



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 18 2025

MEMORANDUM

**CONDUCT OF THE DIVISION MONITORING AND ASSESSMENT ON THE
SCHOOLS MATERIAL RECOVERY FACILITIES (MRF)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Principals / OICs
All Others Concerned

1. Pursuant to Republic Act 9003, Chapter 7 Section. 56, and City Ordinance 06-092 to promote sustainable environmental practices in the 29 public schools in Muntinlupa, this office is directed to monitor and provide technical assistance to the schools implementing solid waste management practices.
2. Please refer to the following enclosure for reference
 - a. Schedule of Activity
 - b. MRF Assessment tool
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index
Under the following subjects:

SAFETY EDUCATION

COMMUNICATIONS

ELK/DM/CONDUCT OF THE DIVISION MONITORING AND ASSESSMENT ON THE SCHOOLS MATERIAL RECOVERY FACILITIES
(MRF)

342 /August 12, 2025

UN-2025-342



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 1: Schedule of Activity

| DAY | DATE | TIME | SCHOOL |
|-----|--------------|-------------------------------------|-----------------------------------------------------------------------|
| 1 | September 2 | 9:00 – 10:00 AM | Sucac Elementary |
| | | 10:00 – 11:00 AM | Muntinlupa Business High School – Sucac Annex |
| | | 1:00 -2:00 PM 2:00 – 3:00 PM | Sucac Senior High School Sucac Zone 3 and 4 |
| 2 | September 3 | 9:00 – 10:00 AM 10:00 – 11:00 AM | Cupang Annex Elementary School Filinvest Alabang Elementary School |
| | | 1:00 -2:00 PM 2:00 – 3:00 PM | Muntinlupa Business High School Buli Elementary School |
| | | 9:00 – 10:00 AM 10:00 – 11:00 AM | Cupang Senior High School Cupang Elementary School |
| 3 | September 4 | 1:00 -2:00 PM 2:00 – 3:00 PM | Alabang Elementary School Bayanan Unit I Elementary School |
| | | 9:00 – 10:00 AM 10:00 – 11:00 AM | Bayanan Main Elementary School Alternative Learning System (ALS) |
| | | 1:00 -2:00 PM 2:00 – 3:00 PM | FDeMesa Elementary School Soldiers Hills Elementary School |
| 4 | September 9 | 9:00 – 10:00 AM 10:00 – 11:00 AM | Putatan Elementary School Lakeview Integrated School |
| | | 1:00 -2:00 PM 2:00 – 3:00 PM | Muntinlupa Elementary School Itaas Elementary School |
| | | 9:00 – 10:00 AM 10:00 – 11:00 AM | Muntinlupa National High School Muntinlupa Senior High School |
| 5 | September 10 | 1:00 -2:00 PM 2:00 – 3:00 PM | Poblacion Elementary School Poblacion National High School |
| | | 9:00 – 10:00 AM 10:00 – 11:00 AM | Victoria Homes Elementary School Tunasan Elementary School |
| | | 1:00 -2:00 PM 2:00 – 3:00 PM | Muntinlupa Science High School Tunasan National High School |



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Environmental Sanitation Center



August 7, 2025

VIOLETA M. GONZALES, CESO VI
OIC - Assistant Schools Division Superintendent
Office of the Schools Division Superintendent

Thru: **MR. EDUARDO L. KONDO**
School MRF Coordinator



Dear Ms. Gonzales:

The Environmental Sanitation Center is planning to conduct an assessment regarding on solid waste management to public schools in the city. The visit will focus on evaluating the implementation of waste segregation, collection systems, and the functionality of Material Recovery Facilities (MRFs), if present. Our goal is to support schools in complying with **Republic Act 9003 (Chapter 7 Sec. 56) City Ordinance 06-092** and to promote sustainable environmental practices among the school community.

In line with this, we respectfully request your office to provide us with **possible dates for visitation** that will not disrupt your school calendar and ongoing academic activities. This will help us align our schedule and ensure a smooth coordination with your schools.

We look forward to your positive response and continued partnership in building a cleaner and greener Muntinlupa.

Thank you very much.

Truly yours,


LORNA B. MISA
Acting Head – ESC

Noted by:


ENGR. ALLAN A. CACHUELA
City Administrator



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Environmental Sanitation Center



SCHOOL MONITORING FORM FOR SOLID WASTE MANAGEMENT

Date:

PROFILE

| | |
|-----------------------------------------------------|--|
| Name of School | |
| Principal | |
| Address | |
| Barangay | |
| Telephone Number | |
| School Coordinator for Solid Waste Management (SWM) | |
| Number of Teaching / Non-Teaching | |
| Number of Students | |

SOLID WASTE MANAGEMENT PROFILE

| | |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Environmental Organizations | |
| List of SWM Facilities | |
| Number of Buildings | |
| Garbage Hauler | |
| Number of Bins | |
| Partner Junkshop | |
| MOU with Barangay | |
| Existing SWM Plan | |
| Environmental Awards Received | |
| Partner NGO | |
| Outreach program on SWM program | |
| GPTA inclusions in SWM program. | |
| Awareness of City Ordinance 06-092 (solid waste management) and 10-109 (prohibition of plastics) | City Ordinance 06-092 Yes <input type="checkbox"/> No <input type="checkbox"/> City Ordinance 10-109 Yes <input type="checkbox"/> No <input type="checkbox"/> |

SOLID WASTE MANAGEMENT PROGRAM

Date:

| LIST OF FACILITIES | STATUS | LIST OF FACILITIES | STATUS |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1. Material Recovery Facility | YES <input type="checkbox"/> NO <input type="checkbox"/> Operational <input checked="" type="checkbox"/> Non-operational <input type="checkbox"/> | 9. Proper disposal of Special waste (sanitary napkins, tissues and diapers). | YES <input type="checkbox"/> NO <input type="checkbox"/> Quantity in Kilos () |
| 2. Composting | YES <input type="checkbox"/> NO <input type="checkbox"/> Operational <input type="checkbox"/> Non-operational <input type="checkbox"/> | 10. Proper disposal of E-waste (computer parts, battery and other electronic products) participation in recyclables fair | YES <input type="checkbox"/> NO <input type="checkbox"/> Quantity in Kilos () |

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Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Environmental Sanitation Center



| | | | |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 3. Waste Segregation Bin. | YES <input type="checkbox"/> NO <input type="checkbox"/> Operational <input type="checkbox"/> Non-operational <input type="checkbox"/> | 11. Proper disposal of Hazardous waste (science laboratory materials, paints and other chemical waste). | YES <input type="checkbox"/> NO <input type="checkbox"/> Quantity in Kilos () |
| 4. Paper Recovery Box. | YES <input type="checkbox"/> NO <input type="checkbox"/> Quantity in Kilos () | 12. Proper disposal of Residual waste (plastics, sachets and other non-recycled waste) | YES <input type="checkbox"/> NO <input type="checkbox"/> Quantity in Kilos () |
| 5. Greening Program (ornamental, flowering and herbal). | YES <input type="checkbox"/> NO <input type="checkbox"/> | 13. Bringing of utensils, mugs, prohibition of straws and plastic bags | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6. Seminar Orientation on proper waste generation to all stakeholders. | Students <input type="checkbox"/> Teachers <input type="checkbox"/> Staff <input type="checkbox"/> Parents <input type="checkbox"/> Community <input type="checkbox"/> Total: | 14. Kitchen waste collection by pet owners or hog raisers | YES <input type="checkbox"/> NO <input type="checkbox"/> Quantity in Kilos: |
| 7. Integration of topics in the curriculum related to solid waste management program. | YES <input type="checkbox"/> NO <input type="checkbox"/> Grade/ Year level: | 15. Using renewable energy such as solar panels, mini hydro, hydroponics, rain catcher and other technologies. | YES <input type="checkbox"/> NO <input type="checkbox"/> Please Specify: |
| 8. Collection of Non-Biodegradable | Quantity in Kilos Pet bottles () Bottles () Cartons () Metals () | 16. Creation of Solid Waste Management Committee that will monitor solid waste management programs. | Created: <input type="checkbox"/> When: Active <input type="checkbox"/> Inactive <input type="checkbox"/> |

Prepared by:

Vincent S. Alon
 Rodney M. Corpuz

Approved By:
 Lorna B. Misa
 OIC- ESC