificate required pursuant to Presidential Decree No. 1586 and the Act and not conforming with the land use plan of the University and the LGU;	Payment in the amounts not less than one hundred thousand pesos (P100,000.00) but not more than One million pesos (P1,000,000.00) or	Imprisonment of not less than one (1) year but not more than six (6) years, or both
1.14. The construction of any establishment within two hundred (200) meters from open dump or controlled dumps or sanitary landfills		
1.15. The construction or operation of landfills or any waste disposal facility		

on any aquifer, groundwater reservoir or watershed area and/or any portion thereof		
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2. The University shall impose fines and penalties based on the degree and frequency of violations. The following Fines and Penalties are hereby recommended:

SPECIFIC VIOLATIONS	OFFENCES	FINES & PENALTIES
1.1. Littering, throwing, dumping of waste matters in University premises, such as roads, sidewalks, canals, parks, classrooms, and offices or causing or permitting the same	1 ST Offense 2 nd Offense 3 rd Offense 4 th Offense	P50.00 with 1 st Warning P100.00 with 2 nd Warning P300.00 with Final Warning+3 days Community Service P1000.00 or 15 Days Community Service or both
1.2. Intentional burning and open burning of waste	5 th Offense	Filing of legal suits and actions in the Barangay of office on authority
1.3. Non-segregation of waste*	1 ST Offense	P50.00 with 1 st Warning
1.4. Use of Banned Materials, Packaging, And Other Non-Environment-Friendly Materials and Packaging Such as But Not Limited To: Single-Use Plastics (Cling Wraps, Clear Plastic Food Containers, Plastic Bags, Plastic Straws & Stirrers, Etc.) And Other Items Indicated in The Annex A. Banned and Strongly Discouraged Materials and Packaging and its Alternatives.	2 nd Offense 3 rd Offense 4 th Offense 5 th Offense	P100.00 with 2 nd Warning P300.00 with Final Warning+3 days Community Service P1000.00 + 15 Days Community Service or both (students); reprimand and issuance of memo (for employees) Filing of legal suits for insubordination and other legal actions in the office on authority.

3. The fines herein prescribed shall be increased by at least ten percent (10%) every three (3) years to compensate for inflation and to maintain the deterrent function of such fines.

Chapter 7. APPROPRIATIONS, BUDGET, REQUIREMENTS, & ORGANIZATIONAL ADJUSTMENTS FOR THE UNIVERSITY EWM

Section 1. Annual Budget

1. Upon approval of the establishment of the University Environmental and Waste Management Office pursuant to Chapter 3, Section 6 of this Policy, and subject to the applicable rules, regulations and guidelines of the Department of Budget and Management, the University, in coordination with the Administration and Finance, University Budget Office, and Planning, Monitoring, and Evaluation, and other relevant offices, the EMO and AGSO, include the sums necessary for the effective implementation of the University EWM Policies in its annual budget proposals under the General Appropriations Act (GAA).

Section 2. Expenses of the Environmental Management Office, Environment and Waste Management Officer and other relevant officers and personnel shall be responsible for the funds necessary to operationalize and maintain the University EWM Programs, in compliance with the Act and this Policy.

Section 3. Organizational Adjustments and Other Requirements.

1. To ensure the effective and efficient implementation of the Act and this Policy, the University EMO and EWMC shall prepare and submit to the University President of the proposal on additional personnel or necessary structural adjustment on this Policy for its disposition and/or endorsement to the appropriate government agencies or governing board.

Chapter 8. FINAL PROVISIONS

Section 1. Public Access to SWM Data and Records

1. Any record, report or information obtained by the USWMC and /or AGSO, and its unit, under the University Solid Waste Management Program, shall be available to the public upon request through official channel;

Section 2. Separability Clause

If any section or provision of these Policies is held or declared unconstitutional or invalid by a competent court, the other sections or provisions hereof shall continue to be in force as if the sections or provisions so annulled or voided had never been incorporated herein.

Section 3. Amendments

These General Policy on Ecological Solid Waste Management (MGPESWM) may be amended and/or modified from time to time by the MinSU Waste Management Committee. Any revisions or amendments thereof shall be endorsed to and through the University Administrative Council for the approval of the Board of Regents.

Section 4. Effectivity

These General Policy on Ecological Solid Waste Management shall take effect fifteen (15) days from the date of its approval by the University BOR and thirty (30) calendar days after its publication in the University official publications (print or online).

References:

Laws, Regulations, and Issuances

- Republic Act 11898 (Extended Producer Responsibility Act of 2022 or EPR Act of 2022)
- Republic Act 9003 (Ecological Solid Waste Management Act of 2000)
- Republic Act 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990)
- Republic Act 9512 (National Awareness and Education Act of 2008)
- Republic Act 8749 (Clean Air Act of 1999)
- Republic Act 9275 (Clean Water Act of 2004)
- Presidential Decree 1586 (Environmental Statement (EIS) of 1978.
- DENR Administrative Order No. 2023-01 (IRR R.A. 11898)
- DENR Administrative Order No. 10 series of 2006
- DENR Administrative Order No. 30 series of 2003
- DENR Administrative Order No. 2001-34 series of 2001
- EMB Memorandum Circular No. 2020-013
- Victoria Municipal Ordinance No. 1 Series of 2000
- Bongabong Municipal Ordinance No. 2022-02
- Waste Atlas. What a Waste: An Updated Look into the Future of Solid Waste Management. (2018)
- H. Tian et al. Atmospheric Pollution Problems and Control Proposals Associated with Solid Waste Management in China: A Review. J. Hazard Mater (2013)
<https://www.sciencedirect.com/science/article/pii/S0304389413001222>
- <https://learn.tearfund.org/>
- Ancheta, Arlen A. 2004. "Strengthening partnership between a local government unit and an NGO towards ecological solid waste management: A case study," Res Socialist Journal of UST Social Research Center 1st/2nd Semesters 05-06, 2 (1-2): 308-318.
- Atienza, Vella. 2008. "Breakthroughs in Solid Waste Management: Lessons from Selected Municipality and Barangay in the Philippines (A paper for the EROPA Seminar 2008 on 23-25 October 2008 in Manila Philippines).
- Republic of the Philippines, RA 9512. "National Environmental Awareness and Education Act of 2008." < http://www.lawphil.net/statutes/repacts/ra2008/ra_9512_2008.html> (accessed 10 May 2011).
- Zurbrugg, Christian. 2002. "Urban solid waste management in low-income countries of Asia: How to cope with the garbage crisis." (Paper presented at the Scientific Committee on Problems of the Environment (SCOPE) Urban Solid Waste Management Review Session; Durban, South Africa; November 2002.

INTERNET SOURCES

- <http://202.57.63.198/chedwww/index.php/eng/Information/CHED-Memorandum-Orders>
- <http://www.pcarrd.dost.gov.ph/divisions/oed/PDF/PACS%20Seminar%20paper.pdf>
- <http://portal.doh.gov.ph/toxic/23> (accessed 11 May 2011).
- <http://en.wikipedia.org/wiki/Landfill> (accessed 11 May 2011).
- <https://nswmc.emb.gov.ph/>

Drafted by:

JOHN EMMANUEL M. MERHAN

Science Research Assistant I



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



May 14, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC- Office of the University President
This University

Sir:

Good day!

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro 5205 Philippines	
RECEIVED	
RECORDS OFFICE	
BY: _____	Sdg
DATE: 5/16/24	
TIME: 11:22	
CONTROL # 1487	

I am writing to request your approval of the proposed Ecological Solid Waste Management Policy. This policy aims to improve our University's sustainability by reducing, managing, and recycling solid waste on campus.

The policy was developed with input from faculty, staff and experts to ensure its effectiveness.

Attached is the General Policy for your review. I am available to discuss any questions you may have. Thank you for your consideration.

Sincerely,

Sdg

MERVIN L. ICALLA
Director, Auxiliary and General Services

Recommending Approval:

Sdg

JOELLENE C. LEYNES
VP for Administration and Finance

Approved:

Sdg

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC-Office of the University President

CONTRACT OF LEASE

KNOW ALL MEN BY THESE PRESENTS

This **CONTRACT**, entered into in Victoria, Oriental Mindoro, Philippines between:

MINDORO STATE UNIVERSITY (MinSU), the lessor, a state university with principal address at Alcate Victoria, Oriental Mindoro herein represented by **DR. CHRISTIAN ANTHONY C. AGUTAYA**, its OIC President,

-and -

INFINITE PRINCE FOOD KIOSK, the lessee, a corporation established under Philippine law, herein represented by **ERNIE BOY C. MACAPANAS**, with residence and postal address at Calapan City, Oriental Mindoro;

States that:

it is necessary for the **Lessor** to provide Canteen Facilities for its employees and students while **INFINITE PRINCE FOOD KIOSK** is engaged in food business and hereby offered their services for running the canteen at the premises of MinSU Main Campus;

the **Lessor** leases to the **Lessee** its property (University Canteen) located at MinSU Main Campus, Alcate, Victoria subject to the following:

TERMS AND CONDITIONS

- Sgd
1. **PURPOSE:** That the premises hereby leased shall be used exclusively for canteen operation purposes only and shall not be diverted to other purposes. It is hereby expressly agreed that if at anytime the premises is used for other purposes, the **Lessor** shall have the right to rescind this contract without prejudice to its other rights under the law;
 2. **TERM:** The term of lease is for twelve (12) months from 01 January 2024 to 31 December 2024. Upon expiration, this lease may be renewed under such terms and conditions as may be mutually agreed upon by both the **Lessor** and **Lessee** provided written notice of intention to renew the lease shall be served to the **Lessor** not later than ten (10) days prior to the expiration date herein agreed upon;
 3. **SURVEY AND EVALUATION:** **Lessor** shall conduct a survey and evaluate the performance of the **Lessee** on a semestral basis. The rating shall range from outstanding (the highest), very satisfactory, satisfactory to the poor (the lowest). Contract renewal is contingent upon achieving an overall rating that meets or exceeds the satisfactory rating. Failure to attain this level constitutes grounds for non-renewal;
 4. **RENTAL RATE:** The monthly rental rate for the leased premises shall be in PESO: Twenty-Five Thousand Pesos only (PhP 25,000.00), Philippine Currency payable to the **Lessor** every ___ of the month.

5. OBLIGATION OF THE LESSEE

Facility Maintenance:

- a. The **Lessee** shall maintain the cleanliness and sanitation of the canteen premises and equipment. The **Lessee** shall conduct a general and thorough cleaning of the premises and equipment at least once a month;
- b. The **Lessee** shall strictly comply with waste segregation management and waste disposal;

Sgd

- c. If all or a portion of the University Canteen is damaged by fire, explosion, flooding, or other similar causes due to the fault or negligence of the Lessee or its employees, the same will be repaired by the **Lessee** at its own expense. Provided, however, that if the **Lessee** is not able to immediately repair said damage to the detriment of the operations of the **Lessor**, **Lessor** may undertake the repair thereof subject to payment by or reimbursement of cost from the **Lessee**;
- d. The **Lessee** shall, at its own expense, be responsible for pest control in the University Canteen and Restaurant, including but not limited to the abatement of insects, rodents, vermin, and other nuisance pests. It shall take all reasonable measures to prevent the proliferation of pests, including maintaining the premises clean and orderly.

Food Requirements:

- a. Food Quality and Sanitation: The **Lessee** shall strictly maintain high standards of food quality and sanitation at all times. It shall likewise strictly maintain the cleanliness of its premises. Training on food safety will be required for the **Lessee** prior to the start of the operation;
- b. Health Qualification and Sanitation: The **Lessee** shall ensure that workers are always in good health. In this regard, the submission of medical certificates attesting to their good health shall be required every year. The following requirements must be submitted to the Office of the Director for Production and Business Operations; business name, business permit, sanitation permit, and medical laboratory results, particularly for the staff of the stall (Hepa A, Hepa B, chest X-ray result, food handler test and vaccination card.);
- c. Uniform and Name Plates of Waiters/Food Servers: All canteen personnel shall wear a clean official uniform, nameplate, hairnet, gloves, and mouth shields or face masks to be supplied by the **Lessee**. Canteen personnel must wear appropriate shoes to ensure a safe and hygienic working environment. Open-toed shoes or sandals are not allowed during operational hours;
- d. The **Lessee** is expected to provide regular healthy food and beverage services, which shall consist of quality and hygienically-prepared meals and snack items for students and employees. Beverages shall consist of all forms of non-alcoholic drinks;
- e. Food Handlers not to Touch Money: Food handlers are strictly prohibited from handling money directly. Separate designated individuals or cashiers shall be responsible for transactions involving money. This rule aims to maintain a high standard of hygiene during food preparation and serving.

Canteen Operation:

- a. The **Lessee** shall operate the University Canteen from 7:00 a.m. to 5:00 p.m. Monday to Friday. However, the operating period may be extended as required by the **Lessor's** Department/Offices, Colleges activities and events. **Lessor** shall give prior notice to the **Lessee** should such instances occur;
- b. The **Lessor** shall offer the following: (i) breakfast sets, (ii) a budget meal, (iii) at least five (5) à la carte servings;
- c. All meals offered by the **Lessee** shall comply with the following serving sizes: (i) serving size of pork, beef, chicken, fish, seafood, and vegetables shall be at least one hundred thirty (130) grams; (ii) serving size of rice at least one (1) cup equivalent to one hundred seventy (175) grams;
- d. The campus is an environment-friendly campus; therefore, Styrofoam, and single-use plastic food containers are not allowed. Reusable dishware (plates, glasses, utensils, etc.) is a must for the **Lessee**;
- e. The **Lessee** May Charge Additional fees for Take-Out Containers: The **Lessee** reserves the right to charge additional fees for take-out meals to cover the cost of providing food containers. The additional charges will be clearly communicated to customers, and the policy will be visibly displayed in the canteen;

Sgd

- f. The **Lessee** is expected to provide housekeeping services in their respective areas, including the receptacle for segregated wastes. The **Lessee** shall be responsible for disposing their segregated waste daily into the campus garbage collection system. The disposal of cooking oil must be conducted in an environmentally responsible manner. The **Lessee** shall implement proper procedures for the collection and disposal of used cooking oil, ensuring compliance with local environmental regulations. Under no circumstances should use cooking oil be poured down drains or disposed of in a way that may cause harm to the environment.
6. **FOOD ITEM/PRODUCT:** Owner of the premises are required to sell only their own unique food/dishes and beverages.
7. **SUB-LEASE:** The **Lessee** shall not directly or indirectly sublet, allow or permit the leased premises to be occupied in whole or in part by any person, form or corporation, neither shall the **Lessee** assign its rights hereunder to any other person or entity and no right of interest thereto or therein shall be conferred on or vested in anyone by the **LESSEE** without the **Lessor's** written approval.
8. **PUBLIC UTILITIES:** The **Lessee** shall pay for its electric bill. Stalls that will necessitate electricity must request the installation of a sub meter at the university and are responsible for paying the cost of the electricity consumed.
9. **FORCE MAJEURE:** If whole or any part of the leased premises shall be destroyed or damaged by fire, flood, lightning, typhoon, earthquake, storm, riot or any other unforeseen disabling cause of acts of God, as to render the leased premises during the term substantially unfit for use to which it is intended, then this lease contract may be terminated without compensation by the **Lessor** or by the **Lessee** by notice in writing to the other.
10. **LESSOR'S RIGHT OF ENTRY:** The **Lessor** or its authorized officials and agents shall, after giving due notice to the **Lessee** shall have the right to enter the premises in the presence of the **Lessee** or its representative at any reasonable hour of the day to enter and view the condition of the leased property.
11. **PRE-TERMINATION OF CONTRACT:** Should the **Lessee** wish to pre-terminate this Contract of Lease for whatever reason, the **Lessee** shall notify the **Lessor** in writing at least sixty (60) calendar days in advance of the pre-termination date, and shall, simultaneous therewith, pay to The **Lessor** a pre-termination penalty in an amount equivalent to one (1) month's rental. The **Lessee** shall surrender the leased property at the termination of the lease with the improvements it has introduced to the property.
12. **VALIDITY:** This **CONTRACT OF LEASE** shall be valid and binding between the parties for a period of twelve months from 01 January 2024 to 31 December 2024 and is renewable upon mutual agreement of the parties;
13. **FAILURE TO PAY:** Should INFINITE PRINCE FOOD KIOSK fail to pay the rent in accordance with the terms mentioned above or violate from the terms of this contract, MinSU shall have the right to repossess the leased property and recover from INFINITE PRINCE FOOD KIOSK all accrued rents.

Sgd

Sgd

To attest to this contract, the parties have signed it this ____ day of _____, 2024 at the Mindoro State University, Main Campus, Alcate, Victoria, Oriental Mindoro.

Sgd
DR. CHRISTIAN ANTHONY C. AGUTAYA
Lessor

Sgd
ERNIE BOY C. MACAPANAS
Lessee

Signed in the presence of:
Sgd
JONBERT M. CAOLI
Director for Student Affairs and Services

Sgd
RAMIL D. ATIENZA, Ph.D.
Director for Production and Business Operations

ACKNOWLEDGEMENT

Republic of the Philippines)
Victoria, Oriental Mindoro

BEFORE ME, a notary public commissioned in the above jurisdiction, personally appeared the following:

NAME	PRC/I.D./CTE No.	DATE	PLACE ISSUED
DR. CHRISTIAN ANTHONY C. AGUTAYA			
ERNIE BOY C. MACAPANAS			

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of three pages, including the page on which this acknowledgement is written, has been signed on each and every page thereof by the concerned parties and their witnesses, and sealed with notarial seal.

WITNESS MY HAND AND SEAL, this **FEB 23 2024** of _____, 2024 at Victoria, Oriental Mindoro.

Doc. No. 146,
Page No. 37,
Book No. LXIII,
Series of 20 24,

Notary Public
Sgd
ATTY. ARISTEDES A. MARAMOT
Notary Public
Until Dec. 31, 2024 NP-22-234
PTR No. 3565882-
Victoria Or. Mindoro/01-02-2024
Roll No. 41130 / April 15, 1996
IBP No. 415498 / 01-16-2024 / Or. Mindoro
MCLE Compliance No. VII -0013433
Valid until 04-14-2025