

## MEMORANDUM ORDER

No. 066

Series of 2024

### SUBJECT: PROHIBITION IN THE USE OF UNNECESSARY SINGLE-USE PLASTICS

In the interest of the service and by virtue of Memorandum Circular No. 16, series 2024 from the Department of Agriculture per Implementing Rules and Regulations of Republic Act No. 9003, the **Prohibition on the Use of Unnecessary Single-Use Plastics** is hereby adopted and implemented in all Bureau of Plant Industry (BPI) offices.

The General Services Section through its security guards are hereby directed to check and monitor employees who bring food inside the offices by recording the name and office of the employee concerned which shall be responsible for its disposal.

This policy is covered under Reasonable Office Rules and Regulations of *Rule 10, Section 50.F.3 of the Rules on Administrative Cases in the Civil Service (RACCS)*:

*1<sup>st</sup> offense – Reprimand*

*2<sup>nd</sup> Offense – Suspension for 1 to 30 days*

*3<sup>rd</sup> Offense – Dismissal*

This order shall take effect immediately and shall supersede all other orders inconsistent herewith.

Done this 11<sup>th</sup> day of October 2024.

  
**GERALD GLENN F. PANGANIBAN, Ph.D.**  
Director

## **MEMORANDUM CIRCULAR**

No. 16  
Series of 2024

**SUBJECT : PROHIBITION ON THE USE OF UNNECESSARY SINGLE-USE  
PLASTICS**

### **I. Rationale**

Avoiding single-use plastics (SUPs) across all government offices will have a huge impact on the reduction of plastic pollution.

The enactment of Republic Act (R.A.) No. 9003, entitled: *"Ecological Solid Waste Management Act of 2000"* institutionalized the creation of the National Solid Waste Management Commission (NSWMC), an inter-agency body that is mandated to oversee the implementation of the solid waste management plans and prescribe policies to achieve the objectives of the Act.

The Department of Agriculture (DA), as an active member of the Commission, supports the full implementation of the NSWMC Resolution No. 1363, Series of 2020, entitled: *"Resolution Directing the Department of Environment and Natural Resources (DENR) to Prepare and Implement the Banning of the Use of Unnecessary Single-Use Plastics by National Government Agencies (NGAs), Local Government Units (LGUs), Offices and All Other Government Controlled Offices"*.

In view thereof, there is a need to provide specific guidelines for National Government Agencies (NGAs) in banning the use of unnecessary SUPs as a solid waste avoidance and minimization strategy.<sup>1</sup>

### **II. Legal Bases**

Section 16, Article II, of the 1987 Constitution provides that the State shall protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature.

Section 2 of R.A. No. 9003 states that it is the policy of the state to adopt a systematic, comprehensive and ecological solid waste management program which shall ensure the protection of the public health and environment.<sup>2</sup> This program shall set guidelines and

<sup>1</sup> 5<sup>th</sup> Whereas Clause, NSWMC Resolution No. 1363, Series of 2020, entitled: *"Resolution Directing the Department of Environment and Natural Resources (DENR) to Prepare and Implement the Banning of the Use of Unnecessary Single-Use Plastics by National Government Agencies (NGAs), Local Government Units (LGUs), Offices and All Other Government Controlled Offices"*

<sup>2</sup> Section 2(a), R.A. No. 9003 or the *"Ecological Solid Waste Management Act of 2000"*

targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures.<sup>3</sup>

### **III. Scope and Coverage**

This Circular aims to reduce the volume of garbage, especially SUPs generated from the daily operations and other activities at the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies.

All employees, janitorial personnel, security guards and visitors of the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies and all activities within the said Offices are covered by this Circular.

The National Agricultural and Fishery Council (NAFC)-DA Multipurpose Cooperative (NADAMCO) and the DA Multipurpose Cooperative (DAMC) are also covered by this Circular.

### **IV. Guidelines**

1. The following materials are unnecessary SUPs which are banned within the premises of the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies:
  - a. Plastic cups (lower than 0.2 mm in thickness);
  - b. Plastic drinking straws;
  - c. Plastic coffee stirrers;
  - d. Plastic spoons;
  - e. Plastic forks;
  - f. Plastic knives; and
  - g. Plastic labo and thin-filled sando bags (lower than 15 microns).<sup>4</sup>
2. All employees, janitorial personnel, security guards and visitors are highly discouraged from utilizing unnecessary SUPs within the DA premises.
3. All employees, janitorial personnel and security guards are encouraged to bring their own reusable bags, containers, tumblers, cups, drinking straws, coffee stirrers, spoons, forks and knives.
4. The security guards must check and monitor employees who bring food inside the DA premises by recording the name and office of the employees concerned. The employees shall be responsible with the disposal of the SUPs used.

<sup>3</sup> Section 2(c), R.A. No. 9003 or the "Ecological Solid Waste Management Act of 2000"

<sup>4</sup> 4<sup>th</sup> Whereas Clause, NSWMC Resolution No. 1363, Series of 2020, entitled: "Resolution Directing the Department of Environment and Natural Resources (DENR) to Prepare and Implement the Banning of the Use of Unnecessary Single-Use Plastics by National Government Agencies (NGAs), Local Government Units (LGUs), Offices and All Other Government Controlled Offices"



5. The following acts are prohibited:

- a. Littering, throwing and dumping of unnecessary SUPs;
- b. Open burning of unnecessary SUPs; and
- c. Distribution or use of unnecessary SUPs.

- 6. In case of meetings, it is the responsibility of the office/division/unit which conducted the meeting to dispose the unnecessary SUPs used for the snacks and meals served.
- 7. Food intended to be consumed outside the NADAMCO canteen shall be packed in reusable containers provided by the employee.
- 8. All offices shall observe proper labelling and segregation of SUPs for recycling purposes.
- 9. The janitors under the supervision of the General Services Division (GSD) shall check and monitor daily the proper disposal of unnecessary SUPs.

#### **V. Supplemental Guidelines**

The DA Regional Field Offices, Bureaus and Attached Agencies are hereby authorized to formulate detailed supplementary guidelines to address peculiar situations in their respective areas. These supplementary guidelines shall be consistent with the guidelines set forth herein and shall be subject to the approval of the Secretary prior to implementation.

The Guidelines issued by the DENR on single-use plastics shall form part of this Circular.

#### **VI. Transitory Clause**

This Circular shall be fully and strictly implemented three (3) months after its effectivity date.

#### **VII. Exemption**

Notwithstanding any other provision of this Circular, all food and beverage establishments within the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies may provide the single-use plastic materials mentioned in Item No. 1 of Part IV hereof to persons with disabilities and/or with special medical needs upon approval of their request to the Office of the Director for Administrative Service.



### VIII. Monitoring and Reportorial Requirement

The GSD under the supervision of the Office of the Director for Administrative Service shall monitor the implementation of this Circular.

### IX. Separability Clause

If any clause, sentence or provision of this Circular shall be declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

### X. Repealing Clause

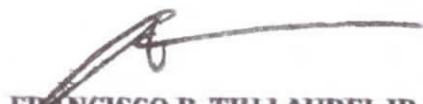
This Circular may be reviewed, amended or supplemented as the need arises and only through a written instrument duly executed and signed by the Secretary.

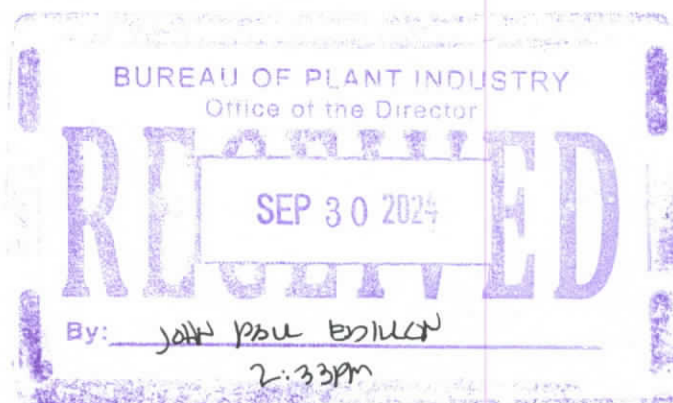
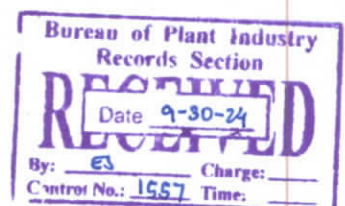
All other previous orders, issuances, rules and regulations inconsistent with or contrary to this Circular are hereby repealed and revoked.

### XI. Effectivity Clause

This Circular shall take effect fifteen (15) days following completion of its publication in a newspaper of general circulation or the Official Gazette, filing with the UP Law Center, and posting on the DA website and shall remain in force until revoked in writing.

Done this 1<sup>st</sup> day of MAY 2024.

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary *FL*



DA-CO-AS-MC20240418-00001



**PROHIBITED**

**Plastic cups**



**Plastic Straws**



**Plastic Stirrer**



**ALLOWED**



**Reusable Plastic cups**



**Reusable/Paper Straws**



**Wood Stirrer**





**PROHIBITED**

**Plastic Utensils**



**Plastic Labo/Sando bags**



**ALLOWED**



**Reusable Utensils**



**Eco Bags**

