



PREAMBLE: Green Our DOLE Program (GODP)

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.

ACTION PLANNING ON GREEN OUR ECC PROGRAM FOR CY 2015

PROJECTS / ACTIVITIES	TARGET OUTPUTS	TIMETABLE	PERSON RESPONSIBLE	ALLOTED BUDGET/ RESOURCES NEEDED
1. Awareness/ Preparedness	Seminar on GODP – Fire prevention Earthquake Typhoon	March 2015	AD-HR	50,000.00
2. Capacity Building	Training on Green Tools and techniques	May 2015		
	Urban Gardening (Tree Planting)			76,640.00
3. Social Protection for ECC Employees	Orientation on Personal Financial Management	Yearly	AD-HR	30,000.00
	Agreement with ECC-Employees Union for implementation of Health and Wellness Program			
	Issuance of emergency kit			P 60,000.00

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4. Making the last Friday of each month as a Green Tag Day.	Daily clean-up of work area conducted by employee before leaving the office. <i>Issued an Office Order on Implementation of Green Tag Day</i>	Every last Friday of each Month	AD-HR	-Amount generated from sales of scratch materials shall be used as prizes in the 5S Division
5. 5S Award for the Cleanest Division	Performance & excellence achieved through good housekeeping in the workplace. <i>Issued Office Order Re: Guidelines on 5S Division.</i>	Quarterly	AD-HR	1 st Prize – P3,000.00 2 nd Prize- P2,000.00 3 rd Prize – P1,500.00
6. Waste Management	Waste Segregation Practice segregation of wastes as biodegradable and non-biodegradable Containers for segregated waste properly labeled. Using Less Paper with 3R's in Mind (Reuse, Reduce, Recycle) Re use everything i.e. for, envelopes, boxes, cups, etc.	Quarterly	AD-HR/Supply	
7. Pest Control	Prevention of rats and termites	Monthly	AD-Building	P120,000.00
8. Placing Natural Plants in the ECC Premises	Additional natural plants placed in ground floor, 4 th and 5 th floors of ECC Bldg.	EO 1 st Semester	AD-Building Maintenance	P35,000.00

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9. Implementation and Monitoring of Water Conservation Tips	<i>Issued Memorandum on Implementation of Water Conservation Tips</i> <i>Encouraged the use of tap water, providing filters on faucets instead of bottles waters or jugs</i>	Continuing	AD-Building Maintenance	
10. Replacement of all Lighting Fixtures to LED bulbs	<i>Turn off lights during lunch break.</i>	Continuing	AD-Building	P50,000.00
11. Rehabilitation of ECC Fountain		3 rd Quarter		P10,000.00
12. Planting of Vegetables in the Garden Area.		Continuing		P5,000.00
13. Health and Promotional Program	Prevention of lifestyle-related Diseases (sports and exercises) Adequate supply of medicines/first-aid need <i>Smoke free Workplaces</i>	continuing	AD– HR Section	20,000.00
14. Nutrition Program	Seminar on Nutritional Program	Continuing	AD– HR Section	

Submitted by:

Approved by:

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January 20,2015