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Officer-in-Charge
Office of the PNU President

REPUBLIKA NG PILIPINAS
Republic of the Philippines
PAMANTASANG NORMAL NG PILIPINAS
Philippine Normal University
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO
The National Center for Teacher Education
Maynila
Manila

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UNIVERSITY CIRCULAR

No. 20
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TO: Vice Presidents, Executive Directors and Provosts, Deans, Associate/Deputy Deans, Directors of Institutes, Members of the Administrative Council, Heads of Offices/Units, Faculty Members, Administrative Staff, Students and All Others Concerned

SUBJECT: Implementing Rules and Regulations of the Plastic Reduction and CLAYGO Policy of the Philippine Normal University

RULE I. General Provisions

Section 1. Title

These rules shall be known and cited as the *"Implementing Rules and Regulations of the Plastic Reduction and Clean-as-You-Go (CLAYGO) Policy of PNU"* which the PNU Board of Regents approved by virtue of BOR Resolution No. U-2883 dated November 7, 2018.

Section 2. Purpose

These Implementing Rules and Regulations are promulgated to prescribe the procedures and guidelines for the implementation of Plastic Reduction and Clean-as-You-Go (CLAYGO) Policy in order to facilitate compliance therewith and achieve the objective thereof.

Section 3. Scope

These Rules and Regulations are to be implemented in the entire PNU System. The scope includes the entire PNU Community which includes the faculty, staff, students, workers and personnel of outsourced agencies, clients renting commercial spaces, and stakeholders.

RULE II. Declaration of Policy

Section 4. This policy contributes to the sustainability goals of PNU as stipulated in the Environmental Sustainability Framework and General Guidelines on Plastic Reduction and CLAYGO Policy approved by the Administrative Council. The Implementing Rules and Regulations are anchored on the following objectives of the said policy: (1) to reduce the inventory of non-biodegradable materials in PNU especially in different business establishments and offices within the PNU System; (2) to increase the initiative to reduce, reuse and recycle; (3) to reduce the use of plastic bags, polystyrene and other single-use plastic products to minimize its negative impact in the environment; and (4) to cultivate discipline among the stakeholders to dispose of waste properly and maintain the cleanliness and orderliness in all campuses of PNU.

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RULE III. Definition of Terms

Section 5. For the purpose of these Implementing Rules and Regulations, the following terms shall have the following definitions:

- 5.1 **Biodegradable materials** are materials that easily decompose at any given period of time.
- 5.2 **Non-biodegradable materials** refer to materials such as plastics that do not decompose at any given period of time. These plastics are usually used in food packaging or in transporting goods like the shopping bags or the *sando* bag.
- 5.3 **Polystyrene materials** refer to petroleum-based plastic made from styrene monomer and lightweight materials/foam usually used in food packaging applications such as cups and food boxes/tray commonly known as styrofoam/styropor.
- 5.4 **Reusable materials** refer to any form of reusable packaging which may be used repeatedly such as cloth bags (*katsa*), eco bag and woven bags (*bayong*).
- 5.5 **Single-use plastics** refer to plastic materials that are used only once before being thrown or recycled. These include plastics bags, straws, coffee stirrers, soda and water bottles and some food packaging.
- 5.6 **University events and activities** refer to any event/activity officially sanctioned by the University such as meetings, assemblies, seminars, conferences, workshops, fora, and other programs.

RULE IV. Plastic Reduction and CLAYGO Committee

Section 6. Committee

The committee is composed of:

- a. Vice President for University Relations and Advancement as chair, and the following as members:
- b. Dean, Office of Student Affairs and Student Services
- c. Associate Dean, Faculty of Science, Technology and Mathematics
- d. Director, Campus Development Office
- e. Director, Promotion and Business Development office
- f. Director, University Events Management and Public Relations Office
- g. Director, Administrative Services
- h. Director, Auxiliary Services
- i. Director, Facilities Management and Sustainability Services
- j. Head, Accounting Unit,
- k. Head, University Health Services Unit
- l. President, Faculty Union
- m. President, Administrative Employees Association
- n. President, University Student Council

Section 7. Functions of the Committee

The Committee shall ensure the implementation of the policy and this IRR by performing the following functions:

- 7.1 Drafts and implements the Implementing Rules and Regulation of the Plastic Reduction and Clean-as-You-Go (CLAYGO) Policy of PNU.
- 7.2 Adopts or amends guidelines and other rules to implement the policy as needed;
- 7.3 Monitors and evaluates the implementation of this IRR;
- 7.4 Conducts awareness and campaign activities such as but not limited to orientations, forum, dissemination and posting of materials and signages;
- 7.5 Ensures that signages about the policy are posted strategically in the University;
- 7.6 Ensures that separate trash bins for biodegradable and non-biodegradable materials are placed in strategic locations around the campus; and
- 7.7 Ensures that the faculty, staff and students adhere to the policy and this IRR.

Section 8. Funding

Funding for the implementation, monitoring and evaluation of this IRR shall be taken from the general fund or special trust fund of the University.

RULE V. Plastic Reduction Guidelines

Section 9. Total Ban on Single-Use Plastics

- 9.1 Distribution and utilization of single-use plastics (straw, plastic bags for food items, plastic cups, spoons and forks, stirrer, soda and water bottles, etc.), polystyrene (styropor/styrofoam) and other similar products that contribute to the accumulation of non-biodegradable wastes are highly prohibited inside the University premises.
- 9.2 Bringing in of single-use plastics and polystyrene materials from food establishments outside the University is strictly prohibited.
- 9.3 Faculty, staff, and students are discouraged to consume food products and other items that utilize single-use plastics.
- 9.4 The utilization of single-use plastics and polystyrene materials in University events and activities is prohibited.
- 9.5 Utilizing single-use plastics in student outputs/projects and teacher-made materials/visual aids is also discouraged.

Section 10. Recycling/Reusing Practices in the University

- 10.1 In relation to the plastic reduction efforts, the use of recyclable/reusable materials is highly encouraged within the University.
- 10.2 Offices are encouraged to practice the 3Rs (Reduce, Reuse, Recycle) in their daily operations.
- 10.3 The faculty and students are encouraged to use recyclable/reusable materials in the development of their instructional materials and student outputs/projects, respectively.
- 10.4 Faculty, staff, and students are required to bring their own personal food and liquid containers, eco-bags, utensils, and tumblers.

Section. 11. Special Provisions

- 11.1 This policy is also applicable to seminars, workshops, conferences, summits and other programs conducted within the University premises. It is advised that the office-in-charge ensures that this policy is implemented.
- 11.2 Offices that approve the conduct of faculty, staff and student activities should require proponents to include an environmental sustainability initiative/plan in their proposals (e.g. waste management mechanism, use of recycled materials, energy reduction mechanism, etc.).
- 11.3 The Promotion and Business Development Office (PBDO), PNU Multi-Purpose Cooperative (MPC) and other business establishments in the University are encouraged to produce and market environment-friendly products (e.g. tumblers, eco-bags, bento boxes, paper cups, etc.) in support of the implementation of this policy. They are likewise encouraged to provide incentives to customers who support this policy.
- 11.4 Plastic wrappers/sachets of food products sold in business establishments in the University may be allowed for sanitation purposes, provided that they are properly disposed of. Examples of these items are biscuit and cracker wrappers, mint wrappers, coffee sachets and other similar products.
- 11.5 Visitors may be allowed to bring in single-use plastics, however, security personnel are expected to orient visitors about this policy and follow its strict implementation.

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RULE VI. Guidelines in Maintaining Cleanliness in the University


Section 12. Clean-as-You-Go Practice

- 12.1 Faculty, staff, students and visitors are expected to practice *Clean-as-You-Go* in different facilities/spaces in the University. They are advised to dispose of trash/garbage properly.
- 12.2 Littering is strictly prohibited in the University.
- 12.3 Maintenance personnel are required to empty all waste bins regularly and place them in designated areas. They are required to practice proper waste segregation.

RULE VII. Effectivity

This IRR shall take effect fully beginning Term 3 of the AY 2018-2019. Terms 1 and 2 of the same academic year shall be the transition period to prepare the PNU community for the implementation of this policy. This period will be used to conduct awareness and information campaigns and orientation programs.

For information, guidance and compliance of all concerned.


MA. ANTOINETTE C. MONTEALEGRE, DA
Officer-in-Charge
Office of the PNU President

Encl: BOR Resolution No. U-2883, s. 2018



ALPHEUS E.V. FERRERAS
University and Board Secretary

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EXCERPTS FROM THE MINUTES OF THE 78th (3rd QUARTER) REGULAR MEETING OF THE PHILIPPINE
NORMAL UNIVERSITY BOARD OF REGENTS HELD ON 07 NOVEMBER 2018 AT ROOM S415, 4th FLOOR,
HEDC BUILDING, COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL OFFICE,
C.P. GARCIA AVE., UP DILIMAN, QUEZON CITY.

PRESENT:

Hon. PERFECTO A. ALIBIN	Chairperson
Hon. MA. ANTOINETTE C. MONTEALEGRE	Vice Chairperson
Hon. LUTGARDO B. BARBO	Member
Hon. EDILBERTO C. DE JESUS	Member
Hon. ANTONIO V. FERRER	Member
Hon. KERWIN D. MEMBRADO	Member

ABSENT:

Hon. ANGELINA D. TAN	Member
Hon. PAOLO EVERARDO S. JAVIER	Member
Hon. JOSE MIGUEL R. DE LA ROSA	Member


On motion duly seconded, the Board passed –

BOR RESOLUTION NO. U-2883, s. 2018

Approving the University Policy on Plastic Reduction and Clean-As-You-Go (CLAYGO) and the corresponding Implementing Rules and Regulations (IRR) as recommended by the Administrative Council to take effect upon the approval by the Board of Regents.

APPROVED

Certified correct:


ALPHEUS EUGENIO V. FERRERAS
University and Board Secretary