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DEPARTMENT ORDER )  
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 NO. 02 )  
 Series of 2025 )

**SUBJECT: DPWH SOLID WASTE MANAGEMENT POLICY**

dw 1/8/2025

Pursuant to Section 3(e), Rule XXI, Part VI, of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9003 series of 2000, otherwise known as the Ecological Solid Waste Management Act, which prescribes, "All Government Offices at the national and local levels, within the executive, legislative, and judicial branches, and government owned and controlled corporations shall ensure information, education, and actual implementation of waste management programs at the workplaces and work premises, including the pursuit of environment-friendly purchasing policies for their respective offices." This policy on Solid Waste Management (SWM) is hereby adopted for the compliance of all Department of Public Works and Highways (DPWH) offices and employees.

**I. SCOPE**

DPWH is committed to safeguarding the environment through proper waste segregation to reduce the solid waste generated in all its Offices. This shall be done in all Offices of this Department with the four methods of implementation, which are source reduction, reuse of materials, recycling, and purchase of recycled products. Every employee shall have a personal responsibility for implementing this Policy.

**II. DEFINITION OF TERMS**

- A. Biodegradable Waste** – refers to organic matter used in compost/organic fertilizer production for organic cultivation and farming of food crops and shall include the discards segregated from non-biodegradable wastes coming from kitchen leftover food, vegetable peelings, and the like;
- B. Composting** – refers to the controlled decomposition of organic matter by microorganisms, mainly bacteria and fungi, into a humus-like product;
- C. Composting Facility** – refers to location where composting of organic materials occurs using mechanical handling techniques such as physical turning and aeration and other management techniques approved by the Department of Agriculture (DA);



- D. **Materials Recovery Facility (MRF)** – includes a solid waste transfer station or sorting station, a drop-off center, a composting facility, and a recycling facility;
- E. **Office Waste** – may refer to:
- E.1 **Government-Owned Office Waste** - includes all solid waste and special waste which are owned by the Government the disposal of which are governed by special laws as well as policies and regulations, issued by pertinent government agencies such as, but not limited to the Commission on Audit (CoA) and the Department of Budget and Management (DBM).
  - E.2 **Non-Government-Owned Office Waste** - includes used papers, plastic containers, scrap metal, waste made of glass, aluminium cans, magazines, glass bottles, and additional items as implemented.
- F. **Recyclable Material** – refers to any waste material retrieved from the waste stream (from source to end) and free from contamination that can still be converted into suitable beneficial use or for other purposes, including but not limited to, newspaper, ferrous (rusting) scrap metal, non-ferrous (non-rusting/stainless steel) scrap metal, corrugated cardboard, aluminium, glass, office paper, tin cans, and other materials as may be determined by the National Solid Waste Management Commission (NSWMC);
- G. **Recycling** – refers to the treating of used or waste materials through a process of making them suitable for beneficial use and for other purposes, and includes any process by which solid wastes are transformed into new products in such a manner that the original products may lose their identity, and which may be used as raw materials for the production of other goods or services;
- H. **Recycling Facility** – facility or operations that receive, process, and transfer to market recyclable materials that have been source separated from the solid waste stream. Turn recyclable materials into consumer products or products used in further manufacturing. For example, a plastics remanufacturing facility turns rigid plastic containers into pellets for use at another facility that makes products with recycled plastic container;
- I. **Residuals** – refer to solid wastes that are non-compostable and non-recyclable. They should be ecologically managed through the use of alternative technologies or disposed of through an ecologically sound disposal facility (Sanitary Landfill);
- J. **Residual Wastes with Potential** – actual potential of recyclable materials to fully utilize the residual. Quantity of recyclable materials still contained in the residual wastes;
- K. **Sanitary landfill** – refers to a waste disposal site designed, constructed, operated, and maintained in a manner that exerts engineering control over significant potential environmental impacts arising from the development and operation of the facility;



- L. **Segregation** – refers to the solid waste management practice of separating different materials found in solid waste in order to promote recycling and re-use of resources and reduce the volume of waste for collection and disposal;
- M. **Soil Conditioner** – is a product which is added to soil to improve the soil's physical qualities, usually its fertility and sometimes its mechanics. It is often thought of a subset of the category soil amendments, which more often is understood to include a wide range of fertilizers and non-organic materials;
- N. **Solid Waste** – refers to all discarded office, household, commercial, non-hazardous institutional and industrial waste, street sweepings, construction debris, agricultural waste, and other non-hazardous/non-toxic solid waste.

Unless specifically noted otherwise, the term "solid waste" as used in this Policy shall not include waste identified or listed as hazardous waste, infectious waste from hospitals and clinics, or waste resulting from mining activities, including contaminated soil and debris;

- O. **Solid Waste Management** – refers 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;
- P. **Special Waste** – refers to household hazardous waste such as paints, thinners, household batteries, lead-acid batteries, spray canisters, and the like. This includes waste from residential and commercial sources that comprises bulky waste, consumer electronics, white goods, yard waste that is collected separately, batteries, oil, and tires. This waste is usually handled separately from other residential and commercial waste;
- Q. **Waste Diversion** – refers to activities that reduce or eliminate the amount of solid waste from waste disposal facilities (Sanitary Landfill);
- R. **Yard Waste** – refers to wood, small or chipped branches, leaves, grass clippings, garden debris, vegetable residue that is recognizable as part of a plant or vegetable, and other materials identified by the NSWMC;

### III. METHODS OF SOLID WASTE MANAGEMENT

- A. **Source Reduction:** All employees shall observe operational practices to minimize the production of waste. Every effort shall be made to prevent excess or unnecessary materials from being purchased or thrown away. These practices may include, but shall not be limited to, the following:
  1. Printing reference documents on both sides of the paper;
  2. Printing only appropriate numbers of documents;
  3. Using email rather than printed correspondence if applicable, a transition from paper to electronic/digital files;



4. Using products that are reusable, refillable, repairable, non-toxic, and recyclable;
  5. Practicing responsible buying choices that consider environmental impacts;
  6. Purchasing products in bulk quantities rather than single-use items; and
  7. Items requiring the least possible packaging or purchasing items that come in packaging that can be recycled should be purchased when practical.
- B. **Reuse of Materials:** All employees shall reuse products whenever possible. Examples include using dishes, glasses, and reusable flatware rather than disposable paper and plastic ware.
- C. **Recycling:** All Offices are required to provide a set of three (3) trash bins to be placed in an area accessible to all staff inside the office to ensure proper waste segregation. Employees shall segregate identified non-government-owned office waste recyclable materials and place them in appropriate recycling bins with proper markings.

*Recycling Bins* - The 3 trash bins with approved proper signage are as follows:

1) *A bin/box (green in color) for Papers such as, but not limited to:*

Used newspapers, folders, bond papers, envelopes, corrugated cardboard, discarded appliance packaging cartons and boxes, shredded papers, take-away food boxes, boxes used as containers of products such as soap, toothpaste, pizza, gifts, etc., and any other waste made of paper.

2) *A bin (blue in color) for Plastic Containers, Scrap Metal, Cans, and Used Glass Bottles/Materials such as, but not limited to:*

Used plastic containers of juices, soy sauce, vinegar, and the like; PET (polyethylene terephthalate) plastic bottles of soda and mineralized water, plastic utensils, and any other waste made of plastic. Aluminium cans, used staple wires, tin cans of emptied can goods, scrap metal, and any other waste made of metal. Waste made of glass, like glass bottles and jars, and broken glasses.

3) *A bin (black in color) for the Residuals such as, but not limited to:*

Composed mostly of *soiled* plastics/bags and cellophane, sanitary napkins, used tissue papers, cotton swabs, styrofoams, foil wrappers, and any other soiled materials that cannot be composted or recycled and disposed of through an ecologically sound disposal facility (Sanitary Landfill).

3.1) *Container/s for Residual Wastes with Potential*

3.1.a) *Box for Plastic Residual Wastes with Potential*

Candy, noodles, and biscuit wrappers, used plastic sando bags, plastic bags, and cellophane, bubble wrap, plastic labels on PET



bottles, and other plastic/food wrappers.

3.1.b) *Box for Empty Coffee/Choco/Milk Sachets*

Empty sachets of coffee, chocolate, and milk drink cut properly to maximize the reuse of the emptied sachet.

3.1.c) *Small Plastic Container for Used Staple Wires, Easy Open Pull Tabs, and Chads*

Provide a clear fiber glass container placed in the lobby where the above-mentioned waste can be dropped or temporarily stored.

4) *A container for leftover food and food scraps  
(Used plastic container, e.g., ice cream/biscuit container)*

Biodegradable waste like leftover food, fruits and vegetables, seeds and peelings, etc., seafood shells (crabs, lobsters, clams, etc.), eggshells, fish bones, used tea bags, and the like.

Note: Drain/dry leftovers, and do not place left-overs in plastic bags. Place them in the composting facility.

- D. ***Purchase of Recycled Products:*** All Offices shall make efforts to purchase and use products manufactured from or containing recycled materials.

#### **IV. COLLECTION AND TRANSFER OF RESIDUALS, RECYCLABLE MATERIALS, AND BIODEGRADABLE WASTES**

Every employee shall practice waste segregation at source and place it in appropriate bins. The Cleaning Service Contractor (CSC)/Janitor assigned to each office shall be responsible for further segregation of solid waste. The segregated waste, like residuals, recyclable materials, left-over food, and food scraps, shall be brought by the CSC/Janitor to the MRF and composting facility. The Facilities Maintenance Division (FMD)/Administrative Division (AD)/General Service Office (GSO) is in charge of the management, operation, and maintenance of the MRF and the composting facility.

The CSC/Janitor floor level supervisor shall supervise the collection of all residuals, recyclable materials, and biodegradable wastes within his or her assigned floor level and shall ensure that the solid waste from every office within his or her assigned floor level is brought to the MRF and properly weighed for record purposes by the staff assigned to the MRF. The MRF and composting facility shall be located in a strategic area for easy access. To sustain the implementation of the collection and management of recyclable materials, the Department shall provide one CSC/Janitor to maintain the facility.



## **V. DISPOSAL OF WASTES**

The CSC/Janitor shall be responsible for the proper disposal of residual wastes and biodegradable materials. Temporarily, residuals are placed in plastic containers or garbage bags in the MRF prior to collection. Residual waste shall be properly disposed of based on the schedule of the Local Government Units (LGU's) solid waste collection.

## **VI. SUBMISSION OF REPORT**

The Waste Management Coordinator (WMC) in every office shall submit a prescribed DPWH Quantity of Collected Recyclable Materials Monthly Report Form (see attachment) every month through their CSC/Janitor to the staff in charge of the MRF.

The report includes the types of recyclable materials collected in their office with corresponding weights. This report shall be consolidated by the Environmental and Social Safeguards Division (ESSD) Planning Service (PS)/Regional Office Environmental Management Specialist (RO EMS)/District Engineering Office (DEO) Focal Person.

The DEO Focal Person shall prepare a summary of the said report to be submitted to the RO EMS every quarter, and then the RO EMS shall also prepare a summary report of the Regions Quantity of Recyclable Materials Report (see attachment) together with all the DEO summary reports under their jurisdiction to be submitted to the ESSD on a quarterly basis. The ESSD shall consolidate all the reports nationwide and prepare an Annual Solid Waste Management Accomplishment Report.

## **VII. MONITORING AND EVALUATION**

All Offices in the Department shall appoint a WMC to oversee waste reduction, waste management, and recycling activities in their respective offices. The designated WMC shall be a permanent staff of the concerned office. Every Offices shall evaluate and implement feasible waste reduction opportunities to the maximum extent possible. The ESSD/RO EMS/DEO Focal Person shall conduct monitoring and evaluation to verify submitted reports.

Further, to ensure that the policy is strictly enforced, implemented, and sustained, the ESSD/RO EMS/DEO Focal Person shall conduct ocular inspections of various Offices at least once a year.

## **VIII. INFORMATION AND EDUCATION CAMPAIGN (IEC)**

The ESSD, in coordination with the DPWH Employees Union (EU)/Federation, shall be responsible for the conduct of the IEC to ensure that all DPWH employees are aware of the policy. The IEC shall be conducted once a year or as necessary. A follow-up IEC in the RO and DEO will be conducted by the RO EMS when the need arises.



**IX. THE CLEANING SERVICE CONTRACTOR (CSC)/JANITOR**

The HRAS/Administrative Division shall be in charge of enforcing, monitoring, and evaluating the performance of the CSC/Janitor and shall define the corresponding sanctions or penalties for any violation of this policy.

**X. PENALTIES**

Non-compliance and/or violation of this Order shall be subject to administrative sanction(s) and penalized in accordance with existing rules and regulations of the Department.

This Order shall supersede D.O. 58, of 2015 and shall take effect immediately. Further, Special Order Nos. 64 of 2015, 70 of 2017, and 300 of 2022, issued in relation to the implementation of the said DO's, are hereby repealed.

  
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Secretary

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4.1.4 CGL/ECC/HSS/RBdR