



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
EMPLOYEES' COMPENSATION COMMISSION
4th & 5th Floor, ECC Bldg., 355 Sen. Gil J. Puyat Avenue, City of Makati

Tel. No. 899-4251 • Fax. No. 897-7597 • E-mail: ecc_mails@yahoo.com.ph • Website: <http://www.ecc.gov.ph>

OFFICE ORDER No. 12- 105
Series of 2012

In the interest of the service and pursuant to DOLE Administrative Order No. 96, s. 2011, implementing the **"Green ~~OUR~~ DOLE Program"** which aims 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 following programs/activities are hereby implemented in support thereof:

I. OBJECTIVES

1. To instill awareness on environmental issues among the employees;
2. To achieve efficient use of resources through continued improvement in systems, processes and strategies;
3. To enhance the quality of work by instilling green work values and implementing green programs such as Green Fridays; 5s; 3Rs, and safety and health.

II. GENERAL GUIDELINES

A. GREEN TAG DAY

"Green Tag Day" shall be observed every last Friday of the month. Except for pressing and urgent matters, all employees are enjoined to perform 5S in their respective work areas during the day. They shall also segregate documents for file and for scrap from a container provided for this purpose.

B. 5s WORKPLACE

Relative to the Green Tag Day project, there will be at the end of the year, an award given to the division that has consistently complied with the 5S of Good Housekeeping. A committee composed of the GODP Steering Committee and the ECC Resident Auditor shall keep a monthly tab of the 5S compliant division.

III. MECHANICS

A. GREEN TAG DAY

1. All employees shall keep a container (box/carton) in his work area where he can put all scrap papers he has accumulated throughout the month;
2. Every last Friday of each month, each employees is required to go over the pile of papers and segregate those that still need to be filed and those that are to be classified as scrap;
3. All papers that are classified as scrap shall be collected from each division. With the supervision of the Administrative Division and the ECC - EU, the scrap papers and

scrap materials shall be sold, the proceeds from the sale of the scrap materials shall be divided as follows:

1. 95% - ECC-EU as part of their fund raising project; and
2. 5% - for implementation of 5S and Green Tag Day program, including the award of 5S Compliant Division.

B. 5s WORKPLACE:

1. Every last Friday of the month, the employees shall also perform 5S in their respective workplaces in compliance with the green workplace advocacy;
2. The GODP Steering Committee shall meet at least once a month to keep tab of the most 5S compliant division;
3. At the end of the year, an award shall be given to the cleanest and greenest division, as follows:

1st Prize – P3,000.00

2nd Prize- P2,000.00

3rd Prize – P1,500.00

All employees are likewise enjoined to observe cost cutting measures in the use of office resources in order to achieve a "Green Workplace".

This Order shall take effect immediately and shall supersede any issuances inconsistent herewith.

For guidance and compliance.

 **STELLA Z. BANAWIS**
OIC- Executive Director *net*

20 June 2012
City of Makati

Copy furnished:

OED
ODED
Concerned Staff
All Divisions/Board Secretary