

**DENR Memorandum Order  
No. 2001 – 11  
July 26, 2001**

**Subject : Prescribing Guidelines on  
Cleanliness and Orderliness  
Within DENR Premises.**

In consonance with the Department's mandate to promote and maintain a clean environment in the country, it is proper for us to first observe and maintain cleanliness and orderliness in our respective offices and surroundings. Moreover, the behavior of employees and officials are to some extent affected by office environment. Thus, all officials and employees are enjoined to comply with the following guidelines:

**A. MAINTENANCE OF CLEANLINESS AND  
ORDERLINESS IN WORKPLACE**

1. Arrange in an orderly manner all records, books, folders, papers and logbooks in appropriate areas.
2. Return items in respective places, drawers or cabinets to prevent unnecessary stack on one's table.
3. Minimize documents, papers, or items on top of tables. Bring out only the items or documents needed during the day to maximize work area and avoid documents being misplaced. The documents/papers must be kept and locked in drawers or cabinets, especially confidential ones, at the end of the day to clear the table.
4. Repair/repaint/varnish worn-out tables, chairs, office furniture and office walls if respective office's budget allows and/or get from savings.
5. Restructure office lay-out, if needed, to systematize flow of work and provide a conducive working environment to

enhance productivity and service to public clientele and colleagues.

6. If possible, provide areas for the following:
  - a. Procedures and requirements on public transactions are posted.
  - b. Where clients could be entertained and/or served.
7. Refrain from eating or drinking on sensitive equipment and computer work areas to avoid spillage of fluids that may damage the computer and equipment.

If space allows, provide a pantry where employees could eat.

## **B. ECOLOGICAL SOLID WASTE MANAGEMENT**

1. Each office is required to practice proper solid waste management in compliance with the Ecological Solid Waste Management Act of 2000 (Republic Act 9003). Segregation of wastes in color-coded containers (starting at the division level) shall be done as follows:
  - a. Biodegradable waste – food wastes, yard wastes, etc. **(green)**
  - b. Non-biodegradable/Recyclable wastes – paper, plastic, styrofoam, tin cans, bottles, etc. **(red)**
  - c. Non-recyclable/residual wastes – used/worn out rugs, ceramics, soiled plastics, candy wrappers, etc. **(blue)**
  - d. Special/Hazardous Wastes – used fluorescent lamps/bulbs, batteries, spray canisters, etc. **(black)**

Each container should be properly labeled and equipped with lid to prevent the escape of foul odors and entry of vermin.

2. Burning of waste is strictly prohibited. Minimize waste through recycling such as reuse of the back portion of copy/bond paper for drafting and photocopying documents.
3. Wrap broken glasses or sharp or pointed objects to be thrown in the trash can to avoid incidents of injury to cleaners.

### **C. RECORDS/MATERIALS DISPOSAL**

1. Dispose records or files that are no longer in use or those that have exceeded the prescribed disposal period in accordance with DECS Order No. 13-A dated 03 February 1988 on the **Guidelines on the Decentralized Disposal of Valueless Records in Government Agencies**.
2. Surrender to the General Services Division/Unit empty or used printer cartridges, old newspapers and other papers that can no longer be recycled for eventual disposal in accordance with the Fiscal Discipline Measures prescribed under Memorandum Circular No. 2001-05 dated 01 June 2001.
3. The Management Information System Division (MISD) in coordination with relevant offices shall prepare a plan for implementation on installing a Computer Document Imaging System particularly in the Records Division and relevant offices/units, in order to reduce the voluminous papers and records on file (Computer-based Document Retrieval and Archives System).

### **D. OTHERS**

1. The following are strictly prohibited in the offices:
  - a. Drinking of liquors.
  - b. Staying in the office overnight.
  - c. Smoking (smoking area should be designated).

- d. Gambling
2. Comfort rooms should **always** be clean, dry and odor-free (Standard criterion: one can eat or sleep inside)
    - a. Use comfort rooms properly to avoid damage to faucets, toilet bowls and other facilities.
    - b. Food scraps should not be poured into the sink drain to avoid clogging.
  3. The General Services Division/Unit shall perform the following duties:
    - a. Keep the buildings and premises clean and free from litters, leaves, scraps and other refuse by conducting regular inspection of offices and grounds, and to closely supervise janitorial services. The Head, Building and Grounds Maintenance Section shall inspect the buildings and offices (roam around) at least once a week, and check for deficiencies, defects, and areas for improvement.
    - b. Provide four color-coded trash receptacles consonant to provision B.1, to be placed in each strategic places inside the building and surroundings.
    - c. Maintenance and improvement of the grounds/garden.
    - d. Remove eyesores such as junks and furniture/office scraps that are stacked in the premises.
    - e. Monitor the janitorial services in the collection and disposal of solid wastes. The last schedule of garbage collection inside the building shall be done between 5:00 – 6:30 p.m. daily so that **totally** no wastes shall be left inside offices for pests to eat and play with at night.

- f. Declog downspouts, eaves and canals of dirt to prevent flooding and cases of dengue.
  - g. Conduct pest control measures (at least once a year), applying ecologically sound methods and materials.
  - h. Keep office bodega in order following the relevant guidelines above.
4. No eating shall be allowed after the last garbage collection or food wastes must be thrown in garbage containers located outside the building.
  5. Everyone is encouraged to develop and adopt other initiatives on this subject matter, that are not in conflict with the above.
  6. All Division Chiefs and Heads of Offices shall evaluate the janitorial crew and the agency every six months using the prescribed form (Annex A) as basis for improving janitorial performance or bidding for better janitorial services.

#### **E. ACTION GROUPS**

1. A Cleanliness and Orderliness Circle (COC) comprising of at least five (5) members in each division/office, with the Chief/Head as the Team Leader, shall be organized. The COCs shall prepare an Action Plan, implement this Memorandum Order and oversee the regular cleanliness and orderliness of their respective offices with the participation of all employees. They shall meet regularly, at least once a month. Respective offices/units are given half-day every semester to devote full time in fixing and cleaning their offices, things and surroundings.

The COCs shall submit the first report on actions taken by 17 August 2001 to the Director, Administrative Service or

equivalent. All the Directors shall monitor and support the activities of all COCs under them.

2. The DENR Central Office, Bureaus, Regional Offices, PENROs, CENROs and Attached Agencies shall give awards and incentives to deserving offices/units who are outstanding in performance on cleanliness and orderliness. Respective Offices shall set their own categories of awards and criteria for this purpose.

**F. PENALTY**

Appropriate penalty shall be imposed upon the recommendation of the Head of Administrative Service/Offices/Units on complaints, violations and non-compliance to this memorandum.

For strict compliance.

**(Sgd.) HEHERSON T. ALVAREZ**  
Secretary