AREA VIII

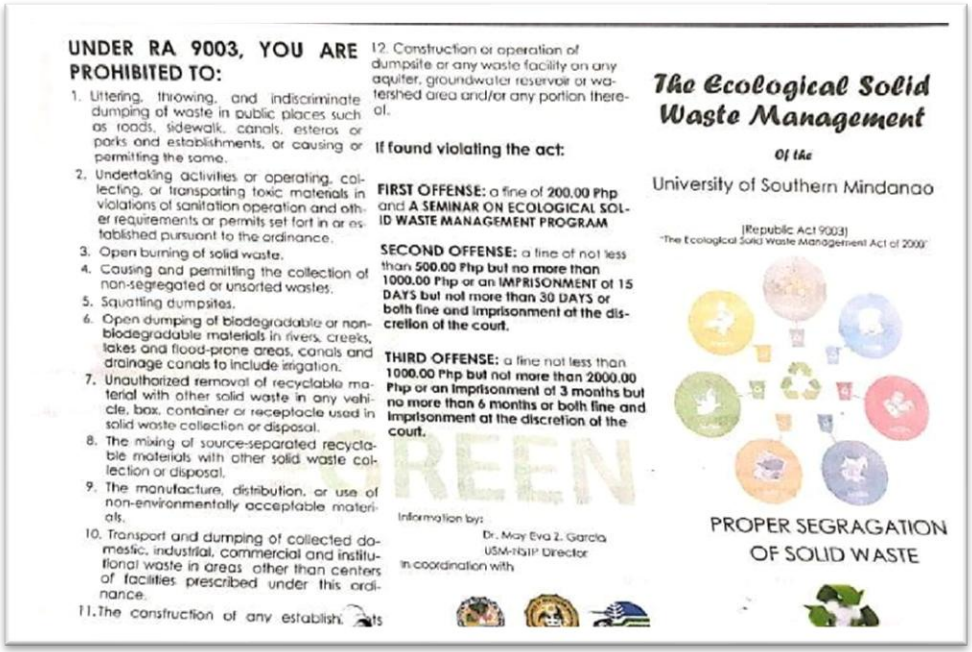
PHYSICAL PLANT AND FACILITIES

S.4.4. CLEANLINESS AND ORDERLINESS OF THE SCHOOL CAMPUS.

S.4.4. cleanliness and orderliness of the school campus.

Cleanliness and Orderliness Across Campus

- The university emphasizes campus cleanliness and orderliness as a core component of its waste management and sustainability initiatives.
- Routine cleaning schedules, monitored by the WASTE MONITORING OFFICE and in collaboration with the campus janitorial team, ensure that common areas, walkways, and facilities remain litter-free and orderly.
- Dedicated waste disposal areas and visible reminders encourage the campus community to take responsibility for maintaining a clean and organized environment, supporting the university's commitment to health, safety, and aesthetics.



UNDER RA 9003, YOU ARE PROHIBITED TO:

1. Littering, throwing, and indiscriminate dumping of waste in public places such as roads, sidewalk, canals, esteros or parks and establishments, or causing or permitting the same.
2. Undertaking activities or operating, collecting, or transporting toxic materials in violations of sanitation operation and other requirements or permits set fort in or established pursuant to the ordinance.
3. Open burning of solid waste.
4. Causing and permitting the collection of non-segregated or unsorted wastes.
5. Squatting dumpsites.
6. Open dumping of biodegradable or non-biodegradable materials in rivers, creeks, lakes and flood-prone areas, canals and drainage canals to include irrigation.
7. Unauthorized removal of recyclable material with other solid waste in any vehicle, box, container or receptacle used in solid waste collection or disposal.
8. The mixing of source-separated recyclable materials with other solid waste collection or disposal.
9. The manufacture, distribution, or use of non-environmentally acceptable materials.
10. Transport and dumping of collected domestic, industrial, commercial and institutional waste in areas other than centers of facilities prescribed under this ordinance.
11. The construction of any establish
12. Construction or operation of dumpsite or any waste facility on any aquifer, groundwater reservoir or watershed area and/or any portion thereof.

If found violating the act:

FIRST OFFENSE: a fine of **200.00 Php** and **A SEMINAR ON ECOLOGICAL SOLID WASTE MANAGEMENT PROGRAM**

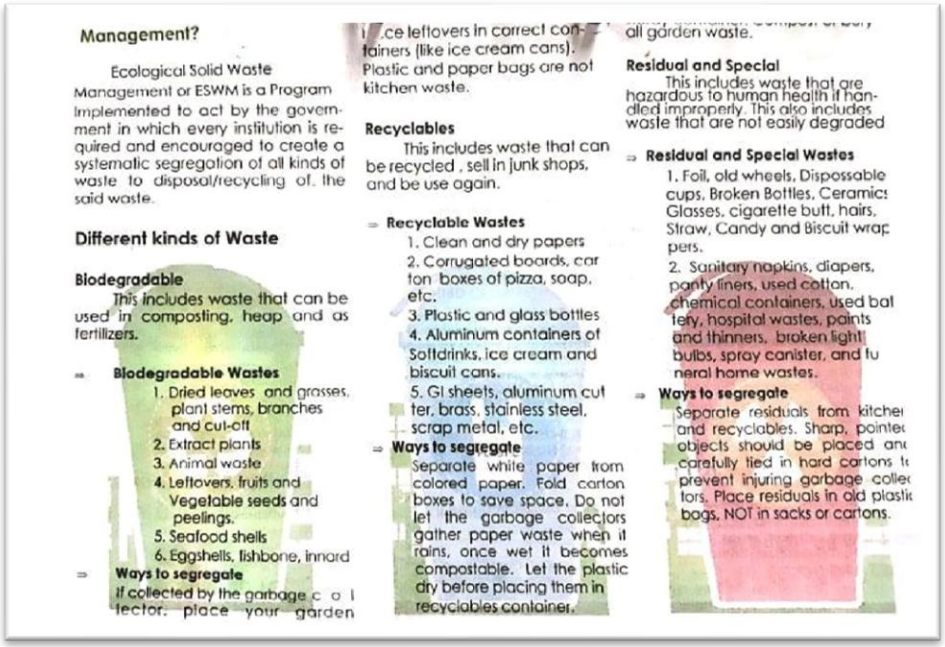
SECOND OFFENSE: a fine of not less than **500.00 Php but no more than 1000.00 Php or an IMPRISONMENT of 15 DAYS but not more than 30 DAYS or both fine and imprisonment at the discretion of the court.**

THIRD OFFENSE: a fine not less than **1000.00 Php but not more than 2000.00 Php or an imprisonment of 3 months but no more than 6 months or both fine and imprisonment at the discretion of the court.**

Information by:
Dr. May Eva Z. Garcia
USM-RSTP Director
In coordination with

The Ecological Solid Waste Management
Of the
University of Southern Mindanao
(Republic Act 9003)
"The Ecological Solid Waste Management Act of 2000"

PROPER SEGRAGATION OF SOLID WASTE



Management?

Ecological Solid Waste Management or ESWM is a Program implemented to act by the government in which every institution is required and encouraged to create a systematic segregation of all kinds of waste to disposal/recycling of the said waste.

Different kinds of Waste

Biodegradable

This includes waste that can be used in composting, heap and as fertilizers.

⇒ **Biodegradable Wastes**
1. Dried leaves and grasses, plant stems, branches and cut-off
2. Extract plants
3. Animal waste
4. Leftovers, fruits and Vegetable seeds and peelings.
5. Seafood shells
6. Eggshells, fishbone, innard

⇒ **Ways to segregate**
If collected by the garbage c o l lector, place your garden

...ce leftovers in correct containers (like ice cream cans). Plastic and paper bags are not kitchen waste.

Recyclables

This includes waste that can be recycled , sell in junk shops, and be use again.

⇒ **Recyclable Wastes**
1. Clean and dry papers
2. Corrugated boards, carton boxes of pizza, soap, etc.
3. Plastic and glass bottles
4. Aluminum containers of Softdrinks, ice cream and biscuit cans.
5. GI sheets, aluminum cutter, brass, stainless steel, scrap metal, etc.

⇒ **Ways to segregate**
Separate white paper from colored paper. Fold carton boxes to save space. Do not let the garbage collectors gather paper waste when it rains, once wet it becomes compostable. Let the plastic dry before placing them in recyclables container.

...all garden waste.

Residual and Special

This includes waste that are hazardous to human health if handled improperly. This also includes waste that are not easily degraded

⇒ **Residual and Special Wastes**
1. Foil, old wheels, Dispossable cups, Broken Bottles, Ceramics Glasses, cigarette butt, hairs, Straw, Candy and Biscuit wrappers.
2. Sanitary napkins, diapers, panty liners, used cotton, chemical containers, used battery, hospital wastes, paints and thinners, broken light bulbs, spray canister, and funeral home wastes.

⇒ **Ways to segregate**
Separate residuals from kitchen and recyclables. Sharp, pointed objects should be placed and carefully tied in hard cartons to prevent injuring garbage collectors. Place residuals in old plastic bags, NOT in sacks or cartons.

UNIVERSITY OF SOUTHERN MINDANAO

MACHINERY AND CAMPUS GROUND MAINTENANCE PROCEDURE

Document No.	USM-PPD-010-Rev.0.2020.09.21	Rev. No.	0	Page 1 of 4

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
September 21, 2020	0	New	Newly established in accordance to the Quality Management System Requirements	ALL	ENGR. BENJAMIN FORTINEZ JR.

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY
ENGR. BENJAMIN FORTINEZ JR. Name and Signature	ANITA C. SORNITO, EdD Name & Signature	JANNICA E. SINCO & Signature	DOCUMENT CONTROL INDICATOR: MASTER / 2020.09.21 / COPY

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1.0 PURPOSE
The Campus Ground Maintenance Procedure ensures well-maintained campus environment.

2.0 SCOPE
This procedure covers all the operations pertaining to USM campus landscape.

3.0 DEFINITION OF TERMS
3.1 USM Campus grounds refers to the academic, non-academic and housing areas.
3.2 Mowing is trimming of grasses using a tractor-mower and grass-cutters.
3.3 Tractor is farm equipment used in various farm operations.
3.4 Tractor-mower is a tractor with tractor-driven mower.
3.5 Pruning is cutting of tree branches.
3.6 Garbage or waste refers to the undesirable by-products of all colleges, offices and canteens.
3.7 Garbage Segregation is the proper disposal according to categories set by the Government.
3.8 PPE means Personnel Protective Equipment.
3.9 Backhoe is a multipurpose vehicle used for loading and excavating.
3.10 Farm Equipment refers to various tractor-drawn implements used in various farm operations.
3.11 Garbage Compactor truck refers to vehicle used for collection and transportation of garbage.

4.0 REFERENCES
4.1 USM Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)
4.2 R.A. 9003 Ecological Solid Waste Management Act of 2000
4.3 Article 5 of the Kabacan Municipal Ordinance No. 2009-001
4.4 Department of Environment and Natural Resources (DENR) Executive Order No. 23

5.0 RESPONSIBILITY AND AUTHORITY
5.1 The PPDSO Director guides and directs the Machinery and Ground Maintenance Section (MGMS) Head in order that the purpose of the section is carried out. (MGMS)
5.2 Machinery and Ground Maintenance Section Head gives work assignments to Ground Maintenance Section Personnel and Utility Workers.
5.3 Machinery and Ground Maintenance Section Personnel are responsible in accomplishing all assigned tasks.

6.0 PROCEDURE DETAILS
6.1 **Mowing Field Operation**
6.1.1 The assigned Machinery and Ground Maintenance Section (MGMS) personnel checks and prepares the tractor, lawn mower or grass cutter for safety and functionality ready for mowing operations.
6.1.2 The ground/work area for mowing is checked for loose stones and hard objects for the safety of passersby, nearby buildings and mowing equipment. If the situation does not guarantee safety of everyone, it is postponed to another time when safety is warranted.
6.1.3 The GMS head dispatches the GMS personnel, equipped with PPE, to accomplish the routine mowing tasks; this is done every 10-15 days depending on the vegetative growth of grass.
6.1.4 Upon complete implementation of the tasks, the Monthly Mowing Operation Report (USM-PPD-F34-Rev.1.2020.09.21) which details the work done is filled up and filed for future reference.
6.2 **Tree Pruning Operation by GMS Personnel**
6.2.1 The GMS head evaluate trees and other vegetation for pruning.
6.2.2 The assigned pruning task is checked for safety and workability by assigned GMS personnel
6.2.3 The GMS head dispatches the GMS personnel to perform the assigned pruning tasks if the situation warrants safety to everyone involved.
6.2.4 If the assigned task is unsafe, mitigation should be undertaken.
6.2.5 Upon completion of the tasks, the Monthly Pruning Report (USM-PPD-F36-Rev.1.2020.09.21) which details the work done, is filled up and filed for future reference.
6.3 **Tree Pruning Operation by "pakyaw" basis**
6.3.1 The GMS head evaluate trees and other vegetation for pruning.
6.3.2 The GMS head shall determine the extent of the task and estimate the amount of work.
6.3.3 The GMS head negotiates workers for "pakyaw" of pruning (price and scope of work).

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6.3.4 The GMS head prepare and submits request for Job Order (pakyaw).
6.3.5 Upon approval of Job Order, "pakyaw" worker/s check equipment for pruning.
6.3.6 The GMS head checks safety of work area. If work area is found safe.
6.3.7 Clean pruning area.
6.3.8 Upon complete implementation of the tasks, the Quarterly Pruning Report (USM-PPD-F36-Rev.1.2020.09.21) which details the work done, is filled up and filed for future reference.
6.3.9 Prepare payment of "pakyaw" Job Order.

6.4 **Garbage Collection**
6.4.1 The GMS head briefs the assigned utility workers of the tasks to be accomplished.
6.4.2 The garbage compactor truck, personnel protective equipment, other necessary tools are prepared.
6.4.3 The garbage in academic buildings, office buildings and canteens are collected every Tuesday and Thursday; then the properly segregated collected garbage/waste is directly delivered to the municipal dump site.
6.4.4 After the garbage collection operation, the Monthly Garbage Collection Report (USM-PPD-F38-Rev.1.2020.03.16) is accomplished and filed for future reference.

6.5 **Drainage System Maintenance**
6.5.1 The MGMS head shall observe water logged areas during rainy days.
6.5.2 The MGMS head negotiates workers for "pakyaw" of cleaning of clogged drainage/s. (price and scope of work).
6.5.3 The MGMS head prepare and submit request for Job Order.
6.5.4 Upon approval of Job Order, "pakyaw" worker/s check equipment for cleaning of clogged drainage/s.
6.5.5 The MGMS head checks safety of work area. If work area is safe proceed with execution of work if not, do mitigation.
6.5.6 Prepare payment of "pakyaw" Job Order.

6.6 **Request for Tractor/Backhoe/Farm Equipment**
6.6.1 The Requesting Party presents the duly approved Letter of Request to the PPDSO Director.
6.6.2 Upon receipt of request letter or from requesting personnel/ department, the Machinery and Ground Maintenance Section Head conducts evaluation of the request.
6.6.3 The Machinery and Ground Maintenance Section Head schedules the date and time for the request to be implemented and prepares Job Order.
6.6.4 During the scheduled date and time of the request, the tractor/backhoe operator performs safety and pre-departure inspection.
6.6.5 Upon completion of the request, the Field Operation Report (USM-PPD-F23-Rev.1.2020.03.16) and Job Order Form (USM-PPD-F11-Rev.2.2020.07.06) is filled up and filed for future reference.

6.7 **Preventive Maintenance**
6.7.1 Assigned operator of the equipment together with the chief mechanic/MGMS Head or other specialized technical men perform inspection using Equipment Preventive Maintenance Checklist (USM-PPD-F44-Rev.2.2020.03.16) and preventive maintenance work based on the Preventive Maintenance Calendar (USM-PPD-F02-Rev.2.2020.03.16). If a defect is observed, conduct corrective maintenance.
6.7.2 All the preventive maintenance details are properly recorded in a Repair Log Book.

6.8 **Corrective Maintenance**
6.8.1 If the operator observes any abnormality of the equipment, he shall report to MGMS head or to the chief mechanic.
6.8.2 The MGMS head and/or chief mechanic with the operator investigates/checks the abnormality.
6.8.3 Dismantle damaged part.
6.8.4 Evaluate damage part if repairable or needs replacement. If repairable, repair damaged part and re install. If needs replacement prepare purchase request.
6.8.5 A Purchase Request is prepared and processed for the needed replacement parts by the PPDS clerk and messenger.
6.8.6 Upon arrival of the requested replacement parts, the assigned operator and chief mechanic install parts.
6.8.7 All the corrective maintenance details are properly recorded by the assigned operator in a Repair Log Book.

7.0 RECORDS RETENTION AND DISPOSAL
7.1 The Forms and Records used in this procedure will be retained for a period of three (3) years for possible review and recall.

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7.2 Disposal should be done through shredding with the permission and authorization of the Management Representative (MR).

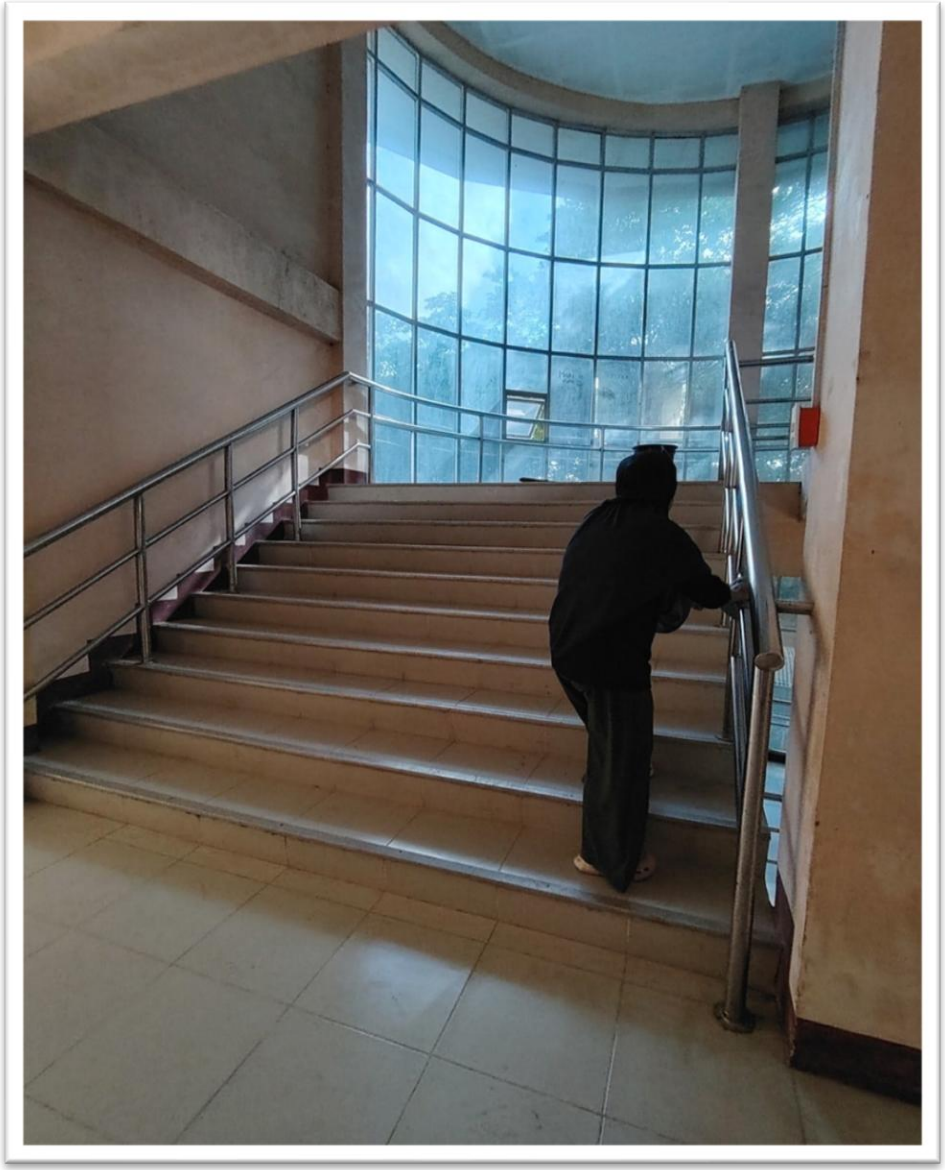
8.0 FORMS AND RECORDS
8.1 Equipment/Machine Ledger (USM-PPD-F01-Rev.2.2020.09.21)
8.2 Monthly Mowing Operation Report (USM-PPD-F34-Rev.1.2020.09.21)
8.3 Quarterly Pruning Report (USM-PPD-F36-Rev.1.2020.09.21)
8.4 Weekly Garbage Collection Report (USM-PPD-F38-Rev.1.2020.03.16)
8.5 Notice of Non-compliance (USM-PPD-F39-Rev.1.2020.03.16)
8.6 Preventive Maintenance Calendar (USM-PPD-F02-Rev.2.2020.03.16)
8.7 Equipment Preventive Maintenance Checklist (USM-PPD-F44-Rev.2.2020.03.16)

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UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO
SAY NO TO
SINGLE-USE
PLASTICS
DID YOU KNOW?
The University of Southern Mindanao prohibits using, bringing, and selling goods contained in Single-Use Plastics (SUPs) within the university?
These include the following:
Plastic and/or disposable bottles for beverages.
Disposable utensils, including plastic spoons and forks, straws, containers, plates, cups, lids and soup bowls.
Plastic bags as container of dry goods.
UNIVERSITY OF SOUTHERN MINDANAO
www.usm.edu.ph
/theUSMOfficial
USM RTV


SANCTIONS
Faculty, Staff and Administrators
Employees who shall violate any of the prohibited acts stated shall be sanctioned with the following penalties
First Offense- Warning (Issuance of non compliance)
Second Offense- Plant five (5) trees and ensure that these trees will live and grow.
Third Offense- Clean up activity in the University for six (6) hours
For succeeding offenses, the committee shall recommend disciplinary actions to the University President through the HRMD Office.
Students
Students who shall violate any of the prohibited acts stated shall be sanctioned with the following penalties:
First Offense- Warning (Issuance of non compliance)
Second Offense- Plant three (3) trees and ensure that these trees will live and grow.
Third Offense- Clean up activity in the University for six (6) hours.
For succeeding offenses, the committee shall recommend disciplinary actions to the University President through the Office of Student Affairs.

JANITORIAL HELPS MAINTAIN CLEANLINESS AND ODERLINESS OF THEIR DESIGNATED AREAS



STUDENTS HELPS MAINTAIN CLEALINESS OF THEIR AREA OF RESPONSIBILITY THROUGH NSTP-CWTS PROGRAM









PHYSICAL PLANT AND FACILITIES





PHYSICAL PLANT AND FACILITIES


"Hindi ako janitor lang":USM Utility Workers Attend
Housekeeping, Personality Development Training

USM UTILITY WORKERS ATTENDED HOUSEKEEPING, PERSONALITY DEVELOPMENT TRAINING

