



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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## MEMORANDUM

TO : All Division Office Personnel  
City Paid Job Order Personnel

FROM : JOSEPH IRWIN A. LAGURA, PhD  
Schools Division Superintendent

DATE : November 21, 2019

SUBJECT : IMPLEMENTATION OF PROPER DISPOSAL OF GARBAGE

*JAL* 11/21/19

Due to the closure of the Dump Site in Dampas, Tagbilaran City yesterday by the Department of Environment and Natural Resources (DENR), all Division Office Personnel are hereby directed to implement the following measures, effective immediately:

1. Bring home the scratch paper to minimize bulk of garbage in this office;
2. Use the other side of the printed paper as deemed necessary;
3. Avoid using tissue paper when disposing your waste;
4. This office has provided you with two (2) bins, please properly segregate the biodegradable and non-biodegradable waste;
5. Bring any garbage home that can be reused, such as toys or clothing, to a secondhand store to be resold.
6. Take recyclables such as glass, plastics and paper to a local recycling center. If your neighborhood has a recycling pick-up, leave it out in the front of your house in plastic bins. Don't use plastic garbage bags as this only contributes to the waste.
7. Simple compost pile shall be constructed at the office, so once it's completely composted, this can use it in your garden as a rich fertilizer.

For your information, guidance and compliance.