



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM FROM THE SECRETARY

TO : **ALL UNDERSECRETARIES
ALL ASSISTANT SECRETARIES
ALL REGIONAL EXECUTIVE DIRECTORS
ALL BUREAU DIRECTORS
ALL REGIONAL DIRECTORS
ALL REGIONAL TECHNICAL DIRECTORS
ALL HEADS OF ATTACHED AGENCIES
ALL CONCERNED**

SUBJECT : **GUIDELINES FOR THE 2011 RECOGNITION AWARDS
FOR ECO-FRIENDLY GOVERNMENT OFFICES**

DATE : **MAY 0 6 2010**

The Department of Environment and Natural Resources launched the "2011 Recognition Awards for Eco-friendly Government Offices" last April 22, 2010 during the Earth Day Celebration at the SM Mall of Asia. The said activity aims to assess the implementation of environmental management programs of government offices in terms of 4Ps, namely, Policy, Promotion of Awareness, People and Practices".

Among the environmental programs that will be rated include electricity conservation, waste management, water conservation, fuel conservation, air pollution prevention, greening, emergency preparedness and green procurement. The activity will run from May 2010 to April 2011, but may document earlier but still existing activities.

Inasmuch as the DENR is the lead implementing agency of this scheme, you are hereby directed to implement the aforesaid activity. You are, however, reminded that the DENR offices will not be eligible for the inter-agency national and regional awards. Attached are the guidelines/mechanics information and implementation.

For strict compliance.


HORACIO C. RAMOS



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES



SENRO27581

**2011 RECOGNITION AWARDS FOR ECO-FRIENDLY GOVERNMENT OFFICES
(NATIONAL LEVEL)**

GENERAL GUIDELINES

I. Rationale

The global environmental issues and concerns such as global warming and climate change, and various forms of environmental deterioration have reached a stage that require massive, orchestrated, national effort.

As principal leading institutions of the country, it is just appropriate that government offices at the national level, rally the national bureaucracy in terms of environmental protection and conservation. There is a need to assess the 4P's (Policy, Promotion of Awareness, People, and Practices) of the implementation of environmental management programs in national government agencies and government-owned and controlled corporations, thus this recognition scheme.

II. Legal Bases

The government's policies on the environment are enshrined in the country's laws and subsequent policy issuances that were enunciated. Among these are the following:

Presidential Decree 1586 [Philippine Environmental Impact Statement (EIS) System of 1978]

The EIA System was formally established in 1978 with the enactment of Presidential Decree No. 1586 to facilitate the attainment and maintenance of a rational and orderly balance between socio-economic development and environmental protection. EIA is a planning and management tool that will help government, decision makers, the proponents and affected communities decide whether the benefits of a project will outweigh the negative consequences or risks on the environment. The process assures implementation of environment-friendly projects.

Republic Act 6969 (Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990)

The law aims to regulate, restrict or prohibit the importation, manufacture, processing, sale, distribution, use and disposal of chemical substances and mixtures that present unreasonable risk to human health. It likewise prohibits the entry, even in transit, of hazardous and nuclear wastes and their disposal into the Philippine territorial limits for whatever purpose, and to provide advancement and facilitate research and studies on toxic chemicals.

Republic Act 8749 (Clean Air Act of 1999)

The law aims to achieve and maintain clean air that meets the national air quality guideline values for criteria pollutants, throughout the Philippines, while minimizing the possible associated impacts to the economy.

Republic Act 9003 (Ecological Solid Waste Management Act of 2000)

In partnership with stakeholders, the law aims to adopt a systematic, comprehensive and ecological solid waste management program that shall ensure the protection of

public health and the environment. The law ensures proper segregation, collection, storage, treatment and disposal of solid waste through the formulation and adoption of the best eco-waste practices.

Republic Act 9275 (Clean Water Act of 2004)

The law aims to protect the country's water bodies from pollution from land-based sources (industries and commercial establishments, agriculture and community/household activities). It provides for a comprehensive and integrated strategy to prevent and minimize pollution through a multi-sectoral and participatory approach involving all the stakeholders.

Republic Act 9637 (Biofuels Act of 2006)

The law calls for a mandatory mixing of 1% - 2% of biodiesel in diesel engine fuels and 5% of ethanol in gasoline within two years from the effectivity of the Act. For bioethanol, this will be increased to 10% within the next four years.

Executive Order 301 of 2004 (Establishing a Green Procurement Program for all Departments, Bureaus, Offices and Agencies of the Executive Branch of Government)

This Order directs the establishment of a Green Procurement Program in all government agencies to: promote the culture of making environmentally-informed decisions in government, especially in the purchase and use of different products; include environmental criteria in public tenders, whenever possible and practicable; establish the application and requirements for products and services to be considered environmentally advantageous, and develop incentive programs for suppliers of environmentally-advantageous products and services.

Malacanang Administrative Order (AO) No. 103 (August 31, 2004) directs all national government agencies, state universities, government-owned and controlled corporations and other related government offices to adopt austerity measures to enable government to meet its fiscal targets. The said AO likewise orders the reduction of at least 10% in the cost of the consumption of fuel, water, office supplies, electricity and other utilities.

Malacanang Administrative Order No. 183 (July 9, 2007) directs all department, bureaus, offices, agencies and instrumentalities of the government to use energy-efficient lighting/lighting systems in all its buildings and facilities.

Malacanang Administrative Order No. 228 (June 2, 2008) directs all government agencies to reduce transport fuel consumption in liters by 10% starting June 2008; turn-off airconditioners at 4:30 PM, except those with 24-hour work; replace all incandescent bulbs; convert 20% of their vehicles to liquefied petroleum gas; and adopt energy-saving technologies.

III. Objectives

A. General Objective:

Recognize the efforts of NGAs and GOCCs in the pursuit of environmental management programs.

B. Specific Objectives:

Encourage ALL government offices to:

- Sustain Government Energy Management Programs;
- Advocate wise utilization of office supplies and materials thru waste avoidance;
- Support the strategy to reduce, recycle and reuse materials;
- Implement proper maintenance of vehicles to support clean air initiatives; and
- Internalize the concept of greening the environment and conservation of resources by accepting the responsibility to protect and play significant role to save the earth.

IV. Mechanics of Implementation

4.1 The Recognition Award is open to all national government agencies and government-owned and controlled-corporations based in Metro Manila.

4.2 There shall be two categories, for the recognition scheme, namely:

- national government agencies, and
- government-owned and controlled corporations.

4.3 The Department Secretaries/Heads of Offices/Heads of Government-owned and Controlled Corporations shall submit the Intent to Join Form provided by the DENR, indicating confirmation of participation in the program.

4.4 Each of the participating government agency/corporation must submit report, in three (3) hard copies to the Environmental Management Bureau-DENR capturing existing initiatives until December 31, 2010, as detailed in the criteria, by January 12, 2011.

The attachments should include:

Office Floor Lay-out

Filled up Forms

Office Issuances Related to the Recognition Scheme requirements in terms of Policy, and Designation of People

Pictures, Minutes of Meetings/Orientation, Attendance Sheets, Sample Signages/Posters, and the like

The aforementioned reports should be complete documentations of programs/initiatives on all components of the Environmental Management Programs to serve as basis for the assessment and evaluation of the same.

4.5 The assessors to the Recognition Awards will be conducting unannounced and announced visits to perform on-site evaluation and validation of submitted reports.

4.6 Selection of awardees for the said Recognition Awards shall be covered by a set of criteria adopted for the purpose (Attachment 1).

4.7 Five outstanding eco-friendly government offices each, for the National Government Agencies, and the Government-owned and Controlled Corporations, shall be recognized.



V. Timetable of Activities

The following timetable of activities shall be followed in the 2011 Recognition Awards for Eco-friendly Government Offices:

Date	Activities
April 22, 2010	Launching of the Recognition Awards
May 31, 2010	Submission of intention to join signed by the Department Secretaries/Heads of Offices/Heads of GOCCs
September 2010-March 2011	Field Visits
January 12, 2011	Submission of agency documentations to DENR in three hard copies
January 13 to March 31, 2011	Assessment of the various agency submissions
April 1-21, 2011	Final Assessment
April 22, 2011	Awarding of the Outstanding Eco-friendly Government Offices at Malacanang in time for 2011 Earth Day



Attachment 1

MECHANICS

I. The Recognition Awards will assess the 4P's (Policy, Promotion of Awareness, People and Practices) of the implementation of Environmental Management Programs in National Government Agencies and Government-owned and Controlled Corporations

2. Criteria

2.1 10% Institution of the Enabling Policy set up for Environmental Management for the Agency/Corporation

Issuance of the appropriate office regulations/special orders directing the implementation of environmental management programs for the office, designating committee/personnel to them, and the development of action plan for the same

2.2 80% - Environment-friendly operations of the Agency/ Corporation and Presence of Environmental Management Programs

Table 1 shows the list of environmental management programs that will be rated.

2.3 10% - Overall orderliness, cleanliness and safety of the office and premises, based on the following:

PHYSICAL LAYOUT AND HOUSEKEEPING

1. Office furnishings are arranged in a manner that provides unobstructed, safe movement.
2. Space requirement for workers is adequate.
3. Floors (including carpet, rugs and mats) are maintained in good condition.
4. Aisles and passageways are clearly marked.
5. Aisles and passageways are free from obstructions, slips and trip hazards.
6. Regular clean-up of work area is conducted by the employees before leaving.

ELECTRICAL SAFETY

1. Electrical safety in accordance with the Philippine Electrical Code:

- Exposed wiring, apparatus, switches, devices are covered or guarded to prevent electrical hazards.

- Temporary wirings such as extension cords are not used as permanent wiring.
- Electrical circuits are not overloaded.

Table 1. Environmental Management Programs that will be rated

Environmental Management Programs	Promotion of awareness	People	Practice
1. Electricity Conservation	2	2	4
2. Waste Management	2	2	4
3. Water Conservation	2	2	4
4. Fuel Conservation	2	2	4
5. Air Pollution Prevention	2	2	4
6. Greening	2	2	4
7. Emergency Preparedness	2	2	4
8. Green Procurement	2	2	4
Two Other Programs (if any) (pls. specify) _____	4	4	8

Examples of the rating scheme per program are given below. To the extent applicable, similar rating scheme will be done for the other programs.

1. For the Electricity Conservation Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Sessions in Electricity Conservation for the Office/s (as evidenced by reports, pictures, attendance sheets), and the like) among 25% of the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them)

(1 pt.) Dissemination and display of information signages, posters and the like

(2 pts.) People

Issuance of Office Special Order/Memorandum for the creation of team/team-in-charge, designating energy conservation officers/ electricity conservation team members, or equivalents

(4 pts.) Practices

Examples:

(The Department of Energy's Government Energy Management Program Checklist and Questionnaire shall be used for the rating of the Electricity Conservation Program. Examples are given below)

- Keeping lights to the minimum during lunch breaks and turning off of lights when not in use or when no one is inside the room
- Turning off of the monitors of computers/equipment/appliances when not in use and application of other energy reduction measures to conserve electricity (e.g. setting of photocopy machine and computer monitor on a power-saving mode when not in use; replacement of fluorescent bulbs before they get busted and possible check-up of corresponding ballasts; cleaning of electric fans on a monthly basis)
- Air-con setting of room temperature not lower than 25 degrees centigrade, setting on fan during lunch breaks
- Air-con units on regular preventive maintenance checks (as evidenced by in-house report, or a contract/job order with an outsourced preventive maintenance services outfit)
- On-the-spot interview of employees for check on awareness on electricity conservation
- Reduction, if any, in consumption of electricity (Kilowatt hours) from May to December 2010, as compared to May to December 2009 MERALCO billing statements, and earlier years, as data may be available (Bonus points for earlier years' implementation)
- Use of Energy-Efficient Lighting System (compact fluorescent lamps, or the slim type fluorescent lamps)
- Second floor elevator service bypassed, if applicable

2. For the Waste Management Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Session/s in Waste Management for the Office/s, involving 25% of the workforce, among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them), as evidenced by report, pictures, attendance sheets, and the like

(1 pt.) Dissemination and display of information signages, posters and the like

(2 pts.) People

- Issuance of Office Special Order/Memorandum, or the appropriate office regulation for the creation of team/team-in charge, designating waste management officers, or equivalents

(4 pts.) Practices

Examples:

- Presence of waste segregation bins with labels
- Practice of waste segregation
- Presence of paper conservation trays (e.g. a tray each for A4 paper--one side used; long bond paper--one side used; both sides of paper used; used envelopes, used colored paper, etc.)
- Practice of paper segregation in the paper conservation trays
- Practice of reuse of paper, etc.
- Presence of Materials Recovery Facility, or equivalent
- Observance of non-burning of wastes
- On-the-spot interview of employees for check on awareness on waste management

BONUS (2 pts.)

- Presence of compost pit
- Presence of organic garden
- Presence of selling system for recyclables/crafts made from recycled products, and/or compost
- Presence of crafts and other useful products made from recycled wastes
- Record of volume of waste diverted through re-use, recycling, composting

3. For the Water Conservation Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Session/s in Water Conservation for 25% of Office work force, among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them), as evidenced by report, pictures, attendance sheets, and the like

(1 pt.) Dissemination and display of information signages, posters and the like

(2 pts.) People

- Issuance of Office Special Order/Memorandum, or the appropriate office regulation for the creation of team/team-in-charge, designating water conservation officers, or equivalents

(4 pts.) Practices

Examples:

- Report leaks on and/or worn-out water pipes, faucets, toilets for repair and/or replacement.
- Use pails, dipper or "tabo" instead of hoses in washing cars and facilities
- Turn off the faucet while brushing one's teeth or while soaping one's hands.

- If installing new toilets, opt for dual flush toilets which use less water for flushing urine.
- Don't use the toilet as a waste basket or ash tray. This will prevent unnecessary flushing
- Reduction, if any, in consumption of water (cu.m.) from May to December 2010, as compared to May to December 2009 water billing statements, and earlier years, as data may be available (Bonus points for earlier years' implementation)

4. For the Fuel Conservation Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Session/s in Fuel Conservation for 25% of the Office work force, among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them, as evidenced by report, pictures, attendance sheets, and the like

(1 pt.) Dissemination and display of information signages, posters and the like

(2 pts.) People

- Issuance of Office Special Order/Memorandum, or the appropriate office regulation, for the creation of team/team-in charge, designating fuel conservation officers, or equivalents

(4 pts.) Practices

Examples:

- Good housekeeping program at the motor pool area with adequate/assigned space for trouble shooting
- Inventory list and assignment of government service vehicles to a particular official
- Monitor fuel consumption report/ record
- Presence of eco-friendly service vehicles
- Preventive maintenance and repair schedule of service vehicles
- Records of daily entry and dispatch of service vehicles from motor pool
- Records of trip tickets for each service vehicle
- 10% gasoline/diesel reduction program with records

5. For the Air Pollution Prevention Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Session/s in Air Pollution Prevention for 25% of the Office workforce), among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them), as evidenced by report, pictures, attendance sheets, and the like

(1 pt.) Dissemination and display of information signages, posters and the like

(2 pts.) People

- Issuance of Office Special Order/Memorandum, or the appropriate office regulation, for the creation of team/team-in-charge, designating air pollution prevention officers, or equivalents

(4 pts.) Practices

Examples:

- Presence of a preventive maintenance program for vehicles of offices
- Quarterly or periodic monitoring of vehicle emissions
- Use of 1% coco-methyl ester blend in diesel fuel of government offices, as mandated in Malacanang Memorandum Circular 55
- Prohibition of smoking in office premises
- Ban on idling of vehicle engines while waiting and/or parking

6. For the Greening Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Session/s in Greening for 25% of the Office work force, among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them), as evidenced by report, pictures, attendance sheets, and the like

(1 pt.) Dissemination and display of information signages, posters and the like

(2 pts.) People

- Issuance of Office Special Order/Memorandum, or the appropriate office regulation, for the creation of team/team-in-charge, designating greening management officers, or equivalents

(4 pts.) Practices

Examples:

- Presence of greening efforts like maintenance of indoor plants within office premises and/or planting of crops, other plants within vacant lots in the office premises

7. For the Emergency Preparedness Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Session/s and Exercises/Drills on Emergency Preparedness for 25% of the Office work force, among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them), as evidenced by an existing office policy, procedures, report,



pictures, attendance sheets, and the like), among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them)

(1 pt.) Dissemination and display of information signages, posters and the like (e.g. fire exit, etc.)

(2 pts.) **People**

- Issuance of Office Special Order/Memorandum, or the appropriate office regulation, for the creation of team/team-in-charge, organization set-up, designating emergency response officers, or equivalents

(4 pts.) **Practices**

Examples:

Emergency preparedness and response arrangements are established and maintained through the following:

- Emergency instructions/evacuation plans are posted at strategic locations in each department.
- Relevant information and training to all members of the organization, at all levels, including regular exercises in emergency preparedness and response procedures, including internal communications and coordination are provided.
- All possible emergency situations are identified and are covered with written procedures, and responsibilities are defined with provision of backup personnel.
- Hazard symbols on facilities with hazardous substances, procedures and exposures are installed.
- First-aid and medical assistance, tools and equipment for fire fighting and evacuation of all people at the workplace are readily available.
- Emergency preparedness and response mechanisms are arranged and coordinated with other agencies and the community.

Specifically, for fire prevention and control program, the following will be rated:

- Information and training on fire prevention and control are provided.
- A fire/emergency brigade is organized and trained in emergency procedures and in the use of fire fighting equipment.

Fire Fighting Facilities:

- Portable fire extinguishers, access to other facilities (alarms, hard hats, safety uniforms) are adequate, appropriate for **type of materials, readily available, accessible and visibly marked.**
- Fire extinguishers are inspected monthly.
- Fire hoses are provided, properly mounted, accessible and maintained.
- Fire detection devices are installed and functioning.

- Sprinkler system are installed and working properly.
- Fire exits/doors, lids and shutters are in good condition and unobstructed with fusible links intact.
- Fire/emergency alarm system is operational and maintained.

8. For the Green Procurement Program

(2 pts.) Promotion of Awareness

(1 pt.) Conduct of Educational Orientation Session/s on Green Procurement for 25% of the Office work force), among the whole range of office constituents (top management, middle management, rank and file personnel, security guards, janitors, among them), as evidenced by report, pictures, attendance sheets, and the like

(1 pt.) Dissemination and display of information signages, posters and the like

(2 pts.) People

- Issuance of Office Special Order/Memorandum, or the appropriate office regulation, for the creation of team/team-in-charge, designating green procurement officers, or equivalents

(4 pts.) Practices

Examples:

- Development of a policy and procedures on green procurement program based on Executive Order 301.
- Reduction of carbon dioxide emissions through the purchase of more energy-efficient goods and the application of strict energy efficiency standards for power and equipment (vehicles), transportation, and construction.
- Improvement in local air and water quality through the purchasing of low-emission vehicles, less toxic cleaning products
- Supporting a healthy working environment through purchasing of fresh, organic food, and considering indoor and outdoor air quality in the workplace.
- Contributing to a reduction in global deforestation through the purchasing of goods made from sustainable and legally harvested timber; and
- Developing incentive programs for suppliers of environmentally advantageous products and services
- Patronizing eco-labelled products and services certified by local (Philippine Center for Environmental Protection and Sustainable Development, Inc.) or foreign certifying bodies.

2011 RECOGNITION AWARDS FOR ECO-FRIENDLY GOVERNMENT OFFICES (NATIONAL LEVEL)

'INTENT TO JOIN' FORM

Name of office:

Full Office Address:

Total No. of Workforce:

Contact Person/s:

Contact Number/s:

E-mail Address (Pls. write legibly):

Category: National Government Agency
 Government-owned and Controlled Corporation

Secretary Horacio Ramos

Department of Environment and Natural Resources

Visayas Avenue, Quezon City

SIR:

This is to signify our intention to join in the aforementioned program. We understand that the official documentation report from us, in three hard copies are due to be received at the DENR by January 12, 2011.

Thank you very much.

Very truly yours,

SIGNATURE OVER PRINTED NAME

Head of Agency/ Corporation

Please fax or email to the following, not later than May 31, 2010:

The Secretariat
2011 Recognition Awards for Eco-friendly Government Offices
c/o The Environmental Education and Information Division
Environmental Management Bureau- DENR
2nd Floor, HRD Bldg., DENR,
Visayas Avenue, Quezon City
Telefax No. 928-76-46, Tel. No. 920-20-51
elenemb2002@gmail.com