



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 5th SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE
HELD ON DECEMBER 15, 2020, 2:00 P.M. VIA MICROSOFT TEAMS
(VIRTUAL)

PRESENT:

- | | |
|---|------------------------------------|
| <i>Vice Chairperson</i> - Dr. Michelle A. Ong | College President |
| <i>Members -</i> | |
| Dr. Imelda DP. Soriano | Representative, ALCU-National |
| Ms. Rebecca Q. Lising | President, MCC Faculty Association |
| Mr. Niel P. Rigdao | President, MCC Alumni Association |
| Mr. John Khyle David B. Villanueva | President, MCC Student Council |

Secretary of the Meeting -

Atty. Charmaine P. Lansangan-Venturina

ABSENT:

- | | |
|---|--|
| <i>Chairperson</i> - Hon. Crisostomo C. Garbo | Mayor, Mabalacat City, Pampang |
| Hon. Krizzanel C. Garbo | Chairperson, Committee on Education,
Sangguniang Panlungsod, Mabalacat
City, Pampang |

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RESOLUTION NO. 45
Series of 2020

APPROVING THE MABALACAT CITY COLLEGE CLIMATE CHANGE POLICIES

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

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WHEREAS, there is a broad scientific consensus among climate scientists that human activities, contributing to increases in greenhouse gas emissions, are the dominant cause of climate change.

WHEREAS, students, faculty, administrators, and board members of Mabalacat City College have expressed their support for an active role in mitigating climate change through policies and thereafter implementation.

NOW THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Trustees in its 5th Special Meeting herein assembled, to approve the following policies:

- a. POLICY ON ANNUAL CLIMATE CHANGE ACTION PLANNING
- b. POLICY ON WASTE MANAGEMENT
- c. POLICY ON COMPOSTABLE WASTES AND THE PROHIBITION ON INCINERATION OF GARBAGE IN THE COLLEGE PREMISES
- d. POLICY ON ELECTRICITY CONSERVATION
- e. POLICY ON INTEGRATION OF CLIMATE CHANGE ISSUES IN MCC102
- f. POLICY ON PAPER USE REDUCTION
- g. POLICY ON MANDATORY TREE PLANTING FOR GRADUATING STUDENTS

ANNUAL CLIMATE CHANGE ACTION PLANNING POLICY

All academic institutions must be at the forefront in creating awareness and imposing practices that will help lessen the contributory factors to climate change. With this in mind, the Mabalacat City College must institutionalize its advocacy for a balanced ecology through this policy.

SCOPE AND COVERAGE:

This policy shall be administered to all teaching and non-teaching personnel and students of the College.

GENERAL POLICIES:

A. CREATION OF THE COMMITTEE ON ENVIRONMENTAL PROTECTION

A Committee on Environmental Protection is hereby created, headed by a Committee Chairman, to be elected during the Annual Climate Change Action Planning. The term of the Chairman shall be one year from election.

The Members of the Committee shall be composed of the Student Council and the members of the Management Committee. Volunteer personnel may also be accepted as members of the said committee.



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The Committee shall have the following responsibilities:

1. Creation and/or approval of programs and activities related to climate change
2. Propose to the Board certain policies supporting the College advocacy on ecological balance
3. Propose to the Management certain regulations on practices advocating environmental protection
4. Produce an annual climate change plan to be submitted to the Management for implementation

B. ANNUAL CLIMATE CHANGE PLANNING

The Chairman of the Committee must call for a climate change planning every month of April, which is the month where Earth Day falls. The following must convene for the Annual Climate Change Planning:

1. Members of the Executive Committee
2. Members of the Management Committee
3. Members of Student Council
4. One representative for each Student Organization

The Climate Change Plan must be produced and submitted a month before the start of the academic year.

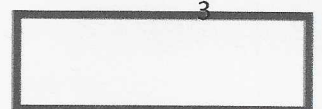
POLICY ON WASTE MANAGEMENT

The College Policy on Waste Management is part of the Institution's Climate Action Plan conducted last November 2020. This policy aims at contributing to the reduction of factors contributing to global warming. Moreover, the Institution fully recognizes the perilous effects of Climate Change that destructed communities and lives of people. Mabalacat City College, in its own little way, expresses its full support and cooperation with the Global Community's desire to develop a sustainable world.

OBJECTIVES:

The Waste Management Policy is an expression of the College's full commitment to the responsible management of wastes with the following specific objectives:

1. Ensure proper, safe, and efficient management of wastes
2. Implement existing relevant local, national, and global policies pertaining to waste management
3. Apply the principles of: Reduce, Re-use and Recycle in managing the Institution's waste
4. Establish facilities that would ensure the proper and safe handling and segregation of produced waste within the campus





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5. Conduct regular orientation and training programs that would educate the students, academic staff, and non-teaching personnel on proper waste management.

SCOPE AND COVERAGE:

The Policy covers all College personnel, students, contractors, tenants and visitors insofar as they can reasonably be expected to influence their actions and behavior while on the premises of the campus.

GENERAL POLICIES:

1. The College shall establish a procurement policy that shall avoid potential waste and instead prioritize products, where applicable, that can cause the smallest harm to the environment.
2. The College shall implement the proper segregation of waste. As such, it shall be the responsibility of all people inside the campus to identify the category of their respective wastes and shall be dumped at the proper bin. Offices' strict compliance shall be necessary for waste collection.
3. Littering and improper disposal and dumping of waste shall not be tolerated by the Institution.
4. Students and Personnel shall exercise the full practice of recycling capacity of every product they possess.
5. The Infrastructure and maintenance group shall be in charge with the monitoring, auditing, and reporting of the waste management processes such as recycling, segregation, and waste disposal.
6. The Institute of Arts, Sciences and Teacher Education and other offices who undertake laboratory work shall:
 - a. Ensure that waste generated through the teaching of courses is minimized, while resource recovery is maximized
 - b. Establish systems and procedures in the proper keeping, handling and disposal of hazardous wastes
7. Reduce the procurement and utilization of office printers by installing a centralized printing system in offices, where applicable.
8. The College shall ensure that all tenants are educated and obliged by the requirements of this policy through leasing agreements and contracts whereby applicable.
9. The Infrastructure and maintenance group shall ensure that in the construction and refurbishing, maintenance and operation of buildings, contractors and operators strictly implement the segregation of construction waste materials. Further, waste management principles of recycling, waste avoidance and reduction, and reuse shall be exercised.
10. In its desire to ensure massive effect, the College shall invest in various technologies that shall be instrumental in the recycling of materials.



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11. The Institution shall establish its own Material Recovery Facility that shall facilitate and manage the waste segregation within the campus.
12. The Material Recovery Facility Unit shall develop and implement programs, systems, and procedures for the segregation of waste and strategize for the recycling and redevelopment of potential products.

POLICY ON COMPOSTABLE WASTES AND THE PROHIBITION ON INCINERATION OF GARBAGE IN THE COLLEGE PREMISES

This policy will transform MCC wastes into compost, reduce daily degenerated wastes and will create a natural fertilizer for garden plants in the school. It shall also provide for the prohibition on the burning of garbage in the College premises.

SCOPE AND COVERAGE:

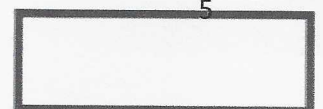
This policy shall cover all students, researchers, visiting professors, lecturers, and employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

GENERAL POLICIES:

A. ON DISPOSAL OF COMPOSTABLE WASTES

1. Two separate compost bins must be deployed in the different areas of each campus.
2. The construction of compost pit should be in a partially sunny spot and not too close to the school rooms and offices as it may emit an unpleasant smell as it decomposes.
3. The compost bins must have a proper label and cover.
 - Green Materials - vegetable and fruit scraps, coffee grounds/filters, tea leaves/bags, fresh garden waste, fresh weeds without seeds, fresh grass clippings.
 - Brown Materials - dry leaves, shredded paper, straw, sawdust, woodchips from untreated wood, twigs, dried grass clippings and garden waste, dried weeds without seeds, paper napkins.
4. All persons must strictly follow the proper segregation of waste at all times.
5. All compost bins must be collected and dumped to the compost pits daily.
6. Dumping of compost materials in the compost pit must be 50% green materials and 50% brown materials in order to make a good compost and avoid a slimy mess infested with flies.
7. The compost must be turned/mixed once a week to help the breakdown process and eliminate odor.
8. Compost can only be used as fertilizer when it looks brown and crumbly just like soil.

B. NO INCINERATION OF GARBAGE POLICY





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Under the Ecological Solid Waste Management Act or R.A. 9003 and the R.A. 8749 or the Clean Air Act, it prohibits and penalizes open burning defined "as the thermal destruction of waste by means of direct exposure to fire." Implementing rules of R. A. 8749 provides that "no person shall be allowed to burn any materials in any quantities which shall cause the emission of toxic and poisonous fumes. Such material include but not limited to plastic," among others. Furthermore, Sec. 48, par. 3 of R.A. 9003 also prohibits the open burning of solid waste defined as "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."

In this light, the burning of any type of garbage or waste inside the campus premises is prohibited. Any person found to have violated this policy shall be subjected to the appropriate disciplinary action.

ELECTRICITY CONSERVATION POLICY

The deposition and accumulation of greenhouse gases such as carbon monoxide in the atmosphere has been the cause of gradual incremental increase in global annual average temperature that causes climate change, which can be felt as the ravage of tropical storms increasing in terms of their destructive prowess, leaving our nation at its mercy. This policy aims to mitigate the accrued electricity consumption of the College and mitigating greenhouse gas emissions from electric companies, helping the battered Mother Nature heal herself.

SCOPE AND COVERAGE:

This policy shall be administered to all administrators, teaching and non-teaching personnel, students, guests, visitors, suppliers, researchers, visiting professors, lecturers, and employees within the grounds of the College.

GENERAL POLICIES:

A. MAJOR ELECTRIC POWER CONSERVATION BY 1600 HOURS (4:00 PM) OF ADMINISTRATIVE OFFICES

- a. All unnecessary lights inside offices within the College shall be turned off, unless in necessary places (such as restrooms) by 4 PM. Natural sunlight shall then be used for illumination.
- b. Air-conditioning systems as well as electric fans in administrative offices must be turned off, unless when necessary (such as when ambient and environmental temperature reach critical levels).
- c. Prohibition in tapping into electrical outlets for charging of personal devices.
- d. Changing of power consumption of computers in offices into environmental mode or power-saver setting.



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B. VIOLATIONS

- a. All students, personnel, guests and visitors shall follow the protocols on electric conservation
- b. Students and personnel found to violate any of the above shall be subject to disciplinary action. Guests and visitors who will violate this policy shall be reprimanded if violated once; repeat offenses shall be liable for being banned from the campus premises.

POLICY ON THE INTEGRATION OF CLIMATE CHANGE ISSUES IN MCC102

This policy is focused on the integration of Climate Change Issues in MCC102 to educate the students and provide awareness on the effects of Climate Change on the planet and on how the students and the community can contribute to reducing the carbon footprint of the campus.

SCOPE AND COVERAGE:

This policy covers all bachelor and associate degree programs being offered by Mabalacat City College.

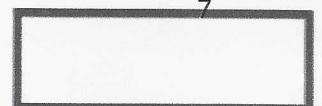
GENERAL POLICIES:

1. The topic Climate Change Issues shall be included in the MCC102 course.
2. The duration of the Climate Change Issues shall be 50% of the total contact hours intended for MCC102.
3. The Institute of Arts, Sciences, and Teacher Education shall formulate the contents of Climate Change Issues based on the following but not limited to:
 - a. Climate Change Cause and Effects
 - b. Climate Change Issues (Global)
 - c. Climate Change Issues (National)
 - d. Climate Change Issues (Local)
 - e. Other relevant content
4. This policy shall take effect immediately this 2nd Semester AY 2020-2021.

POLICY ON PAPER USE REDUCTION

With technologies penetrating the everyday workplace, the MCC operations should develop programs and practices on how to use paper efficiently and prudently to help the environment and achieve a sustainable College. Not only shall this policy aim to reduce it, but part of its goal is to reuse/repurpose and recycle used paper.

SCOPE AND COVERAGE:





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This policy shall cover all students, researchers, visiting professors, lecturers, and employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

GENERAL POLICIES:

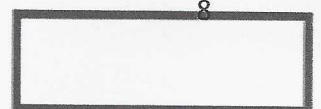
A. PRUDENT PRINTING AND COPYING

1. Offices

- a. All default settings of photocopiers and printers in all offices shall be changed to double-sided copying/printing. Only when submissions to third parties shall this setting be changed if required by the receiving third party.
- b. In conducting meetings, all materials shall be made available via file sharing applications, i.e., MS Teams, Google Drive, etc. or through physical transfer of files through USB or external hard drives. Only copies requiring signatures of attendees or participants shall be printed in hard copy.
- c. All offices are highly encouraged to edit and review materials on the computer and only print the final version, if necessary. All reviewers and editors shall use the "Track Changes" feature of MS Word instead of printing hard copies for mark up. All drafters shall send all documents for review via email, for review and editing.
- d. The library is highly encouraged to reduce or eliminate, if possible, the use of paper back materials and instead maximize online subscriptions of books, journals and other reference materials.
- e. Tablets and other digital gadgets and equipment shall be highly encouraged in the library.
- f. Memoranda, Notices, Office Orders and other internal communications shall be, as much as possible, issued via online or digital means. The Human Resources Management Office shall designate a central bulletin board where all internal memoranda, notices and orders shall be posted, except if the said memoranda, notice or order is for particular offices only.
- g. All records shall also be digitized and archives that are no longer of use shall be disposed of.

2. Classrooms

- a. All teachers, both part time and full time are encouraged to allow students to hand in assignments, reports and paper drafts via email and that these be reviewed and graded online.
- b. All teachers are encouraged to use handouts prudently.
- c. The Office of the Vice President for Academic Affairs shall create a public address system to convey notices or messages to the students and teachers, without using paper.





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3. Campus-wide

- a. All campus activities and events shall adopt paperless communications and hosting.
- b. The MCC Management shall ensure to install television monitors in strategic areas where invitations and announcements may be posted, in lieu of bulletin boards.

B. REUSE/REPURPOSING OF PAPER

- a. All one-sided printed papers may be used as scratch papers EXCEPT those containing confidential and personal information.
- b. Each office shall have a box, area, or bin for papers that may be used as scratch papers. However, papers containing confidential and personal information shall be placed in a separate box, area or bin that is not exposed to the public.
- c. All file folders and envelopes shall be reused by reversing the folders or applying new labels to envelopes.
- d. The Facilities and Building Management Office, together with the Property Office, shall ensure that all cardboard boxes used for purchased supplies shall be reused for storage or packing of outgoing materials.

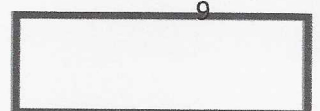
C. DISPOSAL OF USED PAPER

- a. The Facilities and Building Management Office, together with the Property and Records Offices, shall partner with paper recycling companies so that the College's used paper may be recycled. The said offices shall also issue the rules and regulations on this matter so that all used papers are prepared according to the said companies' requirements for recycling.
- b. For used paper that cannot be recycled, programs and activities shall be developed in repurposing the said paper, e.g., compost, decorations, etc. The College shall aim for major reduction efforts of paper wastes going to landfills.

POLICY ON MANDATORY TREE PLANTING FOR GRADUATING STUDENTS

This policy shall be implemented in connection with Republic Act No. 10176 also known as the "Arbor Day Act of 2012". Section 8 of the said law states that all able-bodied citizens of the Philippines, who are at least twelve (12) years of age, shall be required to plant one (1) tree every year. Therefore, it is the goal of this policy to make it mandatory for every graduating student to have planted a tree before finally graduating from the College.

SCOPE AND COVERAGE:





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This policy covers all officially enrolled MCC students during a given semester per academic year.

GENERAL POLICIES:

1. All MCC students enrolled starting 1st Semester of Academic Year 2020-2021 shall be mandated to plant trees as a requirement for graduation.
2. The students shall be required to plant at least one (1) tree on their last year in the College before graduating.
3. The tree planting activity shall be designed and implemented by the Office of the Vice President for Research and Extension Services (OVPRES), under its extension services arm.
4. The OVPRES shall ensure that the trees planted are well-maintained through a partnership with the local government unit of Mabalacat and/or with any other organization.
5. All tree planting activities should be documented and approved by the proper authorities of the College.

RESOLVED FURTHER, That a copy of this resolution be furnished to the concerned offices.

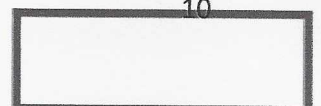
APPROVED this 15th day of December 2020.

Approved by:

HON. CRISOSTOMO C. GARBO
Chairperson, Mayor of the LGU of Mabalacat City

DR. MICHELLE A. ONG
Vice Chairperson, College President

HON. KRIZZANEL C. GARBO
Member, Chairperson - Committee on Education
Sangguniang Panlungsod of the LGU of
Mabalacat City



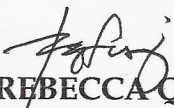


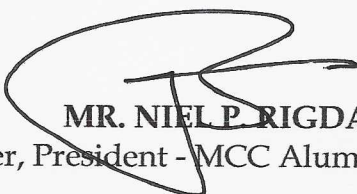
Republic of the Philippines
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