



# ATENEO DE DAVAO UNIVERSITY

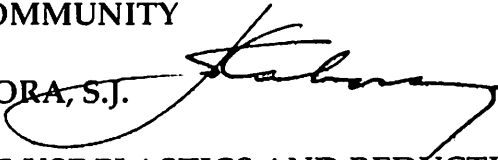
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In Consortium with Ateneo de Zamboanga University and Xavier University

## Office of the President

Memorandum No. 2018-071  
19 September 2018

**MEMO TO: UNIVERSITY COMMUNITY**

**FROM: FR. JOEL E. TABORA, S.J.** 

**RE: BAN ON SINGLE-USE PLASTICS AND REDUCTION OF WASTED ENERGY/ ELECTRICITY**

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Pope Francis in his encyclical, *Laudato Si: Care for our Common Home*, highlighted the efficient use of energy and cautioned us about the toxic emission generated by highly polluting fossil fuels. He also linked pollution, which hurts the most vulnerable, to a “throwaway culture” that reduces things to rubbish. Thus, the University, through the Ecoteneo, responds to the challenge of Pope Francis by addressing the care for the environment in a programmatic manner through policies aimed at reducing pollution.

At the recommendation of the President’s Council, the endorsement of Ecoteneo, and after consultations with various stakeholders, I hereby approve the following policies:

1. **Ban on single-use plastics:** Single-use plastics are banned in all campuses and facilities. This ban includes plastic bottle (polyethylene terephthalate or PET), plastic straws, plastic stirrers, sando bags, etc.) The University community shall use reusable tumblers and food containers in all campuses, facilities, and activities.
2. **Balloon regulation:** the use of balloons (all types) is prohibited with the exception and strict control of use for academic and research purposes.
3. **Air-conditioning Units in Offices:** air-conditioning units (ACUs) shall be turned on not before thirty (30) minutes prior to the start of official office hours. The ACUs shall be turned off at least thirty (30) minutes before the end of the office hours. The temperature range of ACUs will be from 23°C to 25°C.

4. **Air-conditioning Units and Lights in Classrooms and Labs:** When not used within an hour, ACUs and lights in classrooms and laboratories shall be turned off.
5. **Elevators:** The elevators shall be used only when the destination is located at least three (3) floors higher or lower than the point of origin. However, pregnant women, parents/ guardians with infants and toddlers, elderly, differently-abled persons, and those carrying baggage or equipment heavier than can be carried using a backpack, shall be exempted from this regulation.
6. **LCD Projectors:** The projectors shall be switched on only when used within the next ten (10) minutes.
7. **Water Dispensers and Refrigerators:** Water dispensers and fountains shall be turned off when not in use. Refrigerators shall be turned off during extended holidays such as Christmas break or Holy Week.
8. **Computers and Printers:** Computers and printers, except fax machines, in offices, shall be turned off and, if necessary, unplugged after office hours.

Every office shall designate persons-in-charge of turning equipment on or off. In their absence, the last person to use the office shall turn the equipment off. In the classrooms, the beadles shall be in-charge if turning off the lights after class.

These policies will take effect thirty (30) days after this publication. Appropriate offices shall include these policies in their operation manuals and handbooks. Attached are the approved Ecoteneo policies.

For your information and guidance.



A handwritten signature in black ink, located in the lower-right quadrant of the page.



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## Proposed Policy: Ban on Single-use plastics in the Ateneo de Davao University

### Chapter I

#### Basic Policies

#### Article I. General Provisions

Section 1. Short Title. This policy shall be known as the "Single-use Plastics Ban".

Section 2. Declaration of University mission-identity and commitments:

Whereas, the Ateneo de Davao University upholds, in its identity as Catholic, Jesuit and Filipino university and its mission in environmental protection, the invitation of General Congregation 35 and 36: Reconciliation with Creation mission of the Society of Jesus;

Whereas, the United Nations in committing to the Sustainable Development Goals (UN SDG: 2015-2030) has emphasized the safe removal and management of solid wastes (SDG 11: Sustainable Cities and Communities);

Whereas, RA 9003 or the Ecological Solid Waste Management Act (ESWM) Act of 2000 prioritizes reduction-at-source and emphasizes the prohibition of non-environmentally acceptable products (Art. 4, Section 29).

Whereas the Davao City government has passed resolutions on the ban on polystyrene foam packaging and regulation of plastic bags (Davao City Ecological Solid Waste Management Ordinance of 2009);

Whereas the Philippines was declared the 3<sup>rd</sup> (third) global contributor of plastics in the oceans (Ocean Conservancy, 2015) and the United Nations has prioritized solutions against plastic pollution during the World Environment Day 2018 (June 5, #beatplasticpollution)

Section 3: Policy declaration

It is the policy of the Ateneo de Davao University that the campus and all AdDU facilities observe a ban on all single-use plastics.

1. BYOB and BYOT at all times. All members of the community shall use tumblers and food containers in all campuses, facilities and activities.
2. Ban on single-use plastics. Single-use plastics are banned in all campuses and facilities. (includes: plastic bottle (polyethylene terephthalate or PET) plastic straws, plastic stirrers, sando bags). Paper alternatives (e.g. paper cups, food cartons, paper plates) will be available but will be sold per piece.
3. Balloon regulation. The use of balloons (all types) is prohibited with the exception and strict regulation of use for academic/research purposes:

#### Article 2.

#### Definition of terms

Section 3. Definition of terms:

1. Single-use plastics are commonly-used plastics packaging that are intended to be used only once before recycling or disposal. These include, among other items, grocery bags, food packaging, plastic bottles, plastic straws, containers, cups and cutlery<sup>1</sup>.
2. BYOB. Bring-your-own-baunan. Baunan or mess kits include a reusable food container and utensils (usually metal).
3. BYOT. Bring-your-own-tumbler. Tumblers refer to containers that are made of either plastic, metal or glass which are washable and designed for reuse.

<sup>1</sup> United Nations Environment Programme, 2018. "Single-use plastics: A roadmap for sustainability." [https://www.unep.org/beatplasticpollution/sites/default/files/2018/07/20180720\\_singluseplastics\\_sustainability.pdf](https://www.unep.org/beatplasticpollution/sites/default/files/2018/07/20180720_singluseplastics_sustainability.pdf)

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Chapter 2.  
Coordination Mechanism

Section 4. Sustainability Coordinating Committee. The Sustainability Coordinating Committee, when it convenes, will include in the Agenda, the drafting of the operational guidelines of the policy, and its role as Committee in the implementation, monitoring and evaluation.

The initial membership of the Sustainability Coordinating Committee includes representatives or heads of the following offices/clusters/organizations: Office of the Academic Vice-President, CREaTe, Environmental Science, Food Court and Commercial Spaces Office, Human Resources and Development Office (HRMDO), Institute of Social Formation Office (ISFO), iCOMMP, Physical Plant Office, SAMAHAN, School of Engineering and Architecture (SEA), UCEAC, UCSAM, Unit heads/ reps of Basic Education (GS, JHS, SHS).

Section 5. Roles of different offices and organizations:

1. Physical Plant Office.

Ensures the strict implementation of the policy at the gates and during monitoring of campus activities. Contraband items are to be left at the gates for later retrieval when the person/s concerned leaves the campus.

Ensures that there are enough drinking water fountains (and or water dispensers) to serve the community.

2. HRMDO. Shall include the awareness and observance of the policy in the guidelines and orientation of personnel and staff, for consideration in performance evaluation (under office/facility and supplies management).

3. BEC (Basic Education Council). Shall draft and agree on the integration of plastics pollution in the academics and formation to deeply ingrain the appreciation for the issue and its solutions:

4. Food Court and Commercial Spaces Management and UCSAM. Shall coordinate to ensure that food caterers and concessionaires are informed and regularly monitored for compliance.

The Food Court and Commercial Spaces Manager shall propose a smooth transition mechanism for the effective compliance of food concessionaires.

5. SAMAHAN. Shall pass parallel and complementary board resolutions in support of the plastics-free policy and suggest innovative ways and mechanisms in gaining the cooperation of the student body.

6. iCOMMP. Shall spearhead audience-specific awareness and information campaigns (e.g. parents, students) through the production of communication materials.

7. Ecoteneo office. Provides secretariat duties to the Sustainability Coordinating Committee. Works closely with the PPO and units/offices concerned in the implementation mechanisms in the regulation of balloons.

Chapter 3.  
Incentives and Disincentives

Section 6. Person/s bringing their own tumblers and containers will be given discounts by food court concessionaires and other similar entities.

Section 7. Paper alternatives may be used by food concessionaires but each item shall be bought/sold to the customer (e.g. PhP 15.00 per food carton).

Section 8. Any group (caterers, students, faculty, office) who will be found inside the campus with contraband plastic item/s will be charged a fine that may go to the scholarship funds of the school. Repeated offenses may merit temporary suspension of service (if food caterers) or community service (for students) or demerits (faculty/admin/staff).

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Chapter 4.  
Miscellaneous Provisions

Section 9. *Transitory Provision* - Pending the finalization of a transition plan for the supply of drinking water for the school, the ban on the sale/entry of PET bottled water will not be less than 3 months from the date of effectivity of the policy.

Section 10. *Separability Clause* - If any provision of this policy or the application of such provision to any person or circumstances is declared in violation of rights (including contracts), the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 11. *Repealing Clause* - All policies, issuances, rules and regulations or parts thereof inconsistent with the provisions of this Policy are hereby repealed or modified accordingly.

Section 12. *Effectivity* - This Policy shall take effect thirty (30) days after the release of an official Memorandum is released by the Office of the University President; during which period, further dialogues and coordination meetings with respective offices and units concerned will be completed.

Date of Approval: **19 September 2018**

Drafted by:



Carmela Marie "myLai" Santos  
Ecoteneo Director

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**Proposed Policy: Reduction of Wasted Energy/Electricity in the Ateneo de Davao University**  
Chapter I  
Basic Policies  
Article I. General Provisions

Section 1. Short Title. This policy shall be known as the “Wasted Energy Reduction Policy or WERP(a)”

Section 2. University mission/commitments and context:

Whereas, the Ateneo de Davao University promotes the use of renewable energy as part of its University mission, taking on the invitation of General Congregation 35 and 36: Reconciliation with Creation mission of the Society of Jesus;

Whereas, the Global Catholic Climate Movement in response to Pope Francis’ call in the *Encyclical (Laudato Si’ encyclical)* announced in 2017, a divestment from fossil fuel companies and investments in renewable energy.

Whereas, the United Nations in committing to the Sustainable Development Goals (UN SDG: 2015-2030) has targeted to increase the Renewable Energy share in the global energy mix (SDG 7: Access to affordable, reliable, sustainable and modern energy);

Whereas, the Philippines has committed to the Paris Conference of 2015, a reduction of carbon emissions by 70% of its business-as-usual (BAU) for 2000-2030;

Whereas, at present, Mindanao’s energy mix is at 60-40 (Coal and diesel: renewable energy) only.

Section 3: Declaration of policies:

It is the policy of the Ateneo de Davao University that the campus and all AdDU facilities observe a continuous reduction of wasted energy/electricity.

- (a) Air-conditioning units shall be turned on 30 minutes *before* the start of official office hours.  
The aircon units shall be turned off at least 30 minutes before the end of office hours.  
The temperature range that aircon units will be operated on will be: 23-25C.
- (b) The elevators shall be used only when destination is located at least 3 floors higher than point of origin.
  - a. *Exceptions: Pregnant women, parents/guardians with infants/toddlers, elderly, differently-abled persons, and those carrying baggage or equipment heavier than can be carried using a backpack, shall be exempted from this provision.*

\*The improper use of elevators (e.g. pressing of buttons all at once; use as “disco” place) must be reported immediately to offices concerned (OSA, PPO/Security) for appropriate action.

- (c) LCD projectors shall be switched on only when used within the next ten minutes.

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- (d) Turn-off during idle times. When not used within the hour, air-conditioning units and lights in classrooms shall be turned off.
- (e) Water dispensers shall be turned off when not in use.
- (f) Refrigerators shall be turned off during extended holidays such as the Christmas break.
- (g) Computers and printers except fax machines in offices shall be turned off and unplugged after office hours.

Article 2.  
*Definition of terms*

Section 4. Wasted energy/electricity: Refers to electrical energy that is not utilized as such but is wasted as heat. For purposes of this policy, wasted energy refers in particular to energy wasted when facilities and appliances are left plugged/turned on for extended hours.

Chapter 2.  
Coordination Mechanism

Section 5. Sustainability Coordinating Committee. The Sustainability Coordinating Committee, when it convenes, will include in the Agenda, its role as Committee and draft the implementation guidelines and monitoring mechanisms of the Wasted Energy Reduction Policy.

The initial membership of the Sustainability Coordinating Committee includes representatives or heads of the following offices/clusters/organizations: Office of the Academic Vice-President, CREaTe, Environmental Science, Food Court and Commercial Spaces Office, Human Resources and Development Office (HRMDO), Institute of Social Formation Office (ISFO), iCOMMP, Physical Plant Office, SAMAHAN, School of Engineering and Architecture (SEA), UCEAC, UCSAM, Unit heads/ reps of Basic Education (GS, JHS, SHS).

Section 6. Roles of different offices and organizations:

1. Physical Plant Office.

Through the Security, ensures the strict implementation of the policy in classrooms and offices during roving hours.

Ensures the regular cleaning and maintenance of aircon units (and monitoring/repair of LCD projectors) with displayed monitoring charts.

- 2. HRMDO. Shall include the awareness and observance of the policy in the guidelines and orientation of personnel and staff, for consideration in performance evaluation (under office/facility and supplies management).
- 3. BEC (Basic Education Council). Shall draft and agree on the integration of renewable energy and low carbon footprint in the academics and formation to help students become more conscious and conscientious in their use of energy in the campus and at home.
- 4. Heads of Offices and Departments. Shall ensure the compliance and self-monitoring of the policy at all times.

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5. SAMAHAN. Shall pass parallel and complementary board resolutions in support of a low-carbon campus through the reduced energy wastage.
6. iCOMMMP. Shall spearhead audience-specific awareness and information campaigns (e.g. parents, students) through the production of communication materials.
7. Ecoteneo office. Provides secretariat duties to the Sustainability Coordinating Committee. Works closely with the PPO and units/offices concerned in the implementation and monitoring mechanisms of the WERP(a).

Chapter 3.  
Incentives and Disincentives

Section 7. Offices and classrooms found to be wasting energy will be reported to the respective department/cluster or Council for appropriate disciplinary action. Actions may range from fines/fees charged to the department's budget and/or suspension of equipment services (e.g. water dispensers) for a limited period of time.

Section 8. In the improper use of elevator, erring individuals (students, faculty or guests) will be reported to offices/departments concerned for appropriate reminders and action.

Section 9. Consistent and regular compliance by office/department will be rewarded by official recognition and minor material considerations/incentives to be included in the implementation guidelines.

Chapter 4.  
Miscellaneous Provisions

Section 10. *Separability Clause* - If any provision of this policy or the application of such provision to any person or circumstances is declared in violation of rights (including contracts), the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 11. *Repealing Clause* - All policies, issuances, rules and regulations or parts thereof inconsistent with the provisions of this Policy are hereby repealed or modified accordingly.

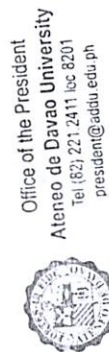
Section 12. *Effectivity* - This Policy shall take effect thirty (30) days after the release of an official Memorandum by the Office of the University President; during which period, further dialogue and coordination meetings with respective offices and units concerned will be completed for the implementing guidelines.

Date of Approval: **19 September 2018**

Drafted by:



Carmela Marie "myLai" Santos  
Ecoteneo Director



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