



## ACTION PLAN

### GREEN OUR DOLE PROGRAM, CY 2017

*The ECC adopts the “Green Our DOLE Program” as part of its corporate social responsibility in pursuing green initiatives in the workplace. DOLE Administrative Order No. 509, s. 2011 implementing guidelines on waste management and eco-initiatives intend to achieve green work outcomes such as cleaner, safer and carbon-free work environment, healthy and productive workforce, efficient resource utilization and effective waste reduction and management. The concept, principles and application of green productivity can be translated to improve productivity of the workforce and quality of work life, resulting to better delivery of services to its stakeholders and customers.*

PROJECTS/ACTIVITIES	TARGET OUTPUTS	TIME TABLE	PERSON RESPONSIBLE	ALLOTTED BUDGET/RESOURCES NEEDED
<b>1. Waste Management</b> Segregation of biodegradable and non-biodegradable waste materials for proper disposal	<ul style="list-style-type: none"><li>- Implemented proper waste segregation by informing all ECC employees, ECC tenants and janitors on the proper segregation and disposal of biodegradable and non-biodegradable waste products</li><li>- Provided properly labelled, colored coded trash bins for easy segregation of waste products placed in strategic location at the ECC Bldg., (1<sup>st</sup> to 5<sup>th</sup> Floors- yellow, red and blue)</li></ul>	<p>Jan. to Dec. 2017</p> <p>Jan. to Dec. 2017</p>	Admin-HR/Supply	

<b>2. Eco-initiatives</b> Disposal of unserviceable property and waste materials	<ul style="list-style-type: none"> <li>- Removal of unserviceable property, equipment and waste materials from passageways/hallways that may hinder urgent exit in case of emergency and surrender for proper disposal and avoid further deterioration or damage which could reduce their residual value.</li> <li>- Removal of trash and waste materials under the employees tables to prevent accumulation of dust and harmful infestation.</li> </ul>	Jan. to Dec. 2017	Admin-HR/Supply	
<b>3. Disposal of Valueless Records</b>	<ul style="list-style-type: none"> <li>- Disposed valueless records so that valuable storage space is created and avoid further deterioration or damage which could reduce their residual value.</li> <li>- Using Less Paper with 3R's in Mind (Reuse, Reduce, Recycle)</li> </ul>	Jan. to Dec. 2017	Admin-Records/Supply	
<b>4. Conduct daily inspection of workplace and comfort rooms to detect and fix/repair broken tiles, non-working toilet bowls, busted lights, broken faucet and other defective office property.</b>	<ul style="list-style-type: none"> <li>- Repaired/replaced and upgraded all facilities of ECC to make it safe, clean and healthy work environment.</li> </ul>	Jan. to Dec. 2017	Admin-Building Maintenance	
<b>5. Implementation and Monitoring of</b>	<ul style="list-style-type: none"> <li>- Issued Memorandum on</li> </ul>	Continuing	Admin-Building	

<b>Water Conservation Tips</b>	<p>Implementation of Water Conservation Tips</p> <ul style="list-style-type: none"> <li>- Encouraged the use of tap water, providing filters on faucets instead of bottles waters or jugs</li> </ul>		Maintenance	
<b>6. Maintain Implementation of 5S</b>	<ul style="list-style-type: none"> <li>- Weekly general cleaning of workplace</li> <li>- Daily clean-up of work area conducted by employee before leaving the office.</li> <li>- Issued an Office Order on Implementation of Green Tag Day</li> </ul>	Jan. to Dec. 2017	Administrative Division/All Divisions	Amount generated from sales of waste materials shall be used as prizes in the 5S Division or donated to ECC-Employees' Union
<b>7. 5S Award for the Cleanest Division</b>	<ul style="list-style-type: none"> <li>- Performance &amp; excellence achieved through good housekeeping in the workplace.</li> <li>- Issued Office Order Re: Guidelines on 5S Division.</li> </ul>	Quarterly	Admin-HR	1 <sup>st</sup> Prize – P5,000.00 2 <sup>nd</sup> Prize-P3,000.00 3 <sup>rd</sup> Prize – P2,000.00
<b>8. Monitoring of submission of electricity and fuel consumption reports</b>	<ul style="list-style-type: none"> <li>- Submission of electric and fuel consumption reports are properly monitored and evaluated and delinquent offices are immediately advised and given due attention</li> </ul>	April to Dec. 2017	Admin-Building Maintenance	

<b>9. Continual implementation of using the elevator after office hours</b>	<ul style="list-style-type: none"> <li>- Only one (1) elevator is being used after office hours</li> <li>- Notice on benefits of using the stairs are posted on the stairways</li> </ul>	Jan. to Dec. 2017	Admin-Building Maintenance	
<b>10. Consumption of electricity during office break is maintained to its minimum despite the “No Noon Break Policy”</b>	<ul style="list-style-type: none"> <li>- Despite the “<i>No Noon Break Policy</i>”, lights and electrical equipment in areas where there are no claimants or visitors are put off</li> </ul>	Jan. to Dec. 2017	Admin-Building Maintenance	
<b>11. Continual monitoring and reporting of defective property and equipment are regularly conducted</b>	<ul style="list-style-type: none"> <li>- Proper maintenance and immediate repair/replacement of broken faucet, lavatories, broken tiles and roll-up blinds, busted light-bulbs to prevent property from further deterioration.</li> <li>- Implementation of a “Preventive Maintenance Plan” as part of ISO requirement</li> </ul>	Jan. to Dec. 2017	Admin-Supply	
<b>12. ECC service elevators, air conditioners, service vehicles continuously maintained by ECC service providers and in-house technician</b>	<ul style="list-style-type: none"> <li>- Service elevators, air conditioners and services vehicles are in good working conditions.</li> <li>- Implementation of a “Preventive Maintenance Plan” as part of ISO requirement for ECC vehicles, building and office equipment</li> </ul>	Jan. to Dec. 2017	Admin-Building Maintenance	

<b>13. Greening Program</b> <ul style="list-style-type: none"> <li>- Support DENRs Tree Planting Program</li> <li>- Pest Control Program</li> <li>- Placing natural plants in all floors and hallways, inside the male and female comfort rooms to provide a natural solution to cleaner air and improve overall appearance of the environment.</li> <li>- Maintenance of a Vegetable and Herbal Garden in the ECC premises</li> </ul>	<ul style="list-style-type: none"> <li>- Implemented annual tree/mangrove planting</li> <li>- Pest control treatment conducted once a month.</li> <li>- Safe, clean and healthy workplace/environment.</li> <li>- All male and female comfort rooms from 1<sup>st</sup> to 5<sup>th</sup> floor are adorned with plants which removes airborne chemicals.</li> <li>- Installed bidet to comfort rooms in the 4<sup>th</sup> and 5<sup>th</sup> floors</li> </ul>	November 18, 2017  Jan to Dec. 2016  Jan. to Dec. 2016  Jan. to Dec. 2016	Admin-Building Maintenance	313,300.00
<b>14. Monitoring of GODP monthly accomplishment report.</b>	- GODP monthly accomplishment report implemented and monitored	Continuing	Admin-HR	
<b>15. Strict implementation of the “No Smoking” policy in identified/strategic floors for cleaner air.</b>	- The “No smoking” signages are placed in strategic places in all floors	continuing	Admin-HR	
<b>16. Social Protection for ECC Employees</b>	<ul style="list-style-type: none"> <li>- Orientation on Personal Financial Management</li> <li>- Agreement with ECC-Employees Union for implementation of Health and</li> </ul>	Yearly	Admin-HR	

	Wellness Program - Issuance of emergency kit			60,000.00
<b>17. Health and Wellness Program</b>	- Prevention of lifestyle-related Diseases (sports and exercises) - Adequate supply of medicines/first-aid need - Strict implementation of smoke free workplace	Continuing	Admin-HR	<b>469,000.00</b>
<b>18. Nutrition Program</b>	- Seminar on Nutritional Program and Healthy Lifestyle	Continuing	Admin-HR	35,440.00
<b>19. Occupational Health and Safety - Disaster Awareness Preparedness</b>	- Conducted annual Fire Preparedness Orientation and Drill - Conducted annual Earthquake Drill	Continuing	Admin-HR	184,960.00

Submitted by:

**MARIBEL S.T. OLIVEROS (SGD)**  
Chief, Administrative Division

Approved by:

**STELLA ZIPAGAN-BANAWIS (SGD)**  
Executive Director