



Republic of the Philippines  
Quezon City  
**OFFICE OF THE MAYOR**

3rd Flr. Bulwagang Amoranto High Rise Building Quezon City Hall Compound Diliman, Quezon City Trunkline: 8988-4242 loc. 8195 <b>MAR 05 2025</b>	
By:	CARLA
Time:	9:40

**EXECUTIVE ORDER NO. 3**  
Series of 2025

**GUIDELINES IN REDUCING PLASTIC WASTES IN  
QUEZON CITY GOVERNMENT DEPARTMENTS AND OFFICES**

**WHEREAS**, plastic has become part of our daily lives due to ~~the convenience~~ and affordability it offers, yet, its improper disposal has led to plastic waste ~~emerging as~~ one of the leading environmental challenges of our time;

**WHEREAS**, according to the 2021 report of ~~the World Bank~~, the Philippines generates 2.7 million tons of plastic waste annually with **20** percent of this ending up in the ocean. A significant portion of this marine pollution consists of ~~unrecyclable~~, single-use sachets;

**WHEREAS**, during the annual Coastal Cleanup Day across 100 countries, plastic bottles and bottle caps consistently rank as the third and fourth most collected plastic waste, as reported by the Ecosystems Research and Development Bureau of the Department of Environment and Natural Resources (DENR);

**WHEREAS**, Quezon City has been at the forefront of the movement towards a circular economy, championing plastic waste reduction through pioneering ordinances such as the Plastic Bag Ban (SP 2868, S-2019), Single-Use Plastic/Disposable Materials Ban Ordinance (SP-2876, S-2019), and innovative plastic recovery initiatives such as Trash to Cashback and Kuha sa Tingi, among others;

**WHEREAS**, having been cited as the 2023 United Nations ~~Champion~~ of the Earth, the City Government targets a more aggressive stance in its ~~pursuit~~ towards a plastic-free city, recognizing the importance of leading by example and demonstrating moral ascendancy;

**NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City**, by virtue of the powers vested in me by law, do hereby order all City Departments and Offices to minimize and/or completely avoid the use of single-use plastics in the workplace and during city-organized activities:

**SECTION 1. Definition.** The following terms shall apply as defined under the existing regulations:

- 1.1. **Plastic bags** – refers to plastic carryout bags with handles, holes or string made of plastic film or plastic materials.
- 1.2. **Single-use plastics/paper/disposables** – refers to disposable materials, such as, but not limited to, PET bottles, plastic spoon and fork, knives, plastic/paper/styro cups, plastic/paper/sytro plates, plastic/paper straws, coffee stirrers, soap sachets, shampoo sachets, condiment cups with lids, ketchup/soy sauce packets, and other similar plastic and disposable materials.

**SECTION 2. Applicable provisions in Ordinance No. SP-2127, S-2012 as Amended by Ordinance No. SP-2350, S-2014. Chapter IV, Section 15.** Prohibiting the use of plastic bags and styro in all Government institutions in Quezon City, including all city-owned facilities like the Quezon City Hall Compound, Novaliches District Center, Novaliches District Hospital, Quezon City General Hospital, Quezon Memorial Circle, Amoranto Sports Complex, Health Centers, Barangay Halls, Public Schools and other similar facilities.

- 2.1.1. The use of plastic bags and polystyrene materials, commonly known as styro, in all government institutions in Quezon City, including all City-owned facilities, is prohibited.
- 2.1.2. Concessionaires and vendors in all government institutions in Quezon City, including all City-owned facilities, are prohibited to utilize, offer and/or sell plastic bags and styro as primary and secondary packaging materials for dry goods.
- 2.1.3. Concessionaires and vendors in all government institutions in Quezon City, including all City-owned facilities, who are selling wet goods are allowed to use plastic "labo" only as primary packaging for hygienic purposes.
- 2.1.4. Concessionaires and vendors in all government institutions in Quezon City, including all City-owned facilities, are prohibited to utilize plastic bags and styro as packaging containers for food and drinks whether as primary or secondary packaging.
- 2.1.5. Bringing and/or using plastic bags and/or styro by employees, students, clients and visitors of all government institutions in Quezon City, including all city-owned facilities, are prohibited.
- 2.1.6. Serving of food and drinks utilizing plastic bags and/or styro during meetings, conferences, orientations, seminars and other activities by any employee of all government institutions in Quezon City, including all city-owned facilities is prohibited.

**SECTION 3. Procurement Guidelines to minimize and/or completely avoid the use of single-use plastic as per applicable provisions in Ordinance No. SP-3107, S-2021, also known as The Quezon City Green Public Procurement Ordinance of 2021.** Environmental criteria for the procurement of the most commonly procured goods and services, specifically on Food Packaging must comply with the provisions of the Quezon City Green Public Procurement Ordinance and Section 6 of its Implementing Rules and Regulations.

- 3.1 Use of reusable and recyclable dining ware and containers
- 3.2 Provision of water dispensers or refilling stations
- 3.3 Items or goods delivered should be without unnecessary plastic wrapping and packaging
- 3.4 Drinks should be served in reusable containers, including water



3.5 Water containers and glass bottles must meet hygiene and integrity standards

In addition to the applicable provisions of Ordinance No. SP-3107, S-2021, departments/offices with approved budget for water distribution in individual disposable plastic bottles should transition to the following sustainable alternatives:

- 3.5.1 Water in individual glass bottle equivalent to the approved quantity, provided that this should be implemented through a deposit system to facilitate the return of glass bottles to the supplier
- 3.5.2 Conversion to water gallon or dispensers, allowing participants to refill their own reusable water bottles.
- 3.5.3 Provision of reusable cups to eliminate the need for disposable alternatives

Attendees/Participants should be advised by the end user to bring their own reusable containers as the use and distribution of plastic and paper cups will also not be allowed in city owned facilities and city organized events.

- 3.5.4 Water gallons must adhere to the following specifications:
  - Food-grade, high-quality, and durable plastic.
  - Capacity of 5 gallons.
  - Equipped with a rotary or pull-up faucet or a water dispenser pump
- 3.5.5 Certifications verifying the purification process should be provided by the supplier to ensure quality and safety standards are met.

**SECTION 4.** The use of unnecessary plastic (i.e. plastic bags as carry out bags, single-use/disposable food containers, plastic packaging) in the workplace, during scheduled meetings and events, is prohibited for all Departments, Offices, Task Forces, and Units. Therefore:

- 4.1 Employees are advised to bring their own reusable or eco-bags at all times especially when buying food and goods outside of the building facility to avoid the use of plastic bags.
- 4.2 Food hawkers within City-owned facilities will only provide disposable cutlery and dishware to visitors and taxpayers upon request. However, these materials will not be available to City government employees.
- 4.3 Employees should bring their own reusable take-out container when buying food from hawkers and vendors within the City-owned facilities.
- 4.4 Employees should use their own reusable cutlery, drinking straw and dishware for take-out food items consumed in the workplace, including those purchased from food vendors within the City-owned facilities.

- 4.5 Food items delivered in plastic carry-out bags will not be permitted within City-owned facilities. Employees must transfer such items to a reusable bag before bringing them inside.
- 4.6 Recyclable food packaging from deliveries, such as microwavable containers, plastic cups, aluminum containers, among others, should be properly segregated for recycling. These recyclables should be disposed of responsibly by either exchanging them at the Trash to Cashback booth or through the office's partner recycler or junk shop.
- 4.7 Plastic bags and packaging from deliveries are prohibited within Quezon City Hall buildings. These items will be confiscated upon entry and must be disposed of in designated bins located at the building entrances.
- 4.8 Employees should bring their own reusable water tumblers/containers, jugs, glass, or mugs to meetings and throughout the workday.
- 4.9 Meeting invitations/memos should include a reminder to attendees to bring their own reusable water tumblers/containers, jugs, glass, or mugs.
- 4.10 Each office must establish a waste segregation system to properly separate plastic, paper, and food waste. Paper and plastic waste, including single-use plastics, should be traded at the Trash to Cashback booth located at the Lagoon area or through the office's partner recycler or junk shop, with corresponding report of trading to be kept for checking and monitoring purposes. Food waste, on the other hand, should be processed separately through the composting system established by the City's Joy of Urban Farming Office.

**SECTION 5. City-funded events and activities.** Lead offices and departments responsible for city-funded events must minimize and/or completely avoid the use of plastic packaging in their activities through the following measures:

- 5.1 Include the sustainability objectives of the event/activity in all promotional and communication materials. These objectives should focus on eliminating the sale of disposable merchandise and reducing or eliminating the use of single-use plastics and disposable packaging for both food and non-food items. **Refer to "Annex A" for the comprehensive guidelines on permissible food and drink containers.**
- 5.2 Encourage participants, through promotions, to bring their own reusable water tumblers/containers, eco-bags, and other sustainable items.
- 5.3 Establish clearly visible waste segregation systems, including a dedicated plastic waste recovery scheme, in all city-organized events and activities. Organizers must submit a summary of the volume of recovered recyclables and plastic waste in the post-event evaluation report.
- 5.4 Ensure that tarpaulins used during events are recovered and donated to the City's tarpaulin upcycling program. Organizers are responsible for collecting and delivering the used tarpaulins to the Climate Change and Environmental Sustainability Department.



**SECTION 6. Monitoring and Reporting.** All departments are mandated to monitor and ensure compliance among their personnel. The Office of the City Administrator (OCA), the General Services Department (GSD), and the Climate Change and Environmental Sustainability Department (CCESD) will oversee the overall compliance of all departments and offices.

GSD, through its security and utility personnel, will record instances of non-compliance by employees and officials, along with their respective departments. These records will be forwarded to CCESD and OCA.

CCESD will compile the names of non-compliant employees and submit regular reports to the Human Resources Management Department. Copies of these reports will also be sent to the relevant Department/Office Heads.

## **SECTION 7. Sanctions**

7.1 Sanctions based on **Ordinance No. SP-2127, S-2012 as Amended by Ordinance No. SP-2350, S-2014** are as follows:

7.1.1 For concessionaires and ambulant vendors in all government institutions in Quezon City, including city-owned facilities

First Offense - Five hundred pesos (Php500.00)

Second Offense - One thousand pesos (Php1000.00)

Third Offense - Two thousand pesos (Php2000.00) and cancellation of their business permit/operating permit

7.1.2 For employees and personnel of all government institutions in Quezon City, including all City owned facilities

First Offense - Individual warning from the respective City Personnel Office

Second Offense - Warning from the Department and from the employee's Department/Office Head

Third Offense - Two thousand pesos (Php2000.00) and reprimand from the employee's Department/Office Head

7.2 Ground for Filing of a Complaint based on **Ordinance No. SP-3107, S-2021, also known as The Quezon City Green Public Procurement Ordinance of 2021.**

Failure for the inclusion of an environmental practice and criteria in the terms of reference, PPMPs, technical specifications, program of works, and other necessary procurement documents may be grounds for filing of an administrative complaint against the head of office, their administrative officer, and other employees that participated in its preparation. The liability will attach after they persistently fail to do so after demand has been made from Quezon City GPP Team, BAC or other concerned agency.

Likewise, the failure of the BAC to implement this requirement in the procurement process may be a ground for the filing of an administrative complaint against its members.

The Quezon City Government shall ensure the acts and practices detrimental and/or inimical to procurement, in general, and green procurement, in particular, such as, but not limited to faking of green labels and certifications, shall be punishable under existing laws, rules and regulations.

7.2 Employees and officials of the City government found in violation of the other applicable provisions shall be subject to the following sanctions:

7.2.1 First-time offenders will receive a reprimand from their respective Department/Office Head.

7.2.2 Repeat offenders will be issued a formal memo by the Human Resources Management Department.

**SECTION 8. FUNDING.** The operational funding for this program shall be taken from the available regular funds of the CCESD duly appropriated for this purpose, subject to the usual budgeting and auditing requirements provided by law and other rules and regulations.

**SECTION 9. DISSEMINATION.** A copy of this Executive Order shall be furnished to the Office of the President and Metropolitan Manila Development Authority (MMDA) for information and guidance, pursuant to Section 455 (1) (xii) of RA 7160, as amended, and the same shall be posted at the official website of the Quezon City Government.

**SECTION 10. REPEALING CLAUSE.** All executive orders, circulars, memoranda, and other issuances inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 11. SEPARABILITY CLAUSE.** The provisions of this Executive Order are hereby declared separable and in the event that any such provisions are declared unconstitutional, the other provisions which are not affected thereby shall remain in full force and effect.

**SECTION 12. Effectivity.** This Order shall take effect immediately.

**DONE.** 28 February 2025, Quezon City.

  
**MA. JOSEFINA G. BELMONTE**  
City Mayor