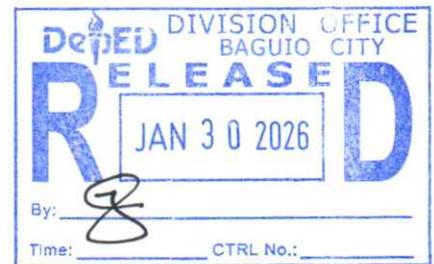




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



January 30, 2026

DIVISION MEMORANDUM

No. **083-2026**

**COMPLIANCE WITH THE CITY'S CIRCULAR ECONOMY-BASED WASTE
MANAGEMENT REQUIREMENTS FOR CARAA BILLETING, TRAINING
ACTIVITIES, AND OTHER RELATED EVENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In support of the City Government of Baguio's Circular Economy-Based Waste Management policies, and in compliance with the National Waste Management and Extended Producer Responsibility (EPR) policies, the billeting school/venue and all personnel involved in the conduct of CARAA billeting, training activities, meetings, and other related events are hereby directed to strictly comply with the City's waste management requirements.
2. All concerned shall observe the following guidelines:
 - a. Waste Reduction and Source Segregation
 - Ensure proper segregation of waste at source through the provision of clearly labeled containers.
 - Provide an adequate number of waste bins following the standard color coding, as follows:
 - a.1. Food Waste – Green
 - *No plastic wrappers, plastics, utensils, or sachets mixed with the food waste.*
 - a.2. Dry Recyclable Paper and Boards – Brown
 - *Waxed, oily, or food-soiled paper/napkins and cardboard take out boxes shall not be included.*
 - a.3. Plastics – Blue
 - *Dirty plastics shall not be included.*
 - a.4. Residuals – Black
 - *Use of sachets is prohibited.*
 - b. Use of Reusable and Environment-Friendly Materials
 - Encourage the use of reusable water containers, food containers, utensils, and other environment-friendly materials during billeting, training activities, meetings, and other related events.
 - The use of disposable items shall be avoided whenever practicable.
 - c. Food and Catering Arrangements
 - Coordinate with food providers and caterers to adopt sustainable packaging and food waste reduction practices.



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- Ensure proper handling, segregation, and disposal of food waste in accordance with existing City guidelines.

 - d. Coordination with the Billeting School and Facilities
 - The billeting school, training venues, and event sites shall align their waste management practices with the City's circular economy policies.

 - The billeting school shall designate a focal person to oversee compliance and coordinate waste management efforts.

 - e. Information and Awareness
 - Orient billeted delegates, trainees, and participants on proper waste segregation and waste reduction practices upon arrival or at the start of activities.
3. All concerned are enjoined to give this matter utmost priority and ensure strict implementation for the duration of CARAA billeting, training activities, meetings, and other related events.
4. For dissemination and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



MEMORANDUM No. B 5-2026

FOR : **Panagbenga Festival Organizing Committee, Concerned Barangays, General Services Office (GSO) and other Concerned City Departments**

FROM : **Benjamin B. Magalong, City Mayor**

DATE : **January 21, 2026**

SUBJECT : **Circular Economy-Based Waste Management Requirements for Panagbenga Festival Activities**

In line with the commitment of the City of Baguio to environmental sustainability, circular economy transition, and compliance with national waste management and Extended Producer Responsibility (EPR) policies, all Panagbenga Festival activities, including but not limited to Panagbenga Partners and Exhibitors in Bloom, Panagbenga Market Encounter, Grand Opening Parade, Spring Festival Parade, Grand Street Dancing Parade, Grand Floral Float Parade, and Session Road in Bloom, shall strictly adhere to the following waste management requirements.

1. SUBMISSION AND APPROVAL OF WASTE MANAGEMENT PLAN

The Panagbenga Festival Organizing Committee shall prepare and submit to the **General Services Office (GSO) a comprehensive Waste Management Plan** covering the entire duration of the festival, from January 30 to March 8, 2026. The plan shall incorporate circular economy strategies such as **waste reduction, reuse, recycling, and recovery**, and shall include a waste generation monitoring log. Implementation shall commence only upon **approval by the GSO**.

2. MANDATORY INCLUSIONS IN THE WASTE MANAGEMENT PLAN

The approved Waste Management Plan shall include, at a minimum, the following:

- a. **Mandatory segregation at source** using a **four-stream system**, namely:
(1) food waste; (2) paper and boards; (3) plastics; and (4) residuals;
- b. **Prohibition of sachets, Styrofoam, and plastic cutlery** in all festival venues;





- c. **Avoidance of drinks in single-use plastic** containers, or submission of a **formal agreement with local recyclers** to ensure their proper collection and recovery;
- d. Requirement for all vendors and exhibitors to use reusable, returnable, or compostable packaging (*see Item 4 e and f on EPR*);
- e. **Strategic placement of Public Waste Bin Stations (120-240 liters)** in all major Panagbenga festival venues, ensuring adequate number, appropriate spacing, clear signage, standard color-coding, and high public visibility. All bins shall be or four-stream segregation and, if lined, shall use transparent plastic liners as follows:
- e.1. Food waste (green):
 - Leftover rice, noodles, meat, fish, bones, vegetables, fruit peels, bread, pastries, eggshells, and plate scrapings;
 - *No plastics, wrappers, plastics, utensils, or sachets mixed with the food waste.*
 - e.2. Dry recyclable paper and boards (brown):
 - Clean paper bags, flyers, brochures, cardboard boxes, cartons;
 - Cartons are flattened and dry;
 - *Waxed, oily, or food-soiled paper/napkins and cardboard take out boxes shall not be included.*
 - e.3. Plastics (blue):
 - PET (water, soft drinks), food containers, caps and lids, rigid packaging, plastic bags, clean wrappers;
 - *Dirty plastics shall not be included.*
 - e.4. Residuals (black)
 - Styrofoam, contaminated waste, mixed materials;
 - *Use of sachets is prohibited.*
- f. All exhibitors and food and non-food vendors are required to provide and maintain their own four-stream waste segregation bins (20-30 liters for food waste, paper, plastics, residuals) within their booths or preparation areas;
- g. Regular servicing of waste bins, particularly when nearing full capacity;





- h. **Vendor-generated waste shall not be disposed of in the Public Waste Bins.** Segregated waste shall be brought to the designated Waste Collection Points at scheduled times where **Segregation Marshalls at the Waste Collection Points shall receive the segregated waste and log them;**
- i. Designation of **Waste Collection Points**, agreed upon with GSO, where segregated waste from Waste Bin Stations shall be brought for **collection and removal at least twice daily;**
- j. Submission of site plan (s) indicating the locations of Public Waste Bin Stations and Waste Collection Points along parade routes, exhibitor/vendor locations, and activity areas;
- k. Deployment of BFFI **trained personnel and volunteers as Segregation Marshalls** to assist and guide public on proper waste segregation, monitor compliance, and ensure safe handling of waste. All Segregation Marshalls shall be provided with appropriate personal protective equipment, including gloves and masks;
- l. **Segregation Marshalls shall be permanently designated at the Waste Collection Points** who shall inspect and record the number of bags per waste stream collected (*see Attached Log format*). **A separate log shall be maintained for waste from Public Waste Bins and from Vendor/exhibitor waste bins;**

3. POST-EVENT REPORTING

All waste data, observations, lessons learned, and recommendations shall be consolidated into a **post-event report**, which shall form part of the City's continuous improvement efforts in waste management and circular economy practices for festivals and major events.

4. COORDINATION, COMMUNICATION, AND PARTNERSHIPS

The Organizing Committee shall likewise:

- a. Coordinate with concessionaires, local businesses, barangays, and relevant agencies to ensure active participation and compliance;
- b. Implement awareness campaigns, both online and onsite, to educate festival-goers on proper waste segregation and circular economy practices;
- c. Collaborate with local recyclers and eco-enterprises to facilitate the collection and processing of recyclable materials generated during the festival;





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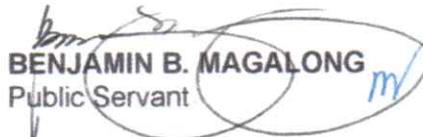
CITY GOVERNMENT OF BAGUIO

- d. Foster partnerships with schools, NGOs, and civic organizations to extend the reach and impact of circular economy initiatives beyond the festival period;
- e. Integrate the festival's waste management initiatives to the requirements of the **Extended Producer Responsibility (EPR) Act** by engaging obliged enterprises in compliance and reporting;
- f. Coordinate actively with the **Environmental Management Bureau – Cordillera Administrative Region (EMB-CAR)** to ensure alignment with national and regional environmental regulations, secure technical assistance, and submit necessary documentation related to circular economy and EPR compliance.

Strict compliance with this Memorandum is hereby directed.

For guidance and coordination, please closely work with the General Services Office and concerned City offices.

For your information and compliance.


BENJAMIN B. MAGALONG
Public Servant *m*



Telefax no: (074) 442-6607/ 300-6548 | www.baguio.gov.ph



**DAILY WASTE SUMMARY FORM FROM PUBLIC WASTE BINS
for SEGREGATION MARSHALLS assigned at the Waste Collection Points**

Date: _____

Time: _____

Public Waste Bin Location/Number: _____

Segregation Marshall Name: _____ Signature: _____

WASTE STREAM	TOTAL BAGS	BAG SIZE	STATUS	KEY ISSUES
Food Waste (Green)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	
Paper (Brown)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	
Plastics (Blue)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	
Residuals (Black)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	

Overall Observations: High Compliance Moderate Low

Collected by:

GSO Representative Name: _____ Signature: _____





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DAILY WASTE SUMMARY FORM FROM VENDOR/EXHIBITOR BINS for SEGREGATION MARSHALLS assigned at the Waste Collection Points

Date: _____

Time: _____

Vendor/Exhibitor Name: _____

Segregation Marshall Name: _____ Signature: _____

WASTE STREAM	TOTAL BAGS	BAG SIZE	STATUS	KEY ISSUES
Food Waste (Green)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	
Paper (Brown)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	
Plastics (Blue)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	
Residuals (Black)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> ½ full <input type="checkbox"/> ¼ full	

Overall Observations: High Compliance Moderate Low

Collected by:

GSO Representative Name: _____ Signature: _____



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