

Executive Order No. 2009-009, “Greening the City Hall through Leadership in Environmental Management”

WHEREAS, Article II, Sections 15 and 16 (State Policies), the State is mandated to protect and promote the right to health of the people and to protect and advance their right to a balanced and healthful ecology;

WHEREAS, Section 3 of Presidential Decree No. 1151 (Environmental Policy) restates the policy of the State in recognizing the people’s right to a healthy environment, and every individual is duty-bound to contribute and shall take responsibility for the preservation and enhancement of the Philippine environment.

WHEREAS, Presidential Decree No. 1152 or the Environment Code established the responsibility of local government units as well as private individuals to actively participate in the environmental management and protection programs and mandates the creation of waste management programs in local government units where such program shall have a:

- system of operation consistent with the needs of the area concerned;
- operation will not create pollution of any kind or will constitute public nuisance;
- system for safe and sanitary disposal of waste;
- existing plans affecting the development, use and protection of air, water or natural resources shall be considered;
- schedules and methods of implementing the development, construction and operation of the plan together with the estimated costs; and
- periodic revision of the program to ensure its effective implementation.

WHEREAS, Republic Act No. 8749 or the Clean Air Act of 1999 provides under Section 36 that local government units shall share responsibility in management and maintenance of air quality within territorial jurisdiction, and that citizens have the right to, among others, participate in: (1) formulation, planning, implementation and monitoring of environmental policies and programs; (2) decision-making process concerning development policies, plans and programs, projects or activities with adverse impact on environment & public health;

WHEREAS, Republic Act No. 9275 or the Clean Water Act obligates local government units to coordinate with civil society and the concerned sectors in the implementation of measures to prevent and control water pollution from land-based sources

WHEREAS, Republic Act No. 9003, or the Ecological Solid Waste Management Act, promotes and encourage waste segregation, recycling and composting;

WHEREAS, City Ordinance No. 2001-056 mandated INSTITUTIONS, among others, which include the City Hall, to adopt waste segregation at source and proper disposal of the same;

WHEREAS, City Ordinance No. 2000-006 prohibits all entities, including the City Government, from disposing and pouring used oil, waste water/liquid, and any other polluting/toxic liquid into drainage canals that flow into the creeks and unto the Naga River;

WHEREAS, SECTION 16 of the Local Government Code provides that, *“Every local government unit shall exercise the powers expressly granted, those necessarily implied*

therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall xxx xxx promote health and safety, enhance the right of the people to a balanced ecology xxx”;

WHEREAS, the daily activities and routine operations of the City Government of Naga have a significant impact on the quality of the City’s environment and use of its resources;

WHEREAS, the City Hall is a highly visible model for the City’s residents, businesses, industries, and local governments;

WHEREAS, the City Government can demonstrate leadership by incorporating environmentally sustainable practices into its operations that preserve natural resources, conserve energy, eliminate waste and emissions, and lessen overall environmental impact;

WHEREAS, source reduction, reuse, and recycling constitute a key component of environmental sustainability directed at achieving the City’s solid waste reduction goals;

WHEREAS, the City Government constitutes a large consumer of goods and services, which, in the course of their manufacture, use, and disposition impact the quality of the environment;

WHEREAS, the procurement of environmentally sound goods and services by the City Government can serve to protect health and safety, reduce energy consumption, conserve natural resources, prevent pollution, and promote markets for recyclable materials;

WHEREAS, SECTION 455 of the Local Government Code authorizes the Office of the City Mayor to, among others and in pursuance of Section 16 of the Code,

- *“Exercise general supervision and control over all programs, projects, services, and activities of the city government xxx”*,
- *“Enforce all laws and ordinances relative to the governance of the city and in the exercise of the appropriate corporate powers provided for under Section 22 of this Code, implement all approved policies, programs, projects, services and activities of the city xxx”*,
- *“Issue such executive orders for the faithful and appropriate enforcement and execution of laws xxx”*,
- *“Initiate and maximize the generation of resources and revenues xxx xxx”*, *“Adopt adequate measures to xxx xxx provide efficient and effective property and supply management in the city”*.

NOW, THEREFORE, by the authority vested in me as City Mayor by the Constitution, the various environmental laws, the Local Government Code, and the above-cited City Ordinances, do hereby Order the following:

Sec. 1. Applicability. This Executive Order shall be applicable to all offices and facilities of the City Government of Naga, and to activities and programs conducted in the premises of the City Hall, in facilities and structures owned by it, and in attached offices.

Section 2. Purpose. This Executive Order shall require all City Hall offices and employees to maximize their efforts to develop and implement environmentally sustainable policies and practices. Specifically, offices shall strive to:

- 2-a. consider and minimize the environmental impacts associated with office land use and acquisition, construction, facility management, and employee transportation;

- 2-b. reduce and recycle material recoverable from solid waste originating at their offices/facilities and from the construction and renovation of new facilities;
- 2-c. procure goods and services that have a lesser or reduced effect on human health and the environment, including products made wholly or in part from recycled materials; and,
- 2-d. encourage and promote conservation of energy through reducing wasteful, inefficient or uneconomical uses of energy resources.

Section 3. Responsibilities of Departments/Offices:

- 3-a. Each department/office shall be responsible for implementing programs to make its operations environmentally sustainable, including, but not limited to, programs to reduce and recycle solid wastes and procure environmentally preferable goods and services. Such programs shall be consistent with and as comprehensive as described in this Order.
- 3-b. Each office shall designate an Environmental Sustainability Officer to direct sustainability activities. Offices shall also designate one or more individuals to coordinate and oversee its waste reduction, recycling, and environmental procurement programs, and to serve as a liaison with the Environment and Natural Resources Office and the independent monitoring team from an NGO that may be created under this Executive Order.
- 3-c. The ENRO shall provide technical assistance, education, and training to offices on these matters, and shall serve as a central point of information and coordination for all City Hall environmental sustainability efforts.
- 3-d. Each office shall aggressively explore opportunities for procuring goods and services that have a lesser or reduced effect on human health and the environment and shall actively promote the purchase of environmentally preferable products.

Section 4. Environmentally Sustainable Operations and Practices. Environmental sustainability efforts shall focus primarily on the operations of offices and facilities of the City Government. Offices shall assess the impacts of daily operations, management, and capital improvement projects as they pertain to health and safety, environmental quality, land use, and resource conservation.

4-a. Capital improvements

All offices shall seek opportunities to reduce environmental impacts associated with capital improvements throughout project planning, site and building design, and construction. Offices shall, to the extent feasible and practicable, implement project initiatives or modifications that result in energy efficiency, water conservation, pollution prevention, solid waste reduction, and land preservation during the construction and operation of City Hall facilities.

4-b. Facilities management

Offices shall seek to integrate into the daily operations and management of state-owned and leased facilities, practices that enhance health and safety, reduce consumption of energy and fuels, conserve water, minimize emissions, and reduce solid and hazardous wastes. They shall give consideration to these practices, to the extent feasible and practicable, as criteria for entering into agreements or contracts for maintenance, procurement, construction and landscaping services.

4-c. Vehicle Use and Employee Transportation

- (1) To reduce air pollution, particularly ground-level ozone, resulting from City Hall's fleet of vehicle usage, it shall be the goal that on and after January 1, 2010, at least seventy-

five percent (75%) of the new or replacement light duty cars and trucks purchased will be alternative-fueled vehicles or low emission vehicles. The City Planning Office, City Budget Office, ENRO and General Services Department shall jointly develop a plan to achieve this goal and to fuel and maintain these vehicles, **and to develop plans, within six months from this Order, for future acquisition of alternative-fueled vehicles. As used in this Order, alternative fuel vehicle is a vehicle that runs on a fuel other than "traditional" petroleum fuels (petrol or diesel), and any method of powering an engine that does not involve solely petroleum, such as electric car, petrol-electric hybrid, and solar powered vehicles.**

- (2) To the extent feasible, and within guidelines to be established jointly by the Human Resource and Management Office and the City Administrator's Office, offices shall implement measures to reduce the number of vehicle miles driven by employees in personal and City Government-owned vehicles resulting from job-related travel including commuting to and from work. These measures may include car-pooling, vanpooling, public transportation incentives, telecommuting, teleconferencing, and other appropriate strategies.
- (3) Friday of every week is hereby designated as the City Hall's "CARLESS DAY". All City government-owned vehicles shall not be used except those routinely used to deliver basic social services, such as waste disposal vehicles, those used by the Public Safety Office, ambulances, etc.. The City Administrator shall see to it that this provision is strictly followed and monitored. Employees with private vehicles shall be encouraged to observe the 'car-less or motorcycle-less day', and an incentives-based program shall be developed by the HRMO, the City Administrator and the ENRO to insure employees' participation.
- (4) Bicycles are hereby encouraged as an alternative mode of transportation. For this purpose, the Public Safety Office is directed to come up with a plan, within one month from this Order, to provide for a bicycle lane and bicycle parking for City Hall employees. The PSO shall inventory the number of employees using bicycles to work, insure their registration, develop guidelines for protecting bicycle users in the streets, and report the same to the HRMO, the latter to come up with an incentives scheme to reward bicycle-riding employees.
- (5) All City Government-owned vehicles shall be inspected quarterly if compliant with the national emission standards set by the Clean Air Act, its Implementing Rules and Regulations, and by the Rules of the Land Transportation Office. It shall be endeavoured to achieve emissions lower than the national limit set. Employees with privately-owned vehicles (cars and motorcycles) must submit to the ENRO certified copies of emission-testing documents within five (5) days from the conduct of the annual testing.

Section 5. Source Reduction and Recycling of Solid Wastes:

5-a. Source reduction. To encourage reduction of waste at its source, all offices shall review their operations to determine where solid waste can be reduced at its sources of generation. Specific measures shall be employ to reduce waste at the source include but are not limited to those identified in this Section.

1. Reduction of office paper waste. All recyclable office materials such as scratch/bond paper shall be turned over to the designated Environmental Sustainability Officer/staff, daily or every week as the case may be, for its proper disposal or reuse. Such recyclable office materials shall be kept separate from the regular trash. The volume of reusable materials shall be accounted to determine volume of wasted office supplies, and a quarterly report shall be submitted to the ENRO and the GSD. Reusable paper shall be used in all inter-office correspondence and internal communication. Newly procured or supplied paper from GSD shall be correspondingly inventoried monthly to determine if there is reduction of use of new paper as against recyclable bond paper, a comparative data to be part of the report.

2. Printing and photocopying. Print only when necessary. Drafts of documents must be edited in the computer, and department heads/chiefs of offices and special bodies must extensively make use of the web mail service in exchanging official correspondence among themselves. If photocopying is necessary, it shall require two-sided copying on all documents when feasible and practicable. To the extent feasible, all new and re-manufactured photocopy machines and laser printers purchased shall have duplexing capabilities.
3. Use of electronic communication. Offices shall, to the extent feasible, use electronic media such as the web mail, voice mail, e-mail, and the Internet to circulate or distribute routine announcements, memoranda, documents, reports, forms, manuals, and publications.

5-b. Product necessity, durability, packaging, and recyclability. Offices/officials/employees shall discourage the use of disposable products where reusable products are available and economically viable for use. Furthermore, offices shall assess their waste generation with regard to purchasing decisions and make every attempt to purchase items only when needed and in amounts that are not excessive. When purchases are necessary, offices shall, to the extent feasible and practicable, acquire items that are more durable, have minimal packaging, and are readily recyclable when discarded. **Catering services, for example, shall not be allowed if packaging of food and other products are not consistent with this Order. The use of Styrofoam is hereby discouraged.** Packaging quality guidelines shall be established by the ENRO, in consultation with a reputable environmental NGO, within one month from effectivity of this Order. Pending such guidelines, the minimum packaging criteria herein set forth shall be immediately observed upon effectivity of this Order.

5-c. Collection programs for recyclable materials

- (1) All offices shall ensure that employees have access to containers for recycling (at a minimum) aluminum cans, high-grade office paper, and corrugated cardboard. All employees are required to separate identified recyclable materials generated in the course of office operations and place them in the appropriate recycling containers. ENRO shall develop a program on recyclability and generate value from it. Non-recyclable materials shall be properly collected and disposed of accordingly.
- (2) Facilities that routinely host the general public, such as the Civic Center, the Sports Stadium in Pacol, Naga City, public plazas/parks and recreation areas, historic sites, etc., shall implement programs for the collection of recyclable materials discarded by the public at all such locations consistent with the solid waste management program of the City.
- (3) Offices that operate or contract for the operation of food service establishments, such as snack bars, cafeterias, dining halls, etc., are directed to implement programs to recover and recycle leftover food when practicable and feasible.

5-d. Education of employees. It shall be the duty of each office to educate and encourage employee participation in waste reduction and recycling programs. The ENRO and accredited environmental NGOs shall assist offices in developing and implementing educational programs. Each office shall establish a network of assistant coordinators to assist the lead coordinator in carrying out this responsibility. The assistant coordinators shall disseminate information about recycling and waste reduction policies and procedures; monitor participation; and report any problems, suggestions, or other feedback to the office's designated lead coordinator.

Section 6. Purchase and Use of Environmentally Preferable Products.

As a component of their environmental sustainability efforts and to help develop markets for recyclable materials, and as far as RA 9184 allows, offices and the GSD shall procure and use environmentally preferable goods and services, including products made wholly or in part from recycled materials, whenever feasible and practicable. Environmentally preferable products have a lesser or reduced effect on human health and the environment in their manufacture, use, and disposal when compared with other products that serve the same purpose.

Offices shall give consideration to environmentally preferable products that are more energy efficient, less toxic, less polluting, and which generate less waste overall.

6-a. Purchases of environmentally preferable and recycled-content products:

- (1) In cooperation with the ENRO, the GSD shall make every effort to identify environmentally preferable goods and services and products made from recycled materials that meet appropriate standards for use by offices. When environmentally preferable and recycled-content products are offered that are comparable in quality, availability, and price to products not having recycled content or similar environmental attributes, term contracts shall carry only the environmentally preferable products.
- (2) To enable offices to readily identify the availability of these products, GSD shall prepare an electronic listing of all environmentally preferable and recycled-content products available in the local market and make it available to all offices, and these products shall be listed in conjunction with any comparable products not having recycled content or similar environmental attributes.
- (3) Offices that have delegated purchasing authority shall develop product specifications to encourage vendors to offer environmentally preferable and recycled-content products. Specifications shall be written to ensure that they do not contain restrictive language or other barriers to purchasing environmentally preferable or recycled-content products, unless such specifications are necessary to protect public health, safety, or welfare.
- (4) All electronic office equipment, including but not limited to, computers, monitors, printers, scanners, photocopy machines, facsimile machines, and other such equipment purchased shall be Energy Star® compliant.
- (5) Offices shall give priority consideration to the purchase of re-manufactured and used equipment, including, but not limited to, such equipment as photocopiers and other office equipment.
- (6) Priority consideration shall be given to the purchase of fleet vehicles that use less-polluting fuels and that have the highest available miles-per gallon rating.

6-b. Purchases of recycled paper

- (1) All offices and the GSD are directed to purchase and use recycled paper for all letterhead stationery, reports, memoranda, and other documents when feasible and practicable. All new and re-manufactured photocopy machines and laser printers purchased shall have the ability to use xerographic paper having at least 50% recycled content, 30% of which should be post-consumer content.
- (2) The GSD, and all Offices, shall attempt to meet the goal that, as of Fiscal Year 2009-10, 100% of the total Peso value of expenditures for paper and paper products be toward purchases of paper and paper products with recycled content. In addition, offices shall attempt, to the extent feasible and practicable, to purchase recycled paper and paper products with the highest percentage of post consumer content.

6-c. Guidelines and criteria

The GSD in cooperation with ENRO, shall develop criteria for determining the environmental preferability of goods and services and establish minimum content standards for recycled-content products purchased by state agencies.

Section 7. Energy Use.

In addition to prior issuances/memos on energy-saving measures, the following measures shall be implemented by all offices:

1. Whenever practicable and unintrusive to work performance, always open windows for air circulation, except on rainy days when rain gets in or when warm weather affects efficiency of work. No airconditioning unit shall be turned on while windows are open.
2. Computers shall be programmed to automatically switch off when not used for 15 minutes. EDP shall insure that this is implemented.
3. Work by natural light. No light shall be turned on except on gloomy/rainy days when lack of sufficient light affects work performance, or during overtime work that extends to dusk and into the night. Designated staff of every office shall coordinate with the GSD to determine the actual electrical consumption every month and make of record such monthly consumption, with the goal of reducing the level of consumption. The designated staff shall make a MONTHLY report on the comparative reduction of energy consumption. Every office must endeavor to reduce energy consumption by a minimum of 10%, the last month prior to effectivity of this Executive Order being the comparative basis.

Section 8. Reporting

8-a. Annual reports on solid waste reduction, procurement of recycled products, and energy savings.

Semi-annually, **beginning this current year**, each office and the GSD shall report to the ENRO the following information, at a minimum: activities or programs implemented to reduce the amount of solid waste generated by the office, quantities and types of materials collected for recycling by the office; the Peso amounts and types of recycled products purchased, and the energy saved per month.

8-b. Semi-Annual progress report to the Mayor and education campaign

The ENRO, in conjunction with the Office of the City Administrator, shall provide guidance to agencies in preparing their semi-annual reports. ENRO shall compile the agency reports and provide to the Mayor a semi-annual progress report on efforts to reduce waste at the source, collect recyclable materials, and procure recycled products in City Hall.

ENRO, together with the NGO tasked to conduct oversight as provided in Section 8-d, shall also conduct education campaign to all City Hall offices/employees, and schedule such orientation immediately upon the effectivity of this Order.

Appropriate signboards, fliers, and other signages at different parts of City Hall shall be posted to promote environmental consciousness and compliance. ENRO, together with the NGO concerned, shall devise these signages and other information materials. All costs relative to the information drive shall be chargeable to the budget of ENRO.

8-c. Tracking recycled products procurement

The GSD shall review its sales report procedures and determine any changes needed to facilitate tracking of environmentally preferable and recycled products purchased by it and directly by offices.

8-d. Oversight

In recognition of the people's right under the law to participate in the formulation, planning, implementation and monitoring of environmental policies and programs, the Office of the Mayor shall designate an environmental NGO to monitor and see to it that the concerned offices comply with all the provisions of this Order, with full access to all data

related to the implementation of this EO, and to submit recommendations/observations to be made as basis for changes in the program or provisions of the Order.

Section 9. Effectivity. This Executive Order shall take effect immediately. All prior executive orders that are inconsistent herewith are deemed abrogated or amended accordingly.

Done this 26th day of June 2009 in Naga City, Philippines

JESSE M. ROBREDO
City Mayor

Attested by:

FRANCISCO M. MENDOZA
City Administrator

LGR/AF/ATTY/aro