



**OFFICE OF THE MUNICIPAL
ENVIRONMENT AND NATURAL
RESOURCES
EXTERNAL SERVICES**

1. SEGREGATION AT SOURCE/ SOURCE REDUCTION

As provided by the law, the LGU plans to implement segregation at source, from all its waste sources. In the rural and urban barangays, two color coded containers or other indicators comfortable by the owner, for the recyclable and the residuals/special wastes, shall be required from the generators themselves. However, for those who wish to have their biodegradable wastes collected, another container shall therefore be required, hence 3 containers for the said generator. Composting shall be made compulsory in the rural and urban barangays. It shall be a 100% implementation in all barangays of the municipality.

There will be color coded garbage receptacles in selected public places. At the wharf, plaza and cemetery, which will be manned and secured by the operation "Brgy. Eco Police" and agencies concerned in the area, however, in the market, stalls and other transient vendors shall provide their own separate containers for their wastes.

Massive information, Education and Communication (IEC) campaign is planned in the first year of implementation. It shall be focus on the residents who, as a result of the assessment process. Training of trainers shall be conducted to facilitate the information drive in the barangay level. The drive shall be conducted through general assemblies and meeting while commercial establishment operators shall be advised through seminars. Information materials like brochures, flyers, poster and billboard shall be prepared, distributed and posted, respectively, in strategic areas.

Enforcement shall be motivated through control and incentive mechanisms. Ordinances and guidelines shall be created, highlighting the incentives and penalties for those who, by any effort, abide or neglects the provisions therein, thus making legal basis on its implementation. There shall be fines and penalties for non-compliance while rewards through incentives and recognition shall be given for those who persistent complied with the guidelines.

Office or Division:	Office of the Municipal Environment and Natural Resources (MENRO)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All citizens of Calatagan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Segregated wastes (residuals, recyclables and bio-degradable) in the container/sacks		From households, establishments and institutions		
Color coded trash bin		Barangay and LGU		
Backyard compost pit		Households		
Solid Waste Management Municipal Ordinance		Sangguniang Bayan		
Other documents <i>(if needed)</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend orientation on Solid Wastes Management	Conduct orientation of SWM-proper segregation/Massive information/educated campaign	None	2 hours	Solid Wastes Management Coordinator

2. Provision of backyard compost pit/vermin composting for biodegradable wastes.	Provide technology on vermi composting/monitoring of the backyard compost pit.	None	8 hours	MENRO Staff/ Agricultural Technologist
3. Comply to the Solid Wastes Management Municipal Ordinance	Regular monitoring in the compliance of SWM Municipal Ordinance	None	8 hours	Solid Wastes Management Coordinator
TOTAL		None	18 hours	

2. COLLECTION/HAULING OF SOLID WASTES

The Local Government Unit provided garbage truck to 25 barangays for the management of their wastes, collection of recyclable materials and hauling of residual wastes for disposal to municipal sanitary landfill.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Segregated Wastes in the sacks/garbage bag		Households, establishments and institutions		
Brgy. Garbage Trucks		Barangay and LGU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS POSSIBLE
1. Segregated wastes in the container/sacks to be placed in front of the house in a well collection manner 30 minutes before the collection schedule	Collection/hauling of the segregated wastes (residuals/biodegradable) on the collection schedule; for final segregation/disposal to municipal sanitary landfill	None	8 hours	Brgy. Eco boyd & Drivers; LGU Ecoboys
TOTAL		None	8 hrs.	

3. ALTERNATIVE TECHNOLOGIES FOR RESIDUAL & BIODEGRADABLE WASTES

The LGU also plans to address other wastes through innovative programs such as livelihood from residual wastes with potential for diversion like plastics materials to mix with cement and produce bricks and hollow blocks. The quality of the cement bricks will be improved and developed and to produced not only bricks but also hollow blocks the production will be commercialize for revenue generation.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Granulator Machine, Glass Pulverizing Machine, Hollow Blocks Making Machine		LGU		
Plastic Wastes Materials, Market Wastes/ Biodegradable Wastes		Household/Citizens		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proper segregation of wastes.	Final segregation; processing of residual wastes with potential for diversion and biodegradable wastes for composting.	None	Residual with potential for diversion – 5 days Biodegradable for composting – 40 days	MENRO/Solid Wastes Management SLF Supervisor
TOTAL		None	45 days	

4. INFORMATION, EDUCATION AND COMMUNICATION

The social marketing strategy will be implemented by the LGU. This strategy will not only aim at informing the public but will also instill appreciation of ecological solid waste management.

All sectors will be targeted on a scheduled basis. Meeting/orientation on SWM shall be conducted per sector. Implementation of SWM projects within the municipality and barangay level will be required to ensure that wastes are properly managed because the citizens are all aware of the management that the LGU is implementing.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reading material, pamphlets		MENRO		
Signboard, signages modules/PowerPoint presentations				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS POSSIBLE
1. Attend to the orientation/meeting conducted by MENRO	Conduct meeting, orientation/seminars on SWM, Municipal Ordinances and other environmental laws.	None	8-16 hours	MENRO Staff
2. Be aware and compliant to the existing SWM & other environmental laws	Provide reading materials, pamphlets, signboards/signages for information	None	2 hours	MENRO Staff
TOTAL		None	18 hours	

5. EVALUATION AND MONITORING

The MENRO will only establish and formulate the monitoring forms to assess the status of compliance of the barangay and the whole municipality. The MENRO and Barangay Solid Wastes Management Committee will conduct monthly monitoring of the compliance with the plan.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monitoring Forms		MENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply all the requirements stated in the Municipal ordinance and SWM Plan	Conduct monitoring base on the monitoring forms	None	2 days per Barangay (2 barangays)	MENRO Staff
TOTAL		None	50 days	