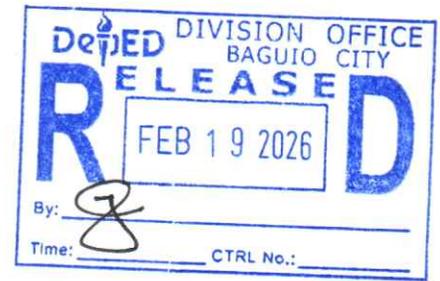




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 18, 2026

DIVISION MEMORANDUM

No. **147-2026**

**ADOPTION AND IMPLEMENTATION OF CIRCULAR ECONOMY GUIDELINES FOR
THE SCHOOLS DIVISION OF BAGUIO CITY AND ALL SCHOOL BASED
ACTIVITIES AND OFFICIAL EVENTS**

To: Assistant Schools Division Superintendent
Chiefs
Education Program Supervisors
Public Schools Division Superintendent
Section Heads/Unit Heads
All Division Personnel
Public School Heads
School Administrative Officers
All Others Concerned

1. The Schools Division of Baguio City, having participated in the orientation on the *Pansa-Nopen Tayo Program (Circular Economy)* of the City Government of Baguio, hereby adopts and applies Circular Economy Principles in all SDO official events, office operations and school-based activities.
2. The Schools Division affirms its commitment to transition from the traditional linear model to a circular economy approach that minimizes waste and optimizes resource life cycles through repair, reuse, refurbishment, remanufacturing and recycling. Accordingly, all personnel and schools under the Division are hereby directed to integrate these principles into the planning, procurement, implementation and evaluation of official activities and school-based programs.
3. In line with this commitment, the Schools Division enjoins all offices and school-based personnel to adopt and strictly observe the **following eight (8) Circular Economy Principles**, as outlined under the Pansa-Nopen Tayo Program:
 - a. **Plan for Circularity - Design meetings and events to reduce waste and use resources efficiently.** *Set clear sustainability targets (e.g., no single-use plastics, waste diversion goals).* Choose venues and suppliers with proven green practices. Assign a responsible person, track progress, submit reports, and maintain an updated Green Supplier List.
 - b. **Sustainable Procurement – Procure materials and supplies in accordance with the Green Procurement Act, prioritizing reusable, repairable, recyclable, rental, and durable items.** Minimize single-use products (e.g., disposable cutlery, cups, decorations, giveaways) and use digital invitations and materials whenever possible. Support local suppliers to reduce transportation-related emissions.
 - c. **Aim for Zero Waste - Plan activities to reduce waste and reuse or recycle materials whenever possible.** *Set up clearly labeled waste segregation stations.*



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Conduct waste audits before and after events. Partner with recyclers and reuse, donate, or upcycle materials whenever possible. Maintain and properly dispose of equipment through recycling programs.

- d. **Reduce Food Waste - Plan portions carefully and prioritize local, seasonal, and plant-based options.** *Use reusable plates, cups, and utensils. Avoid single-use plastics and excessive packaging.* Encourage reusable containers and partner with food rescue and composting organizations.
- e. **Promote Sustainable Catering and Reduce Food Waste** - Plan portions carefully and prioritize local, seasonal, and plant-based options. *Use reusable plates, cups, and utensils. Avoid single-use plastics and excessive packaging.* Encourage reusable containers and partner with food rescue and composting organizations.
- f. **Promote Efficient Resource Use and Renewable Energy** - Minimize resource consumption and promote renewable energy by choosing venues that use renewable sources (e.g. solar power). Maximize natural light and ventilation, utilize efficient equipment, provide water refill stations, and allow virtual whenever possible to reduce travel-related emissions.
- g. **Promote Low-Carbon Transport** - Promote low-carbon travel by using public transport, carpooling, cycling, or walking.
- h. **Build a Green Culture** - Educate personnel (teaching and non-teaching) and learners about circular practices. Display sustainability information and recognize good practices to encourage participation.
- i. **Continuous Monitoring and Improvement** - Set measurable targets (e.g., waste diversion rates, reduced emissions). Conduct post-event reviews and use a standard checklist to improve future events. Continuously track and refine sustainability efforts.

4. To ensure effective waste segregation, Schools Division and schools **shall implement a four-bin waste stations (120-240 liters)** in accordance with Number 3.c herein and in compliance with City of Baguio Memorandum No. 13, s. 2026, Item 2.e (Enclosure), with each bin color designated for specific waste streams to promote proper disposal and support circular economy practices, as follows:

a. **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

b. **Dry recyclable paper and boards (brown):**

- Clean paper bags, flyers, brochures, cardboard boxes, cartons;
- Cartons are flattened and dry;



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

-
- Waxed, oily, or food-soiled paper/napkins and cardboard take out boxes shall not be included.
- c. Plastics (blue):**
- PET (water, soft drinks), food containers, caps and lids, rigid packaging, plastic bags, clean wrappers;
 - Dirty plastics shall not be included
- d. Residuals (black)**
- Styrofoam, contaminated waste, mixed materials;
 - Use of sachet is prohibited
5. This Memorandum is issued for information guidance and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU/vgc



MEMORANDUM No. 13 s. 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;



- 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*



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"/> ¾ 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"/> ¾ 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"/> ¾ 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"/> ¾ full	

Overall Observations: High Compliance Moderate Low

Collected by:

GSO Representative Name: _____ Signature: _____





DAILY WASTE SUMMARY FORM FROM VENDOR/EXHIBTOR 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"/> 1/2 full <input type="checkbox"/> 3/4 full	
Paper (Brown)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> 1/2 full <input type="checkbox"/> 3/4 full	
Plastics (Blue)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> 1/2 full <input type="checkbox"/> 3/4 full	
Residuals (Black)		<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Full <input type="checkbox"/> 1/2 full <input type="checkbox"/> 3/4 full	

Overall Observations: High Compliance Moderate Low

Collected by:

GSO Representative Name: _____ Signature: _____

