



# BATANGAS STATE UNIVERSITY'S (BATSTATEU'S) POLICY GUIDELINES FOR SUSTAINABLE DEVELOPMENT



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## I. RATIONALE

*“Meeting the needs of the present without compromising the ability of future generations to meet their own needs”*. This is how the United Nations (UN) defined “sustainability” since 1987 which shows that the end goal was already there even decades ago. The goal towards “sustainability” was given greater emphasis with the development of the 17 interlinked global goals designed to be a "shared blueprint for peace and prosperity for people and the planet, now and into the future" in 2015 which is widely known as the Sustainable Development Goals (SDGs).

The SDGs were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity. The successful attainment of these goals, however, needs concerted actions of the government, business, non-governmental organizations, civil society, and the academe. While all these organizations/institutions can initiate collaborations with one another, the academe is seen to have an advantage to initiate the same considering the shift of higher education from a mere generator of knowledge to a creator of sustainable solutions from community level and beyond. Further, higher educational institutions (HEIs) are the molders of the youth which, needless to say, play a significant role in addressing real-world problems.

In Batangas State University (BatStateU), serious programs, projects, and activities have been undertaken designed to support the attainment of the SDGs since 2014 as articulated in its 2019-2029 Strategic Plan. In 2022, the University reinforced its commitment to sustainability in human, financial, and environmental context with the approval of the BatStateU's Sustainability Policy. Said policy serves as a guide for the BatStateU community, individually and collectively, in its daily operations and strategic directions.

With a greater sense of obligation to further initiatives towards sustainability bolstered by its declaration as the country's National Engineering University, there is still a need to synchronize all our efforts to accelerate the attainment of the global goals. The University feels the need to be a real engine of societal transformation towards nation building – and these can only be attained if we are guided by internal policies designed to assure balance between social, economic and environmental sustainability. Hence, these policy guidelines which shall serve as a tool for implementation of sustainability into policies and practices in the University.

## **II. OBJECTIVES**

These guidelines aim to support University offices/operating units concerned in the development of specific rules, regulations, policies, programs, projects, and activities policies consistent to and supportive of the SDGs.

The objectives of the guidelines are the following:

1. Provide guidance to offices/operating units concerned in the development of specific rules, regulations, policies, programs, projects, and activities policies consistent to and supportive of the SDGs. This includes necessary adjustment/s, if any, to existing policies of the University
2. Assist implementers of PPAs in assuring alignment of actions with the global goals;
3. Articulate the University's strong commitment and role in the attainment of the SDGs; and
4. Supplement and/or complement existing policies and practices of the University related to SDGs including those provided under Republic Act (RA) No. 11694, the 10-year Strategic Plan, Sustainability Plan, and Sustainability Policy.

## **III. LEGAL BASES**

These policy guidelines are anchored on various laws, rules, and regulations of the country. These include the following:

1. The United Nations (UN) General Assembly 2030 Agenda for Sustainable Development which is a plan of action for people, planet and prosperity. It also seeks to strengthen universal peace in larger freedom.
2. Article 2, Section 16 of the 1987 Constitution of the Philippines - 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.
3. Article 12, Section 5. The State subject to the provision of this Constitution and national development policies and programs, shall protect the rights of indigenous cultural communities to their ancestral lands to ensure their economic, social, and cultural well-being.

4. RA 9147, Section 2 (letter a and d). It shall be the policy of the State to conserve the country's wildlife resources and their habitats for sustainability. In the pursuit of this policy, this Act shall have the following objectives: (a) to conserve and protect wildlife species and their habitats to promote ecological balance and enhance biological diversity and (d) initiate or support scientific studies on the conservation of biological diversity.
5. RA 9729 or the Climate Change Act allowed mainstreaming of climate change into government formulation of programs and projects, plans and strategies, and policies, creation of Climate Change Commission, and establishment of Framework Strategy and Program for climate change. Mainstreaming of Climate Change into Government Policy Formulation. In RA 9279, local government units (LGUs) are tasked to serve as frontline agencies in the formulation, planning, and implementation of climate change action plans in their respective areas. Following this, the Batangas State University Climate Change Action Plan (UCCAP) 2022-2029 will start its implementation in 2023 after the university has finished its vulnerability assessment that is being undertaken using the ICLEI-ACCCRN process and the GHG Management Framework requirements by the USAID B-LEADERS Project (on-the same process with LCCAP). The plan outlines the specific programs and strategies for adaptation and mitigation for a ten-year period and provides key actions that enhance the adaptive capacity and resilience of communities to climate change.
6. Republic Act No. 8749, otherwise known as the Philippine Clean Air Act, is a comprehensive air quality management policy and program which aims to achieve and maintain healthy air for all Filipinos.
7. The Philippine Clean Water Act of 2004 (Republic Act No. 9275) aims to protect the country's water bodies from pollution from land-based sources (industries and commercial establishments, agriculture and community/household activities). It provides for a comprehensive and integrated strategy to prevent and minimize pollution through a multi-sectoral and participatory approach involving all the stakeholders.
8. Republic Act No.9512 on National Environmental Awareness and Education Act, 2008 provides for the promotion of environmental awareness through environmental education which shall encompass environmental concepts and principles, environmental laws, the state of international and local environment, local environmental best practices,

the threats of environmental degradation and its impact on human well-being, the responsibility of the citizenry to the environment and the value of conservation, protection and rehabilitation of natural resources and the environment.

9. National Climate Change Action Plan (NCCAP) that outlines a long-term program and strategies for climate change adaptation with the national development plan for 2011 to 2028 and focused on seven thematic priority areas: food security; water sufficiency; ecosystem and environmental stability; human security; climate-smart industries and services; sustainable energy; and knowledge and capacity development. The NCCAP recognizes that certain activities cut across strategic priorities and sectors. These include gender and development, technology transfer, research and development, information, education and communication (IEC), and capacity building.
10. The RA 9003 or Ecological Solid Waste Management Act of 2000 mandates the implementation of an ecological solid waste management program and creation of the necessary institutional mechanisms and incentives, with the goal of minimizing waste through maximum use, reuse, recycling, and composting of solid waste. It provides the necessary policy framework, institutional mechanisms and mandate to the local government units (LGUs) to achieve 25% waste reduction through establishing an integrated solid waste management system plan based on 3Rs (reduce, reuse and recycling).
11. The National Solid Waste Management Commission (NSWMC) Resolution No. 1363, series of 2020 mandated the banning of the use of unnecessary single-use plastics by National Government Agencies, Local Government Units Offices, and all other Government Controlled Offices for solid waste avoidance and minimization strategy.
12. The Batangas City Council Ordinance No. 16 Series of 2010 or Environmental Code of Batangas, mandated that all business establishments and/or individuals in Batangas City are prohibited of selling and providing plastic bags to customers as secondary packaging materials on wet goods; selling and providing plastic bags to customers as packaging material on dry goods; selling and providing styrofoam as containers; and disposing of plastic wastes.
13. The United Nations Convention on the Elimination of All Forms of Discrimination against Women (UN-CEDAW) to which the Philippines is a state party, is the international bill of rights of women which defines what

constitutes discrimination against women and sets up an agenda for national action to end such discrimination.

14. Article II Section 14 of the Philippine Constitution recognizes the role of women in nation-building and mandates the State to ensure the fundamental equality before the law of women and men.
15. Republic Act No. 7192 (Women in Development and Nation-Building Act) provides the legal bases for involving women in development. Rule 1, Section 2 of its Implementing Rules and Regulations provides that the State recognizes the role of women in nation-building and shall ensure the fundamental equality before the law of women and men. To attain this, (a) a substantial portion of official development assistance funds received from foreign governments and multilateral agencies and organizations shall be set aside and utilized by the agencies concerned to support programs and activities for women; (b) all government departments shall ensure that women benefit equally and participate directly in the development programs and projects of said department, and, (c) all government departments and agencies shall review and revise all their regulations to remove gender bias therein.
16. Section 37 Rule VI of Republic Act No. 9710 (Magna Carta of Women) Implementing Rules and Regulations mandates all government agencies, offices, bureaus, instrumentalities, SUCs, GOCCs, and LGUs to pursue the adoption of gender mainstreaming as a strategy to promote and fulfill women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures. As a state university and college, Batangas State University – The National Engineering University adopts gender mainstreaming to ensure the gender responsiveness of its policies, programs, projects and activities.
17. The General Appropriations Act (GAA) directs the formulation of a GAD Plan and Budget in which the cost of which shall not be less than five percent (5%) of the annual budget of the agency.
18. RA 8371 or The Indigenous Peoples' Rights Act of 1997 which guarantees the right of ICCs/IPs to government's basic services which shall include, but not limited to, water and electrical facilities, education, health, and infrastructure.

19. RA 7277 or The Magna Carta for Disabled Persons, which ensures that disabled persons are provided with access to quality education and ample opportunities to develop their skills, and makes it unlawful to deny a disabled person admission to any course it offers by reason of handicap or disability.
20. The Green Public Procurement Roadmap (2017) along with the Green Public Procurement Technical Specification for Common Priority Products provides guidance to government offices in achieving complete implementation of green procurement in all sectors of the government.
21. CHED Memorandum Order No. 1, series of 2015 institutionalized gender equality, and gender sensitivity and responsiveness in the various aspects of Philippine higher education. The CMO which applies to CHED and all public and private higher education institutions provides the policies and guidelines on gender and development.
22. Philippine Commission on Women-National Economic and Development Authority-Department of Budget and Management (PCW-NEDA-DBM) Joint Circular No. 2012-01 provides the guidelines for the preparation of Annual Gender and Development Plans and Accomplishment Reports to Implement the Magna Carta of Women. Section 6.1 states that at least five percent (5%) of the total agency budget appropriations authorized under the annual GAA shall correspond to activities supporting GAD plans and programs. The GAD budget shall be drawn from the agency's maintenance and other operating expenses (MOOE), capital outlay (CO), and personal services (PS). The GAD budget does not constitute an additional budget over an agency's total budget appropriations.
23. Philippine Commission on Women's Memorandum Circulars on the Submission of Gender and Development (GAD) Plans and Budgets and Accomplishment Reports provides that aside from implementing direct GAD PPAs to address organization- or client-focused gender issues or GAD mandates, attributing a portion or the whole budget of major program/s or project/s to the GAD budget may be done using the HGDG tool. The percentage score of the program/project in the HGDG assessment shall correspond to the percentage of the budget of the existing and proposed major program/project that may be attributed to the GAD budget.
24. Regional Development Council IVA (RDC) Resolution No. IV-A-73-2022 endorsing the project proposal and project accomplishment report templates with Harmonized Gender and Development Guidelines Core

elements. This shall serve as a guide to implementing agencies, institutions, and offices in creating gender-responsive programs and projects, and in monitoring its gender-responsiveness during implementation and monitoring.

25. Commonwealth Act No. 138 provides provisions to give native products and domestic entities the preference in the purchase of articles for the government.
26. Republic Act 9184, also known as Government Procurement Reform Act, provides guidelines, procedures and regulation on Government Procurement. Further, the Revised IRR of RA 9184, Rule XII, Sec. 43 which provides guidelines on procurement of domestic and foreign goods.
27. Administrative Order No. 227, s. 2008 provides a directive from the Executive Branch of the Government to give preference to local producers and manufacturers.

#### **IV. COVERAGE/SCOPE**

These policy guidelines shall cover all rules, regulations, policies, and PPAs as articulated hereunder in all operating units (campuses and the Central Administration) of the University. The guidelines provided in this document are not intended to replace the Sustainability Policy of the University, but should be interpreted to supplement and/or complement the same.

#### **V. DEFINITIONS**

**Academic Advising** refers to an opportunity to exchange information designed to help advisee to develop a plan to reach her or his educational and career goals. Advising is a shared responsibility between an advisor and the advisee.

**Advisee** refers to any bonafide student enrolled in the university taking undergraduate and graduate programs

**Agricultural wastes** refer to waste generated from planting or harvesting of crops, trimming or pruning of plants and wastes or run-off materials from farms or fields



**Biodegradable waste** refers to any material that can be reduced into finer particles (degraded or decomposed) by microbiological organisms or enzymes.

**Biological diversity** means the variability among living organisms from all sources including terrestrial, marine, and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and ecosystems.

**Building Related Illness (BRI)** refers to diagnosable illness whose cause and symptoms can be directly attributed to a specific pollutant source within a building.

**Built environment** refers to human-made surroundings that provide the setting for human activity, ranging in scale from buildings and parks or green space to neighborhoods and cities that can often include their supporting infrastructure, such as water supply or energy networks. The built environment encompasses places and spaces created or modified by people including buildings, parks, and transportation systems.

**Carbon footprints** refers to the amount of carbon dioxide (CO<sub>2</sub>) emissions associated with all the activities of a person or other entity such as buildings, machines, equipment, etc.

**Career Guidance Advocate** refers to a person/staff who acts as a liaison and assists the Guidance and Counselling Office in facilitation of the implementation of career guidance related programs/activities.

**Climate change** refers to any significant change in measures of climate, such as temperature, precipitation, or wind, lasting for an extended period.

**Collection** refers to the act of removing solid waste from the source or from a communal storage point.

**Composting** refers to the process of biological degradation under controlled conditions; the processing of biodegradable wastes such as food waste, garden waste, animal waste, human waste into soil conditioner/enhancer or humus by mixing them with soil, water, biological additives or activator and air.

**Conservation** refers to the protection of natural resources for present and future generations.

**Contamination** refers to the production of substances not found in the natural composition of water that make the water less desirable or unfit desirable or unfit for the intended use.

**Daylight** refers to the natural light of day, which is a combination of all direct and indirect sunlight during the daytime.

**Disadvantaged students** refers to students who have encountered challenges to academic achievements because of detrimental circumstances beyond their control such as financial and social hardships as well as problems within students' families.

**Discrimination Cases and Concerns** refers to cases or situations where the subject, complainant or the person reporting it, claim that he/she or another person was placed on a disadvantaged position, within the university premises, in relation to other people, on account of his/her sex, gender, disabilities, ethnic orientation or economic status.

**Discrimination** refers to the unjust or prejudicial treatment of different categories of people or things based on certain grounds. In this policy, there is discrimination when a person who belongs to a certain sector or group is placed in a disadvantaged position in relation to others on account of their sex, gender, disabilities, ethnic orientation or economic status.

**Disposable items** refer to products that are designed to be thrown away after it has been used.

**Diversity** refers to the state of people being different from one another by reason of sex, gender, physique, ethnic orientation and other factors.

**Domestic bidder** refers to any person or entity offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines as defined under Section 5(j) of the 2016 revised IRR of RA No. 9184

**Ecosystems-based approach** refers to a strategy for the integrated management of resources that promotes conservation and sustainable use in an equitable way.

**Elevator** refers to a hoisting and lowering mechanism other than a dumbwaiter or freight elevator which is designed to carry passenger or

authorized personnel, in a protected enclosure (elevator car) which moves along fixed guides in a vertical direction serving two or more fixed landings/ floors on a hoist way.

**Employee** refers to both faculty and staff of the university.

**Endangered species** refers to species or subspecies that are not critically endangered but whose survival in the wild is unlikely if the causal factors continue operating.

**Endemic species** refers to species or subspecies which are naturally occurring and found only within specific areas in the country.

**Energy Conservation** refers to the initiatives and efforts aimed at achieving a reduction in energy usage and waste.

**Energy Efficiency** refers to the use of less energy to perform the same task or produce the same result.

**Energy Management** refers to the activities that foster energy conservation, energy efficiency, sustainability, and environmental stewardship.

**Energy savings** refers to an amount of saved energy determined by measuring and/or estimating consumption before and after implementation of an energy efficiency improvement measure, whilst ensuring normalization for external conditions that affect energy consumption.

**Environment** refers to the quantity, quality, diversity, and sustainability of renewable and non-renewable natural resources.

**Equality** refers to a state where people regardless of nationality, place of residence, gender, sex, ethnic origin, color, disability, religion, language, or any other characteristics are able to enjoy their human rights without discrimination.

**Escalator** refers to a power driven, inclined, continuous stairway for raising or lowering passengers.

**Exotic species** refers to aliens, nonnative, nonindigenous, or introduced species are those that exist outside of their natural geographic range.

**Fauna** refers to all the animals that are housed in the university.

**First generation students** refers to students who are the first in the family to attend college and those whose parents did not complete a four-year course.

**Flora** refers to the collective plant life that now exists or has existed in a specific location in the university.

**Freshwater** refers to the water containing less than 500 ppm of dissolved common salt, and sodium chlorides, such as that in groundwater, rivers, ponds, and lakes.

**Green building** refers to both a structure and the application of processes that are environmentally responsible and resource-efficient throughout a building's life cycle from planning to design, construction, operation, maintenance, renovation, and demolition.

**Greenhouse gas emissions** refers to the emissions which occur during the combustion of fossil fuels such as natural gas, fuel oil, diesel, gasoline, kerosene, propane, and coal. These are typically calculated based on metric tons of equivalent carbon dioxide equivalent (MT CO<sub>2</sub>e).

**Greenhouse gases** refers to the gases that trap heat in the atmosphere which include carbon dioxide, methane, nitrous oxides, and fluorinated gases.

**Grey/Gray water** is a way to stretch urban water supplies and is particularly beneficial during droughts when outdoor water use is restricted. Greywater reuse systems can help remove the stress off municipal water supplies by replacing some water that would otherwise have been used for outdoor irrigation.

**Ground water** refers to the subsurface water that occurs beneath a water table in soils and rocks, or in geological formations.

**Habitat** refers to the natural home or environment of an animal, plant, or other organism.

**Harmonics** refers to the increased heating in equipment and conductors, the reduction of which is desirable.

**Hazardous waste** refers to any waste or combination of wastes in solid, liquid, containing a gaseous, or semi-solid form that causes or contributes to a rise in mortality or a rise in serious, incapacitating, or reversible illnesses, while also taking into account the toxicity of the waste in question, its

persistence, and its degradability, all of which may otherwise have negative acute or long-term effects on the health of people or other organisms.

**Head of the Procuring Entity (HoPE)** refers to the university's governing board or its duly authorized official. Provided, however, with reference to the delegation and delineation of authority brought by the Revised Organizational Structure, Management processes and Procedures, the Chancellor of Constituent Campuses shall be considered as the HoPE, subject to the limitations and authority delegated stipulated in ROSMPP.

**Indigenous species** refers to species or subspecies naturally occurring or has a naturally established population in the country.

**Indoor Environmental Quality (IEQ)** refers to the conditions inside the building that includes air quality, access to daylight and views, pleasant acoustic conditions, and occupant control over lighting and thermal comfort.

**Infrastructure** includes land use, buildings, service utilities, and transportation.

**Integration of Anti-Discrimination Laws** refers to laws addressing discrimination and promoting diversity and equality, enacted by the government through Congress, whenever applicable, are included in the appropriate policies of the University for Implementation.

**Invasive species** refers to animals or plants that are invasive that have been introduced to a new ecosystem from another part of the world.

**Irrigation** refers to the utilization of water for producing crops.

**Laminated paper products** refer to the paper products which are composed of layers of firmly united differing materials such as plastic, gloss, matt and silk to improve strength, stability, and insulation.

**LGBT** refers to people's sexual orientation or gender identity such as lesbian, gay, bisexual, and transgender and along with heterosexual.

**Lighting Power Density (LPD)** refers to the amount of electric lighting, usually measured in watts per square foot, being used to illuminate a given space.

**Line-item Budget** refers to a detailed breakdown of financial assistance requested.

**Local Products, Materials, and Supplies** refers to: (a) unmanufactured articles, materials and supplies of the growth or production of the Philippines; and (b) manufactured articles, materials and supplies of the growth or production in the Philippines substantially from articles, materials and supplies of the growth, production or manufacture of the Philippines.

**Mangrove** refers to the area found along the seacoast and estuaries whether sparsely or thickly vegetated with true and/or associated mangrove species, or open swampy areas, including brackish fishponds, extending along streams where the water is brackish.

**Material Recovery Facility (MRF)** refers to the facility designed to receive, sort, process, and store compostable and recyclable materials efficiently and in an environmentally sound manner.

**Mechanisms** refers to career-guidance related programs or activities intended for underrepresented groups.

**Mental Health Professionals** refers to a medical doctor, psychologist, nurse, social worker, guidance counselor or any other appropriately-trained and qualified person with specific skills relevant to the provision of mental health services.

**Mental Health Service Provider** refers to an entity or individual providing mental health services, whether public or private, including but not limited to, mental health professionals and workers, social workers and counselors, peer counselors, informal community caregiver

**Mental Health Services** refers to psychosocial, psychiatric or neurologic activities and programs along the whole range of mental health support services including promotion, treatment, and aftercare.

**Mental Health Worker** refers to a trained person, volunteer or advocate engaged in mental health promotion, providing support services under the supervision of a mental health professional.

**Micro-Enterprise** refers to any business entity or enterprise engaged in the production, processing or manufacturing of products or commodities, including agro-processing, trading, and services whose total assets, excluding land, shall not be more than P3 million.

**Moving ramp / walkway** refers to a type of horizontal passenger-carrying device on which passengers stand or walk, with its surface remaining parallel to its direction of motion is uninterrupted.

**Multi-tiered Interventions** refer to a full array of services which includes 1) universal mental health promotion for all students; 2) selective services for students identified as at risk for a mental health concern or problem; and 3) indicated services for individual students who already display a mental health problem or concern.

**National Building Code (NBC)** – P.D. 1096 is a uniform building code in the Philippines which embodies up-to-date and modern technical knowledge on building design, construction, use, occupancy, and maintenance.

**Natural flora and fauna** refers to animals that are native to the University's premises or surrounding environs.

**Non- traditional students** refers to the category of students typically 25 years of age or older, who may have delayed post-secondary education enrollment, are financially independent of parents, work full-time, solo parent, have dependents other than spouse, and who may not have a high school diploma.

**Philippine National Standards (PNS)** refers to documents established by consensus through technical committees and approved by the Department of Trade and Industry Bureau of Product Standards that ensures desirable characteristics of products and services such as quality, environmental friendliness, safety, reliability, efficiency, and interchangeability.

**Plumbing fixture** refers to a flexible, easy-to-cut, gray plastic pipe with joints secured with either epoxy or insert fittings and metal crimp rings.

**Pollutant** refers to any substance, whether solid, liquid, gaseous or radioactive, which directly or indirectly alters the quality of any segment of the receiving water body to affect or tend to affect adversely any beneficial use thereof, is hazardous or potentially hazardous to health, imparts objectionable odor, temperature change, or physical, chemical or biological change to any segment of the water body, or is more than the allowable limits or concentrations or quality standards specified, or in contravention of the condition, limitation or restriction prescribed in this guidelines.

**Preservation** refers herein as efforts and activities aimed at maintaining the pristine form of lands and natural resources.

**Procurement.** Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the University. In case of projects involving mixed procurements, the nature of the procurement, i.e., Goods, Infrastructure Projects or Consulting Services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of goods and real estate. With respect to real property, its procurement shall be governed by the provisions of R.A. 10752 and other applicable laws, rules and regulations.

**Procuring Entity** refers to Batangas State University procuring goods, infrastructure projects and consulting services.

**Program Adviser** refers to the Program/Department Chair who monitors admission, registration, and evaluation of academic performance of students at the college level.

**Project Leader** refers to the project's principal implementer who is concerned with the preparation and submission of the project proposal and in-charge of the successful and timely execution of the approved project.

**Project Proposal** refers to the plan and description of the project developed by a project leader in accordance with specific requirements or specifications set by BatStateU.

**Project Staff** refers to a person involved in the actual day-by-day implementation of the project.

**Recyclable materials** refer to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans and other materials as may be determined by the National Solid Waste Management Commission

**Recycled content products** refer to products made from materials that would otherwise have been discarded. Items in this category are made totally or partially from material destined for disposal or recovered from industrial activities.

**Recycling** refers to any process by which solid waste materials are transformed into new products in such a manner that the original products may lose their identity.



**Referral Pathways** refer to the transfer of mental health services for elevated care or intervention.

**Refugee students** refers to students who have fled their own country and sought safety and security in another country.

**Regularly occupied spaces** are areas where one or more individuals normally spend time (more than one hour per person per day on average) seated or standing as they work, study, or perform other focused activities inside a building.

**Renewable energy** refers to the energy generated from resources that are naturally replenished within a short, human time scale such as solar, wind, falling water, tidal, or biomass.

**Renovation** refers to the act or process of repairing, renewing, or restoring to good condition.

**Residual wastes** refer to solid waste materials that are non-compostable and non-recyclable. It should be disposed of ecologically through a long-term disposal facility or sanitary landfill.

**Returning Student** refers to the students who took a break from enrollment and wants to continue the enrollment in the university.

**Reusable microwavable plastics** refers to any plastic containers designed to be microwave ovens-safe and can be repeatedly used but for over a limited number of times.

**Sachets** are small, closed plastic containers or bags that hold a relatively small amount of product.

**Seed Capital** refers to the initial capital an enterprise uses to start or continue a business.

**Segregation** refers to the solid waste management practice of separating different materials found in solid waste to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal

**Sewage** refers to water-borne human or animal wastes, excluding oil or oil wastes, removed from residences, building, institutions, industrial and commercial establishments together with such groundwater, surface water and storm water as maybe present including such waste from vessels,

offshore structures, other receptacles intended to receive or retain waste or other places or the combination thereof.

**Sewage Treatment Plant (STP)** refers to an industrial structure designed to remove biological or chemical waste products from water, thereby permitting the treated water to be used for other purposes.

**Shifters** refers to a student who applied for change in the enrolled program in the university.

**Sick Building Syndrome (SBS)** Building whose occupants experience acute health and/or comfort effects that appear to be linked to time spent therein, but where no specific illness or cause can be identified.

**Single use plastics** refer to plastic products that can only be used once, or for a short period of time.

**Solar Reflectance Index (SRI)** A measure of a material's ability to reflect heat with white or light colors having high reflectance and dark or black surfaces with low or little reflectance thereby having higher temperatures.

**Solid Waste Management** mainly refers to the complete process of collecting, treating and disposing of solid wastes. This process includes collection, transportation, treatment, analysis and disposal of waste.

**Solid Waste** refers to all discarded household, commercial waste, non-hazardous institutional and industrial waste, street sweepings, construction debris, agricultural waste, and other non-hazardous/non-toxic solid waste.

**Sustainability** refers to the fulfilling of needs of current generations without compromising the needs of future generations, while ensuring a balance between economic growth, environmental care, and social well-being.

**Sustainability** refers to the holistic approach that considers ecological, social, and economic dimensions, recognizing that all must be considered together to find lasting prosperity. Sustainability as used here is the manner by which the university operates within the limits of available human, financial, physical, and natural resources in ways that allow the University to thrive in perpetuity.

**Sustainable Development Goals (SDGs)** refers to the universal call to action set by the United Nations in 2015 with the goal of ending poverty,

protecting the planet and ensuring all people enjoy peace and prosperity, where government, private sector, civil society, and citizens are enjoined in the localization of the 17 goals.

**Sustainable development** refers to the overarching paradigm of the United Nations. The concept of sustainable development was described by the 1987 Bruntland Commission Report as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

**Sustainable Livelihood Program.** It is a capacity-building and financial assistance program for poor, vulnerable and marginalized communities to improve their socio-economic status through accessing and acquiring necessary assets to engage in and maintain thriving livelihood.

**Toxic materials** refers to substances that may cause harm to an individual if it enters the body through inhalation, skin contact or ingestion.

**Tracking** refers to the tracing of the applications and admission of students who belong to the underrepresented groups

**Transferees** refers to the students who transferred from another BatStateU campus or from other HEIs.

**Treatment** refers to any method, technique, or process designed to alter the physical, chemical or biological and radiological character or composition of any waste or wastewater to reduce or prevent pollution.

**University** refers to Batangas State University and all its constituent and extension campuses.

**Violence against women and their children.** This refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

**Variable Speed Drive (VSD)** refers to a piece of equipment that regulates the speed and rotational force, or torque output, of an electric motor.

**Ventilation** refers to the process of supplying or removing air by natural or mechanical means to or from any space.

**Waste pollution** refers to any alteration of the physical, chemical or biological or radiological properties of a water body resulting in the impairment of its purity or quality.

**Wastewater** refers to the used water from any combination of domestic, industrial, commercial or agricultural activities and any sewer inflow or sewer infiltration.

**Water consumption** refers to the portion of water use that is not returned to the original water source after being withdrawn.

**Water distribution** refers to all the operations used to pump, transport, and distribute water from one place to another for public use.

**Water efficiency** refers to promoting the sustainable use of water, while using solutions that enable comprehensive reductions in the waste of domestic water.

**Water quality** refers to the characteristics of water, which define its use in characteristics by terms of physical, chemical, biological, bacteriological, or radiological characteristics by which the acceptability of water is evaluated.

**Water reuse** refers to the reclaiming of water from various sources then treating and reusing it for beneficial purposes such as agriculture and irrigation, potable water supplies, groundwater replenishment, industrial processes, and environmental restoration.

**Water storage** refers to the holding of water in a contained area for a period of time.

**Water use** describes the total amount of water withdrawn from its source to be used.

## **VI. GENERAL POLICY GUIDELINES**

1. All rules, regulations, policies, programs, projects, and activities policies of the University which may thereafter be developed/approved/implemented must be consistent to and supportive of the SDGs. Should a particular

case seem not to be covered by the provisions of this policy guidelines, it shall follow the general and underlying principles of SDGs.

2. Inclusivity, including reasonable accommodations, to all classes of stakeholders shall be at the core of the BatStateU education. This shall apply from recruitment/application up to graduation/separation.
3. As a public institution, the University must serve its stakeholders with utmost respect and assure that their human rights are upheld. Access to the University should, as far as practicable and as may be allowed by existing laws, rules, and regulations, be free and unimpeded.
4. All actions of the University must be consistent with the agenda to protect the planet from degradation, including through sustainable consumption and production, sustainably managing natural resources and taking urgent action on climate change, so that it can support the needs of the present and future generations.
5. As an institution of higher education, the University must take advantage of the opportunity to instill 'sustainability' ideas for future leaders and decision makers. It must also take advantage of the opportunities to promote education outside campus and reach the community in the broad sense with applied educational programs or services.
6. The 2030 Agenda for Sustainable Development, especially its vision, shared principles and commitments, and the new agenda, shall form part of this policy guidelines and should be interpreted in light of said agenda.

## **VII. SPECIFIC POLICY GUIDELINES**

These policy guidelines are divided into three (3) broad areas namely: (i) environmental sustainability; (ii) sustainable support to communities; and (iii) inclusive academic environment and workplace.

### **CHAPTER 1- ENVIRONMENTAL SUSTAINABILITY**

This chapter supports the following Sustainable Development Goals: SDG 6 (Clean Water and Sanitation), SDG 7 (Affordable and Clean Energy), SDG 11 (Sustainable Cities and Communities), SDG 12 (Responsible Consumption and Production), SDG 13 (Climate Action), SDG 14 (Life Below Water) and SDG 15 (Life on Land).

**Section 1. Specific Coverage.** This section covers policy guidelines on (i) land resources management; (ii) water usage and care; (iii) wildlife protection; (iv) green buildings; (v) energy conservation; (vi) green procurement; (vii) waste management; (viii) minimization of the use of plastic and disposable items; and (ix) climate change action.

### **1.1. Land Resources Management**

In consideration of the multiple economic, ecological, aesthetic, scientific and educational services which land resources provide in sustaining the life and development of the university stakeholders the following policy guidelines on the use of land resource are hereby adopted:

#### **1.1.1 Infrastructure Management (Built Environment)**

1.1.1.1 Conservation and protection of biodiversity must be an integral part during the planning, preconstruction, construction, and post-construction of buildings, landscapes, and roads in the university.

1.1.1.2 All infrastructure development in all campuses must be in adherence with the approved State Universities and Colleges (SUC) Campus Land Use Development and Infrastructure Plan (LUDIP).

1.1.1.3 Environmental Impact Assessment (EIA) must be conducted prior to any development as approved and recommended by the University's Environmental Management Unit (EMU). This is not only limited to the ECC issuance. This is in conformity with the Philippine Environmental Policy which mandated the formulation of an intensive integrated program of environmental protection that will bring about a concerted effort towards the protection of the environment through a requirement of environmental impact assessments and statements.

1.1.1.4 Soil compaction shall be avoided through proper designation of equipment routes in a construction. Soil can be compacted by heavy equipment frequently passing through an area in construction sites resulting in root damage of trees.

1.1.1.5 Appropriate root and trunk protection strategies for trees in construction sites such as establishing a protected root zone, protective cover, and trunk protection, shall be applied. Establishment of Protected Root Zone (PRZ) for all higher plants within the university.

1.1.1.6 The use of porous materials for paved pathways is highly encouraged as this helps reduce surface water runoff.

1.1.1.7 Buffer zones for ongoing construction must be established to protect natural vegetation adjacent to the site.

1.1.1.8 All excavated soil must be returned to its original location. It is important to keep the layer position of the topsoil to preserve important nutrients inside.

1.1.1.9 Equipment which produces sound or vibrations must be regulated to minimize ground noise pollution and disturbance.

## **1.1.2 Green Space Management**

1.1.2.1 Open spaces and unbuilt areas are preserved in their natural states (permeable area and natural vegetation) as much as possible. Ecological landscaping methods and green space preservation shall be prioritized.

1.1.2.2 All existing trees, whether native or non-native, shall be preserved as much as possible. If removal is needed, extraction for relocation or replacement of similar species must be implemented. All concerned must have to observe laws requiring the planting of trees in certain places and penalizing unauthorized cutting or destruction thereof (i.e. PD No. 953).

1.1.2.3 Forest patches and other critical natural habitat within the university shall be protected and maintained whenever possible from conversion.

1.1.2.4 Lawns shall not be cemented to encourage infiltration and groundwater recharge as much as possible.

1.1.2.5 The use of native trees and plants throughout the University shall be highly encouraged to promote biodiversity. This reduces fertilizer use and water consumption, preserving groundwater.

1.1.2.6 Fallen trees, existing rocks and natural decomposing biomass shall be left in green spaces and biodiversity corridors as long as it does not endanger human lives.

1.1.2.7 Endemic and indigenous species of flora shall be the top priority in all landscaping programs in the entire university. Whenever feasible, flowering and fruiting trees shall be planted in

landscaping projects of the university to encourage local biodiversity.

1.1.2.8 The University shall encourage establishment and protection of botanical gardens and arboretums whenever feasible.

1.1.2.9 Indiscriminate introduction of plants and animals as in the case of, but not limited to, random dispersal of seeds and release of animals within the campus shall not be permitted.

## **1.2. Water Usage and Care**

The following are the specific policy guidelines for better wastewater management on the different campuses of the University:

### **1.2.1 Water Usage and Conservation Management**

1.2.1.1 Inspection and monitoring of the water distribution system (faucets, bidets, water closets, toilet flush and pipes) shall be ensured so that no unused water leakage is wasted. Metering and other measures to detect water leakage shall be used to ensure water conservation. Reporting of leakage to the Project and Facilities Management Office (PFMO) must be done immediately for prompt action.

1.2.1.2 Regular monitoring of water consumption per building and reporting the total water usage of different campuses shall be practiced.

1.2.1.3 In the procurement of plumbing fixtures and fittings, buying water-efficient ones (water closet with dual flush, low-flow faucets or bidets, etc.) shall be prioritized.

1.2.1.4 High-pressure but low-volume spray nozzles on spray washers for cleaning the University vehicle, driveways, pathways, or pavements shall be installed.

1.2.1.5 A rainwater harvesting facility to maximize the use of available water shall be established.

1.2.1.6 The use of treated wastewater, harvested rainwater and the water from fountains for cleaning, flushing purposes and car washing shall be maximized.

1.2.1.7 Insofar as practicable, non-toxic bricks or plastic containers shall be placed in a toilet tank to reduce the amount of water used per flush. A toilet dam that creates a reservoir of water when the toilet flushes shall also be utilized in place of the displacement device.



1.2.1.8 A water efficiency management plan for the plumbing and piping system of the water being released in the water retention facility shall be developed.

### **1.2.2 Water Quality Monitoring**

1.2.2.1 The number and location of university-wide water sampling stations based on the proximity of the campuses and possible sources of contamination shall be established. The sampling stations shall include university deep wells, artesian wells, aquifers, water districts and similar bodies of water.

1.2.2.2 A regular sampling and analysis of environmental water quality parameters using the approved and/or Standard Methods for Examination of Water and Wastewater shall be conducted.

### **1.2.3 Wastewater Treatment Facility**

1.2.3.1 Wastewater generated from buildings shall be collected. *Provided, however, That* applicable treatment prior to its disposal through the Sewage Treatment Plant (STP) whose effluent complies with general effluent standard set by Department of Environment and Natural Resources through DENR AO 2016-08 is in place.

### **1.2.4 Discharging of Wastewater**

1.2.4.1 Generated wastewater from the comfort rooms shall be directly discharged in a septic tank and regularly siphoned by a DENR Accredited TSD Facility.

1.2.4.2 Generated liquid waste from the laboratory in terms of liquid shall be properly stored, collected, and managed through EMU Office, then it shall be transported, and treated by a DENR-approved Treatment facility.

## **1.3. Wildlife Protection**

1.3.1 An ecosystems-based approach to campus development shall be pursued by the University to ensure healthy and sustainable coexistence of the University population with the biodiversity on campus.

1.3.2 Conservation and protection of wildlife species and their habitats shall be paramount to promote ecological balance and enhance biological diversity.

1.3.3 All construction activities shall consider natural behavior of identified species on the site.

1.3.4 Spaces for wildlife interaction shall be created and maintained. Areas where wildlife can engage in courtship, mating, and raising their young shall be undisturbed. These areas include mature trees, thick vegetation, meadows, streams, dense shrubs, ponds, or burrows, among others.

1.3.5 Light-emitting devices and lasers shall not disturb wildlife as much as possible.

1.3.6 The use of devices that may disturb existing wildlife shall be minimized. Unmanned vehicles such as drones, remote-controlled cars, boats, and other related devices for research or survey purposes must be approved by the University prior to operation.

1.3.7 Loud events such as concerts, parties, celebrations, and other related activities shall be held away from highly ecologically sensitive areas to reduce disturbance.

1.3.8 Waste management shall be strictly implemented to avoid potential harm to the species' natural habitat.

1.3.9 All species in the University shall be properly labeled as to name (scientific/english/local) and status (endemic/endangered/threatened).

1.3.10 Utilization of endangered and endemic species is limited to research purposes only subject to strict compliance to guidelines and protocols. Permit shall be secured from the proper office prior to utilization of any species.

1.3.11 Introduction of flora and fauna species inside BatStateU campus shall be properly observed and monitored.

1.3.12 Mechanisms to encourage and engage a multiparty system including students, faculty and other employees in the conservation and propagation of endemic species shall be undertaken.

1.3.13 Taxonomic studies shall be pursued, supported, and encouraged.

1.3.14 The foregoing shall be applied *mutatis mutandis* to initiatives to protect and conserve marine life

#### **1.4 Green Buildings (GB)**

The University GB Policy shall be subject to the following performance standards:

##### **1.4.1 Energy Efficiency**

Energy efficiency requires the adoption of efficient practices, designs, methods and technologies that reduce energy consumption resulting in cost savings.

#### *1.4.1.1 Building Envelope*

##### a. Air Tightness and Moisture Protection

As the humidity levels are very high in the Philippines, the unwanted infiltration and humidity ingress into the spaces can cause additional load on the air conditioning system and a detrimental impact on air quality. Buildings shall be planned and designed with specific details to ensure that air tightness is maximized. Details shall precisely include joints, service entry points, windows and doors. The implementation of these measures requires only increased attention to the construction details and it can be implemented at practically no cost.

Buildings shall be planned and designed with:

a.1 Complete gaskets, weather-stripping, door bottom sweeps and seals within and around window and door assemblies.

a.2 Moisture protection on the surface of the external façade to reduce vapor or moisture migration from external spaces.

##### b. Glass Properties

Compared to wall assemblies, glazing transfers more heat and hence, it is ideal to reduce the amount of glazing with respect to the wall in order to reduce internal heat gains.

The requirement of Windows to Wall Ratio (WWR) needs to be balanced with the amount of daylight coming through the glass area.

Solar Heat Gain Coefficient (SHGC) is used to determine the amount of solar heat admitted through the glass divided by the total solar radiation incident on the glass.

Visible light Transmittance (VLT) is used to determine the amount of light transmitted through the glass

WWR shall be balanced with SHGC to maintain flexibility in design. To further describe, the higher the designed building WWR, the lower the required SHGC in glass windows shall be and vice-versa.

This does not however, remove the option for building owners to apply windows with low SHGC for buildings with low WWR.

#### *1.4.1.2 Natural Ventilation*

This measure will give building occupants the flexibility and opportunity to use natural ventilation for free cooling and fresh air in regularly occupied spaces. This measure will limit the tendency to create glass sealed box type buildings. Size of each room and space shall be consistent with the occupancy load of the NBC.

Windows shall be planned and designed with:

- a. Operable windows or balcony doors shall be provided in regularly occupied spaces. The size of the opening shall be equal to at least ten percent (10%) of the floor area of regularly occupied spaces.
- b. All operable windows shall be provided with safety features for protection against strong winds, water penetration and protection for building occupants including child safety and security.

#### *1.4.1.3 Building Envelope Color*

Light-colored building envelopes, especially the roof areas which are the most vulnerable, can reduce heat transfer from the outside to the inside of the building by having surfaces with high Solar Reflectance Index (SRI), hence must be prioritized.

#### *1.4.1.4 Roof Insulation*

Insulation can help reduce heat gain in a building thus improving thermal comfort, acoustic quality and reducing the load on the air conditioning system.

Buildings shall be provided with roof insulation so that the average thermal resistance value (R-Value) of the roof is at least R-8.

#### *1.4.1.5 Mechanical System*

#### a. Air Conditioning System

Air conditioning typically accounts for more than fifty percent (50%) of total electricity costs in a centrally air-conditioned building. Hence, the efficiency of an air conditioning system is of prime importance. The heart of the air conditioning system is the cooling system, typically chillers in large buildings and is important to procure an efficient cooling system. The cooling equipment shall meet or exceed the minimum efficiency requirements.

b. Water Heating System - The use of energy-efficient water heating systems in buildings, by observing minimum power performance requirements, will help reduce energy consumption due to heating of water.

Applicable buildings shall comply with the minimum performance requirements for water heating in the 2010 PSVARE Standards.

c. Variable Speed Drives and High Efficiency Motors - Variable Speed Drive (VSD) describes the equipment used to control the speed of machinery by changing the frequency of the motor that is being operated. Where process conditions demand adjustment of flow from a pump or fan, varying the speed of the drive may save energy compared with other techniques for flow control.

Motors requirements shall comply with the ff:

c.1 All motors for mechanical equipment over five (5) kW shall be provided with variable speed drive and high efficiency motors.

c.2 All motors of cooling towers shall be provided with variable speed drive and high efficiency motors.

c.3 All motors for domestic pumps shall have high efficiency motors.

d. Enthalpy Recovery of Exhaust Air - When buildings have outside air or fresh air supply and extract system through mechanical means, using heat exchangers can use the air extracted from the building areas to precondition the

incoming outdoor air. This process exploits the fact that the extract air is usually already conditioned and therefore colder and drier. All buildings with a centralized air supply system shall use enthalpy recovery wheels with efficiency of at least sixty percent (60%) of ninety percent (90%) exhaust air.

#### *1.4.1.6 Electrical Systems*

a. Daylight Provision - Buildings shall be planned and designed to maximize the use of natural light so to reduce the use of artificial illumination.

All regularly occupied spaces inside the building shall have a view of any combination of the following features that can allow daylight into the room space:

a.1 Window

a.2 Light shelf

a.3 Clerestory

a.4 Skylight

a.5 Light monitor / light scoop

a.6 Other devices that can allow daylight inside

b. Daylight Controlled Lighting System - Building interior perimeter zones exposed to daylight generally do not require artificial lighting during the day. However, sub-optimal design and operation of the building results in use of artificial lighting when not required.

Applicable buildings shall comply with the following:

b.1 Lighting fixtures within the daylight zone shall be controlled with photoelectric sensors with an auto on-off basis or continual dimming. The photoelectric sensor shall be located approximately at half ( $\frac{1}{2}$ ) the depth of daylight zone.

b.2 If occupancy sensors are installed in the daylight zone, the occupancy sensor shall override the photoelectric sensor during non-occupancy period.

c. Lighting Power Density (LPD) - Limitation of LPD will help to design the lighting system in the most efficient way and reduce the lighting and cooling load in the buildings.

All applicable building types shall comply with the LPD limits in the 2010 PSVARE Standards.

d. Occupancy Sensors for Lighting Control - Occupancy sensors linked to lighting shall be installed in areas with variable occupancy.

Applicable buildings shall comply with the following:

d.1 In order to limit the use of electricity in unoccupied areas of buildings, occupancy sensors linked to lighting (except for emergency and security lighting) shall be installed in the following areas with variable occupancy: - corridors - private offices - storage rooms - common toilets - meeting rooms - stairways - other similar areas

d.2 For covered car parks: minimum of sixty per cent (60%) of the lighting must be controlled by the occupancy sensors.

e. Elevators and Escalators / Moving Ramps / Walkways - Escalators / Moving Ramp / Walkway must be fitted with controls to automatically reduce speed or stop when no traffic is detected. Elevators must be fitted with mechanisms to reduce energy demand.

e.1 Escalators / Moving Ramps / Walkways

e.1.1 Escalators / Moving Ramps / Walkways shall be fitted with automated controls to reduce to a slower speed when no activity has been detected for a maximum period of one and a half (1-1/2) minutes and duration may be adjusted depending on the demand.

e.1.2 The escalator / moving ramp / walkway shall automatically be put on a standby mode when no activity has been detected for a maximum period of five (5) minutes and duration may be adjusted depending on the demand.

e.1.3 These escalators / moving ramps / walkways shall be designed with energy efficient soft start technology. Activation of reduced speed, power off and power on modes shall be done through sensors installed in the top or bottom landing areas.

## e.2 Elevators

Elevators shall be provided with controls to reduce the energy demand. To meet this requirement, the following features must be incorporated:

- Use of Alternating Current (AC) Variable Voltage and Variable Frequency (VVVF) drives on non-hydraulic elevators
- Use of energy efficient lighting and display lighting in the elevator car shall have an average lamp efficacy, across all fittings in the car, of more than 55 lumens / watt
- Lighting shall switch off after the elevator has been inactive for a maximum period of five (5) minutes
- The elevators shall operate in a stand-by condition during off-peak periods

f. Transformer - The transformer shall be tested in accordance with relevant Philippine National Standards (PNS) at test conditions of full load, free of harmonics and at unity power factor.

Transformers that are part of the building electrical system shall have efficiencies not lower than 98% as prescribed in the DOE Guidelines on Energy Conserving Design of Buildings.

## g. Overhead or Elevated Water Storage

To reduce dependence on motorized systems to supply and distribute potable or non-potable water within the building, thus help reduce energy consumption, overhead or elevated water storage systems are used, provided there's a twenty percent (20%) fire reserve over and above the average daily demand supply. The system relies mostly on elevation and gravity to distribute water within the building.

Applicable buildings shall include in the water distribution system the integration of overhead or elevated water tanks that will facilitate the distribution of potable and / or non-potable water into the building spaces, without compromising the required water volume and pressure based on demand and the Plumbing Code of the Philippines.



## **1.4.2 Water Efficiency**

The provisions of Section 1.2 of this Article shall be interpreted to be an integral part of this subsection. Water efficiency requires the adoption of efficient practices, plan, design, materials, fixtures, equipment and methods that reduce water consumption resulting in cost savings.

### *1.4.2.1 Water Fixtures*

Efficient water fixtures shall include faucets, showerheads and water closets that use less water in order to perform the same function of cleaning as effectively as standard models. Use of efficient plumbing fixtures, sensors, auto control valves, aerators, flow control and pressure-reducing devices, wherever possible, can result in significant reduction in water consumption, hence shall be prioritized.

### *1.4.2.1 Water Management*

- a. Rainwater Harvesting - Rainwater is one of the purest sources of water available. Rainwater from roofs and hardscape shall be collected and reused for non-potable purposes.

Applicable buildings shall comply with the following:

a.1 Minimum storage tank size (in cu.m) shall be calculated by dividing the building footprint area by 75.

a.2 Collected water shall be used for non-potable purposes such as toilet flushing, irrigation and cooling towers.

- b. Water Recycling- Recycled water from Sewage Treatment Plants (STP) shall be reused for non-potable purposes.

The recycled water produced on site shall be reused for non-potable purposes such as toilet flushing, irrigation and cooling towers, through a distinct and separate piping system from the potable water supply system.

## **1.4.3 Material Sustainability**

Material Sustainability governs all matters related to resource efficiency and material selection and use with the least impact on the environment.

### *1.4.3.1 Non-Toxic Materials*

- a. Non-Toxic Materials

Non-Toxic building materials refer to building materials without hazardous or toxic chemicals that could cause Sick Building Syndrome (SBS) and eventually lead to Building Related Illness (BRI).

Requirements for the building materials shall comply with the following:

a.1 Paints, coatings, adhesives and sealants used indoors or non-ventilated areas shall not contain Volatile Organic Compounds (VOC) or should be within levels tolerable to humans.

a.2 Composite wood shall not have urea formaldehyde content.

a.3 All other materials containing chemicals used in construction shall not compromise and be deleterious to the health and safety of the workers and occupants of the building.

a.4 Specifications shall comply with the allowable VOC limits with Material Safety Data Sheet (MSDS) from supplier and other certification to justify the compliance of the material.

#### **1.4.4 Solid Waste Management**

Efficient waste management requires the adoption of efficient waste management practices and use of eco-friendly materials.

##### *1.4.4.1 Material Recovery Facility (MRF)*

- a. MRF shall be provided for the collection and segregation of solid waste materials.

Applicable requirements for MRF are the following:

a.1 Buildings shall be provided with a minimum area for MRF.

a.2 MRF shall be fully enclosed and easily accessible from within the building and from the outside for easy collection of waste.

a.3 Solid waste containers shall be provided for at least four (4) types of wastes: - compostable (biodegradable) - non-recyclable (to be disposed off in the landfill) - recyclable (paper, cardboard, plastic, metal, wood, etc.) - special waste

a.4 For hospitals, isolated bins for hazardous wastes shall be provided to avoid contamination.

### **1.4.5 Site Sustainability**

Site sustainability requires the adoption of planning, design, construction and operation practices that minimize the adverse impact of buildings on ecosystems and water resources. Insofar as applicable, provisions under this Article that is related to Site Sustainability shall be interpreted in such a way that these complement and/or supplement each other.

#### *1.4.5.1 Site / Ground Preparation and Earthworks*

Site clearing, grading and excavation shall be planned at the start of construction to mitigate pollution caused by erosion and sedimentation taking into consideration existing endemic foliage as regulated by the DENR.

Measures for site protection shall be in place before the start of construction.

- a. Building site erosion and sedimentation control plan that outlines measures to be applied to prevent soil that can run-off at the natural bodies of water, causing water pollution.
- b. Additional measures to mitigate the effect of pollution and safety on construction conforming to Rule XI of the NBC
- c. Storm water collection management plan iv. Structures or facilities for storm water collection

#### *1.4.5.2 Open Space Utilization*

The inclusion of green areas or landscaped areas for indigenous or adaptable species of grass, shrubs and trees will help in providing more permeable surface for the building development's open space and thus allow the re-charging of natural groundwater reservoir, control stormwater surface run-off, cool the building surroundings, and provide indoor to outdoor connectivity for the building occupants, hence must be practiced.

A minimum of fifty percent (50%) of the required Unpaved Surface Area (USA), as required in Rule VII and VIII of the NBC, shall be vegetated with indigenous and adaptable species.

### **1.4.6 Indoor Environmental Quality**

Indoor Environmental Quality requires the adoption of efficient design and operation practices that take into consideration the building environment to improve occupant health, productivity and safety.

#### **1.4.6.1 Minimum Fresh Air Rates**

The building's indoor environment can contain more contaminants many times over than the outside. Various studies have shown that indoor air contaminants can cause health disorders, through symptoms of SBS and BRI. The introduction and application of minimum fresh air rates will maintain acceptable indoor air quality through the constant replacement of indoor air in buildings, hence must be prioritized.

Compliance to the minimum fresh air rates provided in the latest Philippine Society of Ventilating, Air-Conditioning and Refrigerating Engineers (PSVARE) Standards shall be observed.

1.4.6.2 Minimal Exposure to a variety of contaminants and toxins or understanding their sources and control shall be ensured.

## **1.5 Energy Conservation**

1.5.1 All buildings and facilities of the University shall be operated in the most energy efficient manner. The following standards shall guide proper offices tasked to implement the same:

### *1.5.1.1 Use of Air-Conditioning Units*

- a. The University shall promote the use of energy efficient air conditioning units/systems that utilize ozone-friendly refrigerants.
- b. Load calculations and audit of all air conditioned spaces to determine the sufficiency of the air condition units/systems shall be conducted. Regular monitoring and maintenance of the units/system must be conducted by PFMO.

### *1.5.2.1 Lighting*

- a. Turning off lights in offices, classrooms, laboratories, conference rooms, and restrooms when not in use shall be practiced especially at the end of a class, and at the end of the day.
- b. The University shall ensure that classrooms, offices and other University facilities (e.g. laboratories) employ and maintain energy efficient lighting that meet basic lighting illumination standards for the intended room use or activity.
- c. Defective lighting fixtures shall be replaced with a more energy efficient fixture whenever applicable.

1.5.2 The University shall set and publish energy performance targets and shall have a monthly monitoring and evaluation of performance levels

which will be performed by a designated Energy Conservation and Efficiency Committee.

1.5.3 The University shall promote the use of renewable energy resources especially to new constructions and to integrate them in existing building renovations. This shall include the utilization of solar PV.

1.5.4 The University shall implement measures on reduction of greenhouse gases emissions. The goal is to reduce the greenhouse gas emissions of the campuses to 25% below 2022 levels by 2029 based on the BatStateU Sustainability Plan.

a. The following shall be practiced as regards the use of University vehicles

a.1 Proper trip planning, car-pooling and vehicle maintenance

a.2 All vehicles shall be properly maintained and have valid registration with the LTO and are compliant to the Clean Air Act emission standards

a.3 Drivers shall practice eco-friendly driving habits to ensure efficient and low-carbon footprint use of all University vehicles.

b. As regards private vehicles, the following must be observed:

b.1 “No-idling policy” shall be implemented

b.2 With valid registration with the LTO and compliant to the Clean Air Act emission standards. Vehicle pass stickers are issued upon submission of a photocopy of the vehicle’s Official Receipt and the Certificate of Registration (OR/CR).

c. Generator sets

c.1 Generator set will only be used when there is no power supply and/or during an emergency situation.

1.5.5 Students and personnel of the University shall make every effort in achieving the goals of BatStateU to lower energy consumption, decrease greenhouse gas emissions, reduce energy expenditures, transition to clean and alternative energy sources, and educate the BatStateU community on the importance of energy conservation, management and efficiency.

## **1.6 Green Procurement**

The following are the environmental considerations that shall be adopted in screening possible suppliers in relation to the procurement activities of the University. The performance criteria to which the supplier will be screened are based on the product attributes, waste management, labelling or certification, packaging or reverse logistics, compliance to government regulations, environmental programs at the facilities of the supplier.

### *1.6.1 Climate Change*

1.6.1.1 Undertake climate change measures within the company on mitigating and adapting to climate risks and impacts.

1.6.1.2 Reduction of energy consumption over the whole life cycle (manufacturing, transportation, etc.) of supplied goods.

1.6.1.3 Improvement of the energy consumption efficiency for supplied goods themselves.

1.6.1.4 Active utilization of recyclable energy.

### *1.6.2 Resource Recycling*

#### 1.6.2.1 Resource Saving

a. Reduction of natural resource consumption.

b. Reduction of packing materials.

c. Reduction of resources input and industrial emissions at the manufacturing stage and reduction of waste materials.

#### 1.6.2.2 Recyclability/Reusability

a. Have a clear 3R policy to reduce, reuse and recycle materials and products in its entire life-cycle.

1.6.2.3 Consideration for easiness of treatment/disposal (simplification of disassembly and crushing disposal, and others).

1.6.2.4 Water saving activity to minimize the amount of water intake and utilization of water recycling technology.

1.6.2.5 Understanding of the water risk by location and taking action according to the risk.

### *1.6.3 Biodiversity*

1.6.3.1 Understanding of the impact of our business activities on biodiversity and making efforts to minimize it.

1.6.3.2 Promotion of activities to preserve and nurture nature with consideration for the global environment.

#### *1.6.4 Establishment of an Environmental Management System*

1.6.4.1 Establishment of an Environmental Management System through ISO14001 certification and registration

#### *1.6.5 Control of Environmentally Hazardous Substances*

1.6.5.1 Do not use substances prohibited or banned by law in laboratory activities.

1.6.5.2 Where necessary, respond to an information request or survey of chemical substances contained in a purchased material, part, or product.

1.6.5.3 Implement energy conservation efforts to reduce energy use, run manufacturing processes efficiently, and save energy, such efforts should include increased use of renewable energy sources such as solar, wind, hydro, or bioenergy.

1.6.5.4 Carry out life-cycle environmental impact assessments of material extraction, manufacturing processes sale, use, and disposal of products (including air, water, ground, and noise pollution).

#### *1.6.6 Supplier's Responsibility*

1.6.6.1 Ensure that companies and their suppliers are legally compliant with a country's environmental laws and regulations.

1.6.6.2 Institute proper procedures for information disclosure, particularly to consumers and suppliers.

1.6.6.3 BatStateU and its suppliers shall carry out environmental audits, assessments, or surveys to understand their extended impacts on the environment throughout the lifecycle of the products they produce.

*1.6.7 Technical Specifications of Goods, Infrastructure, and Services.* The technical specification of goods, infrastructure and services shall be provided by both the end user and the supplier to assure matching of the quality and performance of goods, infrastructure and services that will be utilized in the activities of the university. The qualification of the goods,

infrastructure and services categorized as CSE and non-CSE shall be evaluated based on the specification set in the Green Public Procurement technical specifications for priority product groups. The evidence indicated in the Green Public Procurement are required to be provided and the means of verification as recommended in the Green Public Procurement may be considered to provide necessary evidence.

*1.6.8. Green Procurement Awareness.* The University shall provide an awareness seminar annually for the purpose of providing awareness to end users and suppliers and orientation and before the start of the procurement process. This shall be available to the university website and is disseminated to all concerned.

**1.7. Minimization of the Use of Plastic and Disposable Items.** In all activities of the University, including those under 1.6 herein, and insofar as practicable, the following policy guidelines are hereby adopted in relation to the subject matter:

1.7.1. The use, sale, and entry of “unnecessary single-use plastics” specified in NSWMC Res. No, 1363s.2020 are prohibited in all activities in all campuses of the University. This includes plastic cups (lower than 0.2 mm in thickness), plastic drinking straws, plastic coffee stirrers, plastic spoons, plastic forks, plastic knives, plastic labo, and thin-filmed sando bags (lower than 15 microns).

1.7.2. The use, sale, and entry of single-use plastic water bottles is also prohibited. Water dispensers and drinking fountains shall be provided for faculty, employees, and students. Individuals shall bring tumblers/mugs for water refilling.

1.7.3. The use of reusable microwavable plastic containers is allowed, provided that the recommended number of use is maximized and will not be disposed inside the campus premises.

1.7.4. The use of laminated paper products as food containers, paper cups, and paper plates is strictly discouraged. Stores and canteen concessionaires shall implement a bring your own container policy. Products shall be brought inside the University unpacked and sold only to buyers who have their own containers.



1.7.5. The use, sale and entry of any products in sachet packaging are discouraged when alternative packaging such as bottles are available for the same product.

1.7.6. The use of non-refillable whiteboard and permanent markers is strongly discouraged.

**1.8 Solid Waste Management.** This policy and guidelines shall cover the generation, collection, handling, storage, transport, treatment and disposal of solid and hazardous wastes, tracking and other general wastes and the management of the wastewater generated in the university.

### **1.8.1 Solid Waste**

#### *1.8.1.1 Generation*

- a) Items to be purchased by the University shall be environmentally- acceptable, durable and cost effective so as to minimize waste generation.
- b) Procurement of items for the University's Operation shall be in bulk order to avoid excessive packaging materials to be disposed of.
- c) Packaging products to be used, foods to be sold shall be of recyclable and/or reusable type.
- d) The waste shall be segregated from the source of generation
- e) Waste generated shall be recorded and updated as basis in compliance with Ecological Solid Waste Management Act of 2000
- f) Food waste shall not be accessible to stray animals and pests. Moreover, it is prohibited to feed the stray animals with any type of food or waste.
- g) Students, faculty members, staff and university personnel must be familiar with the importance of segregation and waste reduction through various information and education activities to include online infographics, webinars/seminars, workshops and other Information Education Campaign approaches.

#### *1.8.1.2 Collection*

- a) A four bin – system shall be located strategically on university grounds and buildings. Green for Biodegradable Wastes, Blue for Recyclable Wastes, Black for Residual Wastes and Yellow for Infectious Wastes. Each trash bin

shall be provided with a trash bag and shall be properly labeled to indicate specific wastes to be contained for a more efficient waste segregation.

- b) The strategic location of bins on university grounds will serve as the waste collection point. For the buildings and other facilities, a waste collection point shall be established for a more organized collection method.
- c) For the collection of food wastes, specified trash bin shall be provided for university canteens and for every office.
- d) GSO personnel shall be in PPEs (gloves, face masks) to avoid exposure to possible-disease causing microorganisms.
- e) Wastes shall be collected by the janitors from the bins and collection points and be brought to the Materials Recovery Facility or any equivalent facility.
- f) Wastes generated from trimming, landscaping and the like shall not be part of the containers positioned in collection points. A plastic or other approved container shall be used to avoid overloading the capacity of the positioned bins. This container shall not contain non-biodegradable wastes and must be brought to the composting area.
- g) Trash Bins shall be ensured to be properly covered at all times
- h) Periodic trash bin inspection shall be conducted by the EMU to monitor proper segregation of wastes.
- i) Periodic waste collection must be observed by the GSO personnel, or at maximum capacity of the bins.

#### *1.8.1.3 Transport (From Collection Bins to the MRF)*

- a) The GSO personnel shall be in PPE during the transport of collected wastes from trash bins and collection points to the MRF or any equivalent facility
- b) Proper equipment for the transport of waste from collection point to MRF shall be provided and be used for a more efficient waste transport.

#### *1.8.1.4 Handling, Processing and Storage*

- a) A Materials Recovery Facility (MRF) that is strategically located, properly designed and equipped shall be provided for each campus (Extension and Constituent Campuses)
- b) All waste generated (excluding hazardous waste) shall be brought and be processed to the MRF. It shall be weighed and be recorded.

## b.1 Residual Waste

b.1.1 Collected residual wastes shall be inspected for possible waste recovery.

b.1.2 The MRF Operator shall ensure that residual wastes are properly packed in a trash bag before its storage in the allotted compartment at the MRF.

b.1.3 The compartment for the residual wastes shall be kept close and has no access for stray animals and pests.

b.1.4 Storage period shall be determined based on the capacity of the MRF

## b.2 Recyclable Waste

b.2.1 Collected recyclable waste shall be sorted based on its waste category (Paper, PET Bottles, Plastics, Cans and Metals).

b.2.2 MRF Operator shall ensure that the recyclable wastes are stored properly on its designated compartment

b.2.3 Storage period shall be determined based on the capacity of the MRF

b.2.4 Provision of recycling equipment/facility for the university may also be considered

## b.3 Compostable Wastes/Biodegradable Wastes

b.3.1 A composting facility shall be provided for each campus for the processing of the compostable wastes;

b.3.2 The MRF operator shall ensure that the collected compostable wastes are free of other types of waste such as residual and recyclable waste;

b.3.3 The facility shall be kept clean to avoid pests and vermin

b.3.4 The compostable waste shall undergo a composting process for the production of soil enhancer/conditioner that might be utilized by the university and for different extension activities.

### *1.8.1.5 Transport and Disposal*

- a) Periodic hauling of residual wastes shall be conducted by a third-party garbage hauler
- b) The hauled residual wastes shall be disposed to a DENR accredited sanitary landfill
- c) The stored recyclable materials shall be sold to a junkshop to add income for the operation and maintenance of the MRF
- d) Wastes shall not be burned
- e) No compostable wastes and recyclable wastes shall be hauled and be disposed by the garbage hauler

### **1.8.2 Hazardous Waste**

#### *1.8.2.1 Generation*

- a) All waste generated shall be registered to the regulatory agency for their inventory.
- b) A Generator's ID number shall be secured from the authority as a transaction ID number for the issuance of permit to transport waste.
- c) Any material containing toxic, hazardous elements for procurement shall be considered by the management to minimize significant environmental and health effects when incidentally spilled, released and its cost of cleaning, collection, treatment and disposal.
- d) Chemicals for procurement shall be based on the required quantity so as not to minimize waste generation.
- e) Use of alternative and non-toxic materials, if possible, as packaging material for equipment, instruments to reduce special handling and operation and maintenance cost.
- f) Train or inform the personnel and staff on the hazards posed by the improper handling, storage, transport, and use of hazardous waste and the containers.

#### *1.8.2.2 Collection*

- a) Every hazardous waste generated (e.g. busted fluorescent light bulb, paint container) shall be turned over to a designated officer (e.g. MRF Operator). The designated officer shall log (in a logbook or form) all received hazardous wastes for proper accounting. Hazardous wastes shall not be disposed of in an ordinary plastic bin.

- b) All waste shall be collected with proper protective gear to avoid contact and exposure to chemicals either for a short or long period of time.
- c) Waste shall be collected using an approved container, leak and punctured- proof, durable and cost-effective.
- d) Waste shall not be drained in piping systems to avoid a mixture of incompatible materials so as to prevent explosions, damage to lives and properties.

#### *1.8.2.3 Transfer*

- a) An approved method of handling shall be used in transferring waste from the point of generation to the temporary storage area.
- b) An approved vehicle shall be used in transporting waste so as to avoid spilling and/or released to the environment.

#### *1.8.2.4 Storage*

- a) Waste shall be safely stored prior to its collection of the authorized hauler.
- b) The storage area shall be equipped with proper ventilation and security for safety purposes.
- c) The storage area shall not be accessible to people except for the person-in- charge to ensure public health protection.
- d) All containers must be regularly checked for leaks.

#### *1.8.2.5 Labeling*

- a) The size of the label is minimum 20cm by 30cm
- b) The color of the label is yellow background and black for letters conspicuously marked in paint or other permanent form of marking.
- c) The material of the label must be scratch proof and resistant to tampering and weathering.
- d) The label is accompanied with the symbol corresponding to the characteristics of hazardous waste.

#### *1.8.2.6 Packing*

- a) In packing the hazardous waste, the containers must be in good condition without leaks and damages.
- b) The containers must be equipped with a strong lid or cap to prevent spillage during the transport.
- c) The containers to be used must be made from materials suitable for the characteristics of hazardous waste.

#### *1.8.2.7 Transport and Treatment*

- a) Only authorized haulers with proper permit shall transport the generated waste.
- b) The management shall ensure that all waste generated shall be transported and treated prior to its disposal.

#### *1.8.2.8 Disposal*

- a) All waste shall be disposed of in a sanitary landfill or other approved method of disposal.
- b) All waste that is being disposed shall be recorded for documentation purposes.

### **1.8.3 Agricultural and Animal Waste**

A composting facility for the generated agricultural waste shall be provided for its proper management.

### **1.8.4 Construction Waste Materials**

- a) The project contractors shall be responsible for the proper management and disposal of the construction waste materials
- b) All construction waste materials (excluding the concrete wastes) being generated by the activities performed by the PFMO/PMO personnel shall have its separate storage facility and be processed by the Disposal committee and the Property and Supply Office.

### **1.8.5 Wastewater**

#### *1.8.5.1 Generation*

- a) A metering device shall be installed to monitor water consumption.
- b) Water being supplied to the buildings shall be recorded and updated.
- c) Procurement of plumbing fixtures, equipment and the like shall be environmentally acceptable
- d) Periodic inspection of systems must be observed.
- e) Leakages in the piping system shall be corrected.
- f) Use of water shall be minimized.
- g) Use other ways of cleaning materials other than water.

#### *1.8.5.2 Collection*

- a) All wastewater shall be collected by an approved piping material: acid- resistant, durable and cost effective.
- b) Discharge of waste from different plumbing fixtures shall be conveyed through the building sewer to a point of disposal.

- c) Wastewater from different sources shall be drained and conveyed for treatment.
- d) Storm water shall be collected through conductor/downspout and conveyed in any receiving water retention facility, canal or body of water.

#### *1.8.5.3 Treatment*

- a) Wastewater shall be treated prior to its disposal to the environment.
- b) An approved septic system shall be constructed so as to provide treatment of sewage to avoid surface and subsurface contamination.
- c) Monitoring of the quality of effluent shall be done to ensure compliance to laws and regulations.

#### *1.8.5.3 Disposal*

- a) Ensure that a related Permit (i.e. discharge permit) has been secured from the authority in compliance with the law.
- b) Ensure that the effluent discharge to the environment passed the effluent standard stipulated in DAO 16-08.
- c) All waste discharge in the environment shall be in compliance with WQMA.

### **1.8.6 Waste Tracking**

1.8.6.1 There should be separate trash cans for each type of garbage. The trash cans shall be coded accordingly based on its characterization:

- a) Hazardous Waste
  - a.1 Chemicals from Laboratories
  - a.2 E-waste
  - a.3 Healthcare waste
- b) Solid Waste
  - b.1 Residual Waste
  - b.2 Recyclable waste
  - b.3 Compostable

1.8.6.2 Each of the offices shall have the responsibility to ensure that their wastes are properly segregated. The Environmental

Management Unit reserves the right to decline collection of improperly segregated wastes.

1.8.6.3 There should be an online waste tracking monitoring system which contain but not limited to the following information:

- a) Point of generation (e.g. laboratories, clinic, Engineering building)
- b) Waste Type
- c) Trash Bin Code
- d) Amount of Waste

1.8.6.4 The Environmental Management Unit (EMU) shall be responsible for keeping and tracking the records from the waste source up to the:

- a) Storage area
- b) Recycling area
- c) Collection of the 3rd party hauler
- d) Composting facility

### **1.8.7 Disposal of Unserviceable Property**

1.8.7.1 A Disposal Committee shall be created to assist and advise the President/Chancellor on matters relative to the disposal of government property which are unserviceable, obsolete, forfeited, abandoned, excess or surplus to the needs of the University, or junk or scrap materials and equipment of government.

1.8.7.2 Determination of Disposable Property. The Property and Supply Office shall identify disposable properties using the following factors and attributes:

- a) When the asset or property is broken or no longer functional and can no longer be repaired or reconditioned;
- b) When the maintenance, upkeep and/or repair costs become prohibitive and/or disadvantageous to the government considering factors such as: i. Maintenance cost is more expensive than the cost of acquiring a new unit ii. Availability of the replacement parts; iii. Replacement cost of spare parts; and frequency of breakdown;
- c) The costs of wages and man-hours to be dedicated in restoring or repairing the asset or property shall also be included in the cost computation.
- d) When it has lost its efficacy either due to technological advancement, change of processes or procedures, recognition or completion of project or when in the opinion or



findings of an expert such equipment has been rendered obsolete;

- e) When serviceable property that has been rendered unnecessary due to change/s in the unit/office/group's functions or mandates;
- f) Those unused supplies, materials and spare parts that were produced in excess of requirements;
- g) Those unused supplies and materials that has become dangerous to use because of long storage or use which is determined to be hazardous or may cause injury;
- h) When a property is deemed unusable due to change in office location, organizational structure, manpower, and/or business set-up;
- i) When the property or asset has been fully depreciated; and
- j) When the property is abandoned.

1.8.7.3 Modes of Disposal. The Disposal Committee shall recommend to the President/Chancellor the proper mode of disposal. Property maybe disposed in any of the following modes:

- a) Sale of Property. – As much as practicable, the preferred mode of disposal is sale thru public auction described below.
- b) Thru Public Auction. – In conformity with existing state policy, the disposal of government property as contemplated herein shall be undertaken primarily through public auction. Such mode of disposal shall observe and adhere to established mechanics and procedures in public bidding in the manner specified in Section 7 of this policy.
- c) Thru Negotiated Sale. – In case of failure of public auction, disposal thru negotiated sale may be resorted to and undertaken by the Disposal Committee for justifiable reasons and as demanded by the exigencies of the service. The mechanics and procedures for negotiated sales are specified in Section 8 of this policy.
- d) Condemnation or Destruction of Property. –Valueless, unsalable or hazardous property may be condemned and destroyed by pounding, burning, breaking, shredding, throwing or any other method by which it is disposed beyond economic recovery. Destruction shall be made in the presence of at least two (2) of the members of the Disposal Committee.
- e) Barter. – Is a modified form of transfer of property wherein the university exchanges one of its disposable assets for another piece of property. The value of the property being

transferred may or may not be equivalent to that being received. However, the outcome of the transaction shall be for the advantage of the University. In effecting barter of property, the PPE Schedule of Property shall be prepared by the Accounting Office for the Disposal Committee. The disposable property shall only be delivered to the other party upon receipt of the other party's property. The other party shall deliver to the Disposal Committee any and/or all evidence of ownership of the property subject to exchange. Parties shall also execute the proper deed or document/s of conveyance upon exchange of property. The exchange of property may be done from Central Administration to Constituent Campus vice versa, and from Constituent Campus to another Constituent Campus.

- f) Donation of Property. – Property recommended for disposal may be donated to charitable, educational, another government agency, or cultural associations on exceptional and meritorious cases, and after execution of a Deed of Donation.

1.8.7.4 Frequency of Disposal Activities. The disposal activities shall be made once a year or when the need arises and/or when the circumstances warrant for the immediate disposal activities (e.g. in cases of condemnation of buildings and facilities).

**1.9. Climate Change Action.** As articulated, The University shall implement measures on reduction of greenhouse gases emissions. The goal is to reduce the greenhouse gas emissions of the campuses to 25% below 2022 levels by 2029 based on the BatStateU Sustainability Plan. To achieve this, the BatStateU shall implement measures and concrete plans consistent with RA No. 9729 (Climate Change Act of 2009), the Paris Climate Accords including the Philippines' commitment to a projected greenhouse gas (GHG) emissions reduction and avoidance of 75%, Greenhouse Gas Protocols, and the National Climate Change Action Plan (NCCAP), among others.

## **CHAPTER 2- SUSTAINABLE SUPPORT TO COMMUNITIES**

This chapter supports the following Sustainable Development Goals: SDG 1 (No Poverty), SDG 4 (Quality Education), and SDG 8 (Decent Work and Economic Growth).

**Section 2. Specific Scope.** This section covers policy guidelines on support of the University to students, faculty, employees and organizations and other external agencies, partner agencies, MSMEs and local communities in the form of access to its

resources. The provisions hereunder are understood to be additional forms of support to those already existing in the University.

**2.1. Free access to facilities and workspaces.** The University shall grant free access to the following facilities and workspaces to BatStateU students, faculty, and internal groups, organizations. *Provided, That* the use of such facilities is for educational, technology acquisition, training and research purposes, or other analogous purposes and will not in any way be used for personal gain, fundraising and income generating purposes:

- a. Library facilities
- b. Museum
- c. Sports facilities
- d. University Gymnasium
- e. Audio visual rooms and lecture rooms
- f. Conference hall
- g. Hatchery Facility
- h. Smokehouse
- i. Lobo Campus Farm Land
- j. Analytical Research Center Laboratory
- k. Material Testing and Calibration Laboratory
- l. Food Innovation Center Food Processing Facility
- m. LIKHA Fablab
- n. All other facilities which may be constructed in the future and may be determined by the University to be accessible by the foregoing for free

The University may grant free access to the University facilities and workspaces as stated in subsection 2.1 to local communities, MSME's, agricultural groups or organization, MSME's and external agencies, *Provided, That*, the use of such facilities is for educational, technology acquisition, training and research purposes and will not in any way be used for personal gain, fundraising and income generating purposes. The free access shall be requested by writing a letter of intent and approved by the concerned authority and shall be subject to other reasonable terms and conditions as may be determined by the University. *Provided, further, That* the University shall grant free access of the University Library and Culture and Arts Museum to local communities, agricultural organizations, MSME's and external agencies and to the public as well.

**2.2. Paid Access.** The University shall impose applicable fees for the use of the following facilities to local communities, agricultural groups or organizations, MSME's and external agencies if such facilities will be used for income generating or fund-raising projects. Such fees shall be imposed for the purpose of sustainable operations and maintenance of the facilities and equipment used, as well as to cover direct or indirect costs:

- a. University Gymnasium
- b. Audio visual rooms and lecture rooms
- c. Conference hall
- d. Hatchery Facility
- e. Smokehouse
- f. Lobo Campus Farm Land
- g. Analytical Research Center Laboratory
- h. Material Testing and Calibration Laboratory
- i. Food Innovation Center Food Processing Facility
- j. Manufacturing Research Center Fabrication Laboratory (LIKHA FabLab)
- k. All other facilities which may be constructed in the future and may be determined by the University to be accessible by the foregoing for a fee

For this purpose, a letter of intent to conduct an activity/ program and utilization of the University facility and workspaces should be forwarded to the University President (for Central Administration) or the respective Chancellors (for constituent campuses) for approval. This subsection is without prejudice to the determination of the campus/Central Administration, which shall be codified in the implementing rules and regulations, which facilities are intended for income generation of the University.

**2.3. Provision of Seed Capital Fund for Sustainable for Sustainable Livelihood of Communities.** Support towards sustainable livelihood of communities may be developed for MSMEs to start or continue an enterprise in the form of seed capital, fund sources, preparatory activities, and project administration. Eligibility criteria shall be developed and used to determine the qualified MSMEs.

2.3.1. The amount of seed capital fund for the purpose shall not exceed Fifteen Thousand Pesos (Php 15,000.00). This may be

adjusted by the University subject to existing laws, rules, and regulations as well as availability of funds.

2.3.2. Prior to providing grants, proponents must submit proposals and must attend the following preparatory activities such as but not limited to proposal and business plan writeshop.

2.3.3. The Extension Services Fund is the main source of seed capital fund for all the approved projects, subject to availability.

2.3.4. Seed capital provided are fully disbursed as to purpose and are compliant to existing accounting and auditing rules.

**2.4. Support to Local Producers.** The University shall support local farmers and producers to ensure quality and affordable produce thereby sustaining the livelihood of the community. To this end, the University shall undertake the following:

- a. Provide farming programs to farmers and local producers and strengthen their community and local economy
- b. Provide events and venue for the local producers to market their products and harvests in the University, and showcase their farming knowledge, technologies and techniques
- c. Purchase products of local farmers and producers for you University events, festivals and other related activities
- d. All other interventions to successfully implement the foregoing.

## **CHAPTER 3- INCLUSIVE ACADEMIC ENVIRONMENT AND WORKPLACE**

This chapter supports the following Sustainable Development Goals: SDG 1 (Zero Hunger), SDG 3 (Good Health and Well-being), SDG 4 (Quality Education), SDG 5 (Gender Equality), SDG 10 (Reduced Inequalities) and SDG 16 (Peace, Justice and Strong Institutions).

**Section 3 Specific Scope; Inclusive Education.** This section covers various support aimed at addressing the issues on inclusivity, inequalities, gender and development, and other related SDGs. Specifically, said support are student-academic advising, financial aid for students, career guidance to encourage and measure the applications and admissions underrepresented groups to enter the University, and the disability support services.

**3.1. Academic Advising.** There shall be an academic advisor for each student to be assigned to each student with priorities: those belonging to underrepresented, students with special needs, with different ethnic orientation or economic status. The following interventions shall be in place:

- a. The University shall conduct career guidance designed to help students to explore their choices and make responsible and sound decisions relevant to career pathing. These include planning for their track, choosing their curriculum exits (Higher Education, Employment, Entrepreneurship and Middle level skills development) and planning for their future.
- b. Monitoring of all educational transactions (e.g., pre-registration/registration schedule, drops/adds, withdrawals, change of major and adviser, waivers, graduation requirements, etc.).
- c. Development of an online student portfolio to be accessed by the advisee and the academic advisor for tracking and monitoring and evaluation from admission to graduation.
- d. Development of a system for monitoring students from admission to graduation.
- e. Development of a report generation process and system/scheme to easily track students.
- f. Dissemination the tracking report to colleges and programs in BatStateU Campuses
- g. All other interventions to successfully implement the foregoing.

**3.2. Tracking of application and admission of underrepresented students.** Offices concerned must have to track the application and admissions of underrepresented or potentially underrepresented students in the University in order to develop targeted programs aimed at their successful completion of the degree. To this end, the following interventions must be in place:

- a. Develop a system for monitoring students from admission to graduation
- b. Report the result of the tracking to be generated by Center for Sustainable Development (CSD)
- c. Disseminate and publish the report generated by CSD
- d. Cascade the result to other offices concerned in order to develop appropriate programs to assure that underrepresented or potentially underrepresented students complete their degrees.
- e. All other interventions to successfully implement the foregoing.

**3.3 Financial Aid for students.** There shall be an available financial aid for students to support the needs of students in order to complete their education. Disadvantaged students enrolled in the University will be given priority to ensure on-time completion of graduation. To this end, the following actions shall be undertaken by the offices concerned:

- a. Maintain database of enrolled students belonging to special group of persons
- b. Recommend these students to potential donors/sponsors for financial assistance
- c. Provide necessary activity and support that will help them complete their education on time
- d. Develop financial assistance programs for students to sustain their school needs, specifically the poor, underrepresented and students with special needs and deserving students to ensure on-time completion of their chosen degree programs.
- e. All other interventions to successfully implement the foregoing.

**3.4 Food Security.** The University shall ensure that food is available, adequate, accessible, affordable, clean, safe, healthy and nutritious within the campus. Through its responsible officials/personnel, the University shall set the criteria for food accessibility, availability, and healthy food choices. To this end, the following actions shall be undertaken by the offices concerned:

- a) The availability of healthy food and beverage choices for the consumption of students shall be ensured.
- b) A system of categorizing foods and beverages according to nutrient content shall be introduced.
- c) Food security programs shall have continuous, targeted and coordinated approaches to addressing student hunger.
- d) Programs to ensure food security such as but not limited to campus vegetable gardens, shall be implemented to ensure sustainable and healthy food sources in food pantries, feeding programs and livelihood programs for students with food insecurity.
- e) Food shall be available for the students during disaster and emergency situations.
- f) In selecting food sources, the University shall ensure the adherence of suppliers to the standards of food services.
- g) All other interventions to successfully implement the foregoing.

**3.5 Mental Health of students.** The University shall assure that the following are in place: administration, formulation and development of mental health programs, creating referral pathways, and establishing mental health and psychological

wellness centers. To this end, the following interventions/programs/actions shall be in place:

- a. Identification of the University Mental Health Leadership for Students Team
- b. Formulation and development of Mental Health Programs and Multi-tiered Interventions
- c. Establishment of a mental health and psychological wellbeing center that caters the mental health needs of the students and provides mental health services in each of the campuses of the University;
- d. Availability of provision for counseling and therapy services and, group dynamics activities, and other services and programs facilitate by mental health professionals;
- e. Adherence to the ethical standards and procedures on mental health interventions
- f. Compliance to the duties and responsibilities of mental health facilities as stipulated in RA 11036.
- g. All other interventions to successfully implement the foregoing.

**3.5. Disability Support Services.** The University shall undertake PPAs to support students with special needs. Hence, offices concerned must ensure that the following services are in place: Individual Inventory and Planning, Information Service, Counseling, Referral and Consultation, and Social Support. To this end, offices concerned must have to undertake the following:

- a. Collection of personal data of both employees and students who are PWDs such as personal data of both employees and students who are PWDs shall be collected with consent for database purposes.
- b. Counselling of PWDs, depending on the nature of the case and the consent of the clients, should be provided by the Guidance Counseling Office..
- c. Other social support services in the form of practical assistance, resource information, Emotional and physiological assistance should be provided to PWDs.
- d. All other interventions to successfully implement the foregoing.

**Section 4. Inclusive Workplace.** The University adheres to the principles of respect for human dignity and human rights, accepts diversity as an inevitable reality, and undertakes to address all forms of inequality and discrimination and to empower the disadvantaged sectors of its constituency. To this end, the following must be ensured to be available to all personnel or potential personnel of the University in addition to existing policies related to Equal Employment Opportunities:



**4.1 Food Security.** The provisions of subsection 3.4 above shall be applied mutatis mutandis herein.

**4.2. Mental Health Services.** The following services/programs shall be available:

- a. Promotion, information and education campaign on mental health well-being
- b. Conduct of mental health wellness activities
- c. Conduct of continuing mental health awareness education activities
- d. Treatment and recovery programs and/or services for personnel
- e. Integration of mental health in human resource development and management policies and programs
- f. Establishment of institutional networks and referral system which can provide support mechanism for employees who are with mental conditions or at risk for mental health conditions
- g. Establishment of Mental Health Initiatives, Nurturance and Development (MIND) Center.
- h. Capacity-building for MHP administrators in the University
- i. All other interventions to successfully implement the foregoing.

**4.3. Anti-Discrimination Policy.** The University prohibits all forms of discrimination within the University premises and all other places/activities within its control, empower disadvantaged sectors of the constituency for the proper enjoyment of their individual rights and to promote a culture of diversity and equality. To this end, the following must be ensured to be in place:

- a. **Equal Employment Opportunity.** The University, through its Human Resource Management Office, shall ensure that no negative discrimination occurs in the process of recruitment, hiring, training, promotion, rewarding of personnel. Furthermore, personnel actions shall follow the merit and fitness principle regardless of sex, gender, gender identity and orientation, disabilities, ethnic orientation or economic status of persons involved.
- b. **Assistance to Persons with Disability.** The University shall provide proper assistance and consideration to personnel who are PWD in relation to their work including but not limited to provision of equipment, assignment of work location and approval of flexible work schedule. The University shall likewise provide counselling, mentoring and health services, when needed.
- c. All other interventions to successfully implement the foregoing.

**4.4. VAWC Desk.** The establishment of the VAWC desk aims to support the declared policy of the State in upholding the dignity of women and children. Hence, a VAWC Desk shall be established in all campuses of the university. The VAWC Desk shall be supervised by a designated employee or faculty with the assistance of a staff. It shall report directly to the Vice Chancellor for Academic Affairs (for students) or to the Vice Chancellor for Administration and Finance (for personnel). The function of VAWC Desk is to assist employees and students who are victims of violence in seeking relevant services from the university to help them deal with their situation, submit reports, keep records and reports and recommend programs and projects that can help eliminate acts of violence against university stakeholders.

**4.5 Gender-Responsive University.** Incorporating a gender mainstreaming approach to the infrastructure projects of the University will address gender issues of its stakeholders – women, girls, men, boys, and people of diverse SOGIE – thereby ensuring gender responsiveness of the University’s projects. These projects include construction of facilities, and these projects have to contend with a number of gender issues. Hence, the University must ensure that the foregoing are achieved and that the following are undertaken:

- a. **GAD Checklists for Infrastructure Projects.** The infrastructure project/s shall be assessed using the checklists in the Harmonized Gender and Development Guidelines for project identification and design, and project implementation, management, monitoring and evaluation. In the identification and design phases. The main project document which will be reviewed to assess the gender-responsiveness of the infrastructure project design may be any of the following: project proposal, feasibility study, or market study. Monitoring report, accomplishment report, or terminal report shall be reviewed to assess gender-responsiveness of project implementation, management, monitoring and evaluation. Other documents/means of verification (MOVs) will be needed as attachments to verify the presence or absence of the GAD elements.
- b. **Attribution to the University’s Annual GAD Plan and Budget (GPB), and GAD Accomplishment Report (GAD AR).** The assessment of the infrastructure project shall be reflected in the Annual GPB and GAD AR, depending on the gender responsiveness score. This shall be the basis in determining the proposed budget for attribution in the GAD Plan and Budget, and the actual cost/expenditure that can be attributed to the GAD budget and reflected in the GAD AR.
- c. All other interventions to successfully implement the foregoing.

**4.5.1 Childcare Facility.** The University shall provide its students, faculty and staff access to childcare services and facilities. This shall ensure that there is a secure place where students, faculty and staff can entrust the care of their children while they pursue their academic studies and perform their duties efficiently and effectively, respectively.

**4.5.2 Adolescent Care Facility.** This facility shall be divided into three (3) units namely; (a) mental health unit; (b) health education unit; and (c) sexual and reproductive health. This facility will aid in assisting and supporting the Mental Health Services in delivering an evidence-based, patient-centered, caring, safe, respectful and supportive mental health system. This facility will house personnel who will be in-charge of developing awareness, skills, and positive attitudes towards health, particularly in areas involving the physical, mental, and social well-being. Furthermore, they will be responsible in facilitation of campaigns relative to promotion of good health, prevent illness, and avoid risky behavior. This will serve as appropriate provider of information, and if possible, treatment and counselling for sexually transmitted infections, which will not make adolescents feel unwelcomed and embarrassed. Health services have to be sensitive to the needs and developmental attributes of adolescents to be able to attract them.

The provisions under subsection 4.5 shall likewise be applicable to Section 3 of this Chapter and all its subsections.

## **VIII. RESPONSIBLE OFFICES**

Considering these policy guidelines provide for broad areas of concern, various offices are responsible in ensuring compliance hereto, to wit:

### **1. For Chapter 1, 1.1 Land Resource Management -**

- a. Monitoring will be spearheaded by the Environmental Management Unit to assess the effectiveness of biodiversity management measures and to improve conservation and protection practices in the university.
- b. The Project and Facility Management Office will monitor the adherence of all the on-going infrastructure constructions in the stipulated guidelines. Biodiversity monitoring evaluation tools will be based on the Environmental Management Plan of the University and standards set by the government.

- c. Biodiversity management and conservation activities/projects/programs will be monitored semi-annually or every semester. Evaluation reports will be submitted to the Center for Sustainable Development for determination of necessary actions or programs to be taken.

**2. For Chapter 1, 1.2 Water Usage and Care-**

- a. The Environment Management Unit will spearhead the monitoring of water usage and conservation, quality monitoring and discharging of wastewater. The EMU will ensure the continued operation of the Sewage Treatment Plant (STP).
- b. The PFMO will ensure the plumbing and piping system is free from any water leakage and all reported leakages will be repaired immediately.

**3. For Chapter 1, 1.3 Wildlife Protection-**

- a. The Aquatic and Natural Resources Center and GIS Application Development Center of the University shall facilitate the management of all initiatives and efforts towards protection and conservation of endangered and endemic species in all BatStateU campuses. These offices shall formulate a framework as guide in identifying specific actions, develop operations manual, conduct assessment and inventory of existing flora and fauna, initiate awareness campaigns towards safeguarding species thru conservation education; and monitor and evaluate conservation activities/projects/programs

**4. For Chapter 1, 1.4 Green Buildings-** To attain the goal, The Project Management Office (PMO) shall prepare the proposed design and program of works for new buildings as well as the renovation of existing buildings with high consideration of Green Building Code. All existing habitable buildings in all campuses shall be evaluated for application of the Green Building Policy. The PMO-Central shall be the lead Office in the implementation and execution of the Green Building Policy. PFMO shall support PMO-Central with the implementation in each and every constituent and extension campuses.

The implementation of the Green Building Policy shall be closely monitored by the PrPMO.

5. **For Chapter 1, 1.5 Energy Conservations** - The Environmental Management unit will ensure that all stipulated guidelines for energy conservations will be implemented.
6. **For Chapter 1, 1.6 Green Procurement-** The Procurement Office and the Bids and Awards Committee shall ensure that all stipulated guidelines will be implemented in all procurement activities. The Center for Sustainable Development shall monitor compliance with the Policy, with advice and/or observations provided by the Sustainable Development Committee based on the periodic report of its implementation. Reporting will be included in the annual reporting on the University's sustainability-related plans and activities.
7. **For Chapter 1, 1.7 Waste Management-** The General Service Office will manage the collection, segregation and disposal of waste as well as the disposal facility and SWM facilities such as MRF. The Environmental Management Unit (EMU) shall be the overall responsible unit for the waste tracking in the campus.
8. **For Chapter 1, 1.8 Minimization of the Use of Plastic and Disposable Items** - The Center for Sustainable Development with the Environmental Management Unit, General Services Office and Resource Generation Office, shall monitor and evaluate the compliance to the provisions stipulated in this policy guidelines.
9. **For Chapter 1, 1.9 Climate Change Action-** The ACTION Center will create a comprehensive Climate Action Plan for the university.
10. **For Chapter 2-** The following offices shall be in-charge of assuring that the objectives thereof are met:
  - a. **Section 2.1 Free access to facilities and workspaces.** STEER Hub Research Centers, General Services Office (GSO), Culture and Arts Office, Academic Affairs, Administration Services
  - b. **Section 2.2 Paid Access.** Resource Generation Office (RGO), GSO, PFMO, Finance Services, Administration Services
  - c. **Section 2.3. Provision of Seed Capital Fund for Sustainable for Sustainable Livelihood of Communities.** Extension Services Office-Central, Vice Chancellors for Research, Development, and Extension Services, and Finance Services

- d. **2.4 Support to Local Producers.** Extension Services Office, Procurement Office, Resource Generation Office (RGO), All end-users

11. **For Chapter 3-** The following offices shall be in-charge of assuring that the objectives thereof are met:

- a. **Section 3.1 Academic Advising.** Vice President/ Chancellors for Academic Affairs, Testing and Admission Office, Registrar's Office, Office of Student Affairs (OSA), College Deans, Program Chairs, Designated Academic Advisor, Guidance and Counselling Office, College Deans, Center for Sustainable Development (CSD)
- b. **Section 3.2 Financial Aid for students.** Vice President/ Chancellors for Academic Affairs, Scholarship Office, Budget Office, Cashier's Office, College Deans
- c. **Section 3.3 Tracking of application of underrepresented students.** Vice President/ Chancellors for Academic Affairs, Testing and Admission Office, Registrar's Office, Office of Student Affairs (OSA), College Deans, Program Chairs, Designated Academic Advisor, Gender and Development Office, Center for Sustainable Development (CSD)
- d. **Section 3.4 Mental Health of students.** Vice President/ Chancellors for Academic Affairs, Testing and Admission Office, Registrar's Office, Office of Student Affairs (OSA), College Deans, Program Chairs, Designated Academic Advisor, Guidance and Counselling Office, Center for Sustainable Development (CSD)
- e. **Section 3.5 Disability Support Services.** Vice President/ Chancellors for Academic Affairs, Testing and Admission Office, Registrar's Office, Office of Student Affairs (OSA), College Deans, Program Chairs, Designated Academic Advisor, Guidance and Counselling Office, Center for Sustainable Development (CSD)

12. **For Chapter 3, Section 4 - Inclusive Workplace** - The Human Resource Management Office or functionally related office, Medical and Health Services Office, and Teaching and Non-Teaching Employees Organization shall be responsible for the conduct and implementation of related activities.

13. **For Chapter 3, Section 4.3 Gender-Responsive University** - Program and project developers, implementers and monitoring and evaluation team are tasked to ensure that the GAD perspective is integrated in the design, implementation, management and M&E of the infrastructure program/project. The University's GAD Focal Point System at the Central Administration and Constituent Campus levels are tasked to assess the program/project document/s and determine the corresponding budget of the program or project that may be attributed to the University's GAD Budget.

14. **For Chapter 3, Section 4.5.1 Childcare Facility-** University Health Services, College of Nursing and Allied Health Sciences, BS Psychology Program, Bachelor in Early Childhood Education, Gender and Development Office

15. **For Chapter 3, Section 4.5.1 Adolescent Care Facility-** University Health Services, College of Nursing and Allied Health Sciences, BS Psychology Program, Bachelor in Early Childhood Education, Gender and Development Office

**IX. SANCTIONS.** Violations of these policy guidelines shall be dealt with in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS), Student Handbook, and all other applicable laws, rules, and regulations, including contractual agreements.

**X. IMPLEMENTING RULES AND REGULATIONS.** Specific rules and regulations implementing these policy guidelines shall be crafted subject to the approval of the Administrative Council. *Provided, however, That* this article shall not be interpreted as to preclude the implementation of already executory provisions of these policy guidelines.

**XI. EFFECTIVITY.** These policy guidelines shall take effect upon approval of the Board of Regents (BoR).