



The Environmental Code of Practice (ECOP) for
the Philippine Civil Service Modernization
Project (PCSMP)

Preface

As an important part of the Philippine Civil Service Modernization Project (PCSM), the Environmental Code of Practice (ECOP) was developed to provide an over-all framework for the efficient management and disposal of all electronic and electrical wastes, packaging wastes and other hazardous materials (E-wastes) at end-of-life of equipment as part of good environmental practice and in compliance with existing relevant environmental laws and regulations.

This document is fundamentally anchored on the commitment of the Civil Service Commission (CSC) to strictly adhere to the highest level of transparency, best practices and sustainability on waste management in the country.

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I. INTRODUCTION

1. The ECOP has been developed to ensure that the Philippine Civil Service Modernization Project (PCSMP) will be pursued and implemented according to the highest environmental standards.
2. As envisioned, the PCSM Project is an Investment Project Financing (IPF) of the CSC that seeks to address the gaps that have hindered the progress of efforts to transition the Human Resources (HR) of agencies from transactional to strategic, which the government has been pushing under the Philippine Development Plan (PDP) and the Philippine Talent Management Strategy Public Sector Future of Work Framework.
3. The PCSMP aims to strengthen the civil service by improving the efficient and transparent management of human resources in the various government departments. This will be done by streamlining and simplifying the HR policy framework, and by introducing technology to automate processes and improve efficiency. This includes the introduction of a new HRMIS that will cover select National Government Agencies (NGAs) and Local Government Units (LGUs) and enable the consolidation of payroll management. It will also build capacity at both the individual and agency levels—as well as in the CSC itself—to make use of the improved policy framework and automated processes to produce better HR outcomes.
4. This will also support the modernization of HRM functions within the Philippine bureaucracy, including the enhancement of payroll management at the agency level. While it is acknowledged that a strengthened civil service would require a great deal more than at the level of modernized HRM functions, it is nonetheless clear that modern, improved, and efficient HRM can provide a strong platform to support other improvements to the overall performance of the civil service.
5. To be implemented from 2025 to 2029 in direct partnership with the World Bank, the overall project development objective (PDO) of PCSMP is to improve the efficiency and quality of HR management and payroll management in selected NGAs in the Philippine civil service.

II. PROJECT COMPONENTS

6. The project development objective indicators are as follows:
 - 6.1 Enhanced organizational effectiveness and efficiency of the CSC through better information systems and capacity to apply its whole-of-bureaucracy mandate;
 - 6.2 Centralized and integrated HRMIS and Payroll System developed and rolled out across some NGAs;
 - 6.3 Reduced time taken to process and complete key HRM actions by CSC (e.g., attestation process, promotional appointments);
 - 6.4 Reduced number of payroll-processing Implementing Units (IUs); and
 - 6.5 Progress of NGAs under the PRIME-HRM Framework.

7. The project components are:

Project Component 1: Strengthening Individual and Agency Capabilities for HRM Sub-Component 1.1: Building the Capacities of Human Resource Management Officers (HRMOs)

This sub-component is mainly focused on the development and the establishment of an HR Certification System to standardize and raise the level of competence of the HRMOs in strategic HRM. The amount of about PhP 274.024 million (US\$ 4.914 million) is for technical assistance, planning workshops and other learning and development interventions, benchmarking studies, and assessment tools to help the sector define standards of competencies, and support motivated individuals in improving their knowledge and skills to perform strategic HRM in their organizations. In addition, the subcomponent will support outreach, networking, specialized executive courses, and learning events for HRMOs.

In relation to this, the Civil Service Institute (CSI) has provided a Proposed HRMP Certification Process that is divided into three phases and is as follows:

Phase 1: Institutionalizing the HRMP Competency Framework for the Public Sector

This will focus on establishing competency standards for HRM Practitioners (HRMPs) in the public sector. Competencies and indicators in the PRIME-HRM shall serve as the main reference given its direct alignment to the strategy implementation of the PDP. These are broken down into the following four Core HR Systems: Recruitment, Selection, and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R).

Phase 2: Developing and Strengthening Competencies of HRMPs

This shall focus on building and strengthening the capacities of HRMPs through the provision of training programs that will help meet HRM competencies indicated under Phase 1. These training programs will standardize underpinning knowledge, skills, and attitudes (KSAs) required of HRMPs for uniform understanding and implementation of HR systems. Eventually, this will raise their level of competence and be more effective partners in elevating their respective agency's PRIME-HRM maturity level.

Phase 3: HRMP Competency Assessment and Certification

This phase shall cover the development, establishment, and implementation of a Leadership and Management Certification Program (CPro) for HRMPs that will professionalize the practice of HRM in the public sector. The ultimate objective is to award a Certificate of HRM Proficiency to HRMPs who demonstrated proficiency after successfully passing competency assessment.

Sub-Component 1.2 Enhancing Agency Level HR Maturity

The project will undertake activities to enable the CSC to enhance the implementation of PRIME-HRM which is the framework that CSC uses to assess the HRM practices, systems, and capabilities of government agencies. It is a progressive system of assessment because it engages not only the HRMO, but also the officials and the rank-and-file employees of the agency to determine how well the organization is transitioning from transactional to strategic HRM. This subcomponent, with an investment of about PhP 207.924 million (US\$ 3.728 million), is to fast-track existing approaches and introduce innovations in areas where challenges exist for agencies. The project will provide

technical support, advisory services, and implementation guidance to agencies to support them in the preparation and implementation of their action plans for progressing from their current level to a higher, strategic level. It will also fund the engagement of a third party to elevate the verification process for a more robust quality assurance. It will also support the development of a PRIME-HRM e-portal to facilitate agency self-assessment and CSC validation processes.

This component will include activities and interventions that will enhance the current HR framework, processes, and practices. The specific type of activities and number of beneficiaries will be informed by data from PRIME-HRM assessments and HRMO training needs assessments (TNAs). The activities envisioned are planning workshops, seminars, consultation meetings with HR consultants, and “write-shops” for the preparation of actionable agency human resources operational plans and strategies that support the respective mandates of agencies.

The COVID-19 pandemic called for a major shift in strategy and, fortuitously, the digitalization of services under the project will help the CSC to undertake training and capacity building activities that will maximize learning opportunities in a virtual environment and minimize the need for costly overseas travel (for participants as well as for international experts coming to the country). Moreover, the use of virtual platforms is expected to effectively reach government employees who need training but are unable to physically be away from the office, hence increasing the pace at which organizational and behavioral changes can happen in target agencies.

Sub-Component 1.3 Strengthening the CSC as Reform Leader

The project will support activities specifically geared towards transforming the CSC into a highly effective organization capable of leading major changes in the bureaucracy, advocating for and developing the professional stream of HRMOs, and overseeing a contemporary and effective HRM framework.

The initial phase of the project will be focused on foundational activities, such as the CSC-led streamlining or business process reviews and capacity building of the CSC. Succeeding activities to strengthen the CSC to lead and coordinate HR modernization will also be undertaken throughout the implementation of the project to incrementally build and further strengthen CSC’s roles in driving and overseeing strategic HRM in the bureaucracy. Effectively building capacity to ensure the long-term sustainability of the work within the project and beyond is a priority outcome for the project. It will allocate resources amounting to PhP 55.764 million (US\$ 1.000 million) for technical assistance from HR and organizational development specialists; equipment (e.g., video-conferencing with the regional offices); planning workshops and learning events; and to support organizational restructuring and improvement to strengthen its internal HRM policies and practices, thereby supporting the achievement of a PRIME-HRM Level 3 certification.

Sub-Component 1.4 Employee Engagement Survey

The sub-component aims to enhance the CSC’s standing as the foremost leader in HRM within the Philippines civil service. This will be achieved through financial support for the development and execution of a comprehensive whole-of-government employee engagement survey. The survey is structured to assess the impact of the Modernization project at three crucial stages: baseline, mid-implementation, and project completion. With three surveys planned throughout the project's duration, the data collected will empower the Commission to formulate and implement a targeted employee engagement plan. Additionally, this information will enable the CSC to address specific employment-related concerns raised by civil servants. An allocation of PhP 11.821 million (US\$ 0.212 million) has been earmarked for this purpose.

Sub-Component 1.5 Content Development for e-Learning and Microlearning Modules for Knowledge Management

The sub-component will fund capacity building and learning opportunities to expose CSC staff and other partner agencies to global best practices, including activities such as study tours, scholarships, twinning arrangements, conferences, or short-term secondments. It will also help the CSC to improve its knowledge and information management capacity for integration, organizing and sharing of policy updates, rulings on cases, innovative HR practices, and studies on important trends in the sector. This will put into motion the development of eLearning/ Microlearning Modules which will allocate PHP 111.528 million (US\$ 2.000 million). Additionally, it will include support for research, publications, and forums and training and certification of Knowledge Management (KM) professionals.

Project Component 2: Systems and Technologies for Effective HR Management

Component 2 focuses on adopting a holistic technological structure by automating a streamlined, end-to-end process from Recruitment to Personnel Employee Retirement or Separation to enable effective workforce planning and strategic HRM. This will simplify and streamline human resource processes and deliver services directly to employees, officials, and other relevant stakeholders. This covers the development of a rationalized, integrated, government-wide, centralized HRMIS and Payroll System for use by the CSC and all other government agencies. This component also promotes a data-driven culture and improved decision-making and paves the way to a Resilient Infrastructure and a Robust Cyber Security Posture.

The project will fund the establishment of a centralized HRMIS managed by CSC and co-managed with Department of Information and Communications Technology (DICT) and DBM in respect to IT related matters and Payroll related matters. It will automate core HRM functions and processes from hiring to separation. It is envisaged to be a self-service system that may be accessed anytime and anywhere. Most importantly, it will simplify and streamline HR and Payroll processes and deliver services directly to employees, officials, and other relevant stakeholders. The IT systems, key applications, network architecture, data infrastructure, and security features will be detailed during the initial planning phase of the HRMIS.

Sub-Component 2.1: Integrated Systems, Advanced Data Analytics and Business Intelligence

Using current and emerging technologies, the HR and payroll systems will implement services that allow streamlined transactional services for data capture and interface for data viewing, reporting, and monitoring. Transactions that will be made available in the envisioned self-service system include employee dashboard; employee recruitment; testing registration and conduct; employee placement; profile and personalization management; attendance management; work or task management; talent management; benefits availment; standard government forms; standard personnel forms; regulatory compliance; frequently asked questions, complaints, incidents, grievances management; payroll management, and other transactions that may be unique to the agency.

There will be a payroll system that is linked to the processes and databases of DBM, which are already utilized by most agencies in their payroll preparations, in consideration of DBM's proposal related to the Real-Time Gross Settlement (RTGS) setup and workflow, from the payroll system to settlement (distribution to beneficiaries).

In relation to the integration of the conduct of testing or examinations, the Examination, Recruitment, and Placement Office (ERPO) brought forth the proposed Civil Service Digital Examination (CSDeX), which is intended to be another mode of taking various CSEs and shall eventually replace the existing Computerized Examination (COMEX). For this CSDeX, Commercial-off-the-shelf (COTS) product solution which is designed for high-stakes examinations that run on the cloud shall be used. Anchored on the Philippine Government's Cloud First Policy, ERPO intends to recommend a Software-as-a-Service (SaaS) scheme so that the CSC will not have to invest on new and additional servers since they are deployed in the cloud and cloud hosting is included in the license.

The estimated investment requirement for an Integrated and Interoperable Systems is estimated about PhP 1.576 billion (US\$ 28.267 million) in total spread over 5-years. The estimate already includes the customization or development of the system PhP 396.391 million (US\$ 7.108 million), the resources for the proper roll-out of the system, the technical support for possible data cleansing and migration, the capacity building, and most importantly the Business Process Review and Streamlining PhP 139.410 million (US\$2.500 million) to ensure higher efficiency and improved quality of human resource management systems and processes.

Sub-Component 2.2: Improved and Resilient Infrastructure

This sub-component warrants a network architecture and design that can withstand and quickly recover from various disruptions, faults, or attacks. Resilience in this context is about ensuring that the network can maintain its essential functions and provide consistent and reliable service even when faced with challenges. It involves building redundancy, sufficient bandwidth, flexibility, and adaptive capabilities into the network to enhance its ability to absorb shocks and continue operating under adverse conditions. In essence, the intention is to hold an infrastructure that has been enhanced and fortified to deliver superior performance, reliability, and robustness which is not only confined to a single layer or component, but also spans the entire infrastructure, including hardware, software, and connectivity solutions that will support the modernization project's needs. The investment for this sub-component is about PhP 605.150 million (US\$ 10.852 million), which already includes the proper assessment and local area network rehabilitation of the CSC and its Regional Offices. A portion of this investment will also benefit the pilot partner agencies of the CSC.

Sub-Component 2.3: Robust Cybersecurity Posture and Data Privacy Compliance

The PCSMP entails increasing the cybersecurity and data privacy posture of the CSC with the capability to withstand, respond to, and recover from cybersecurity threats and incidents while still maintaining its core functions. This involves a comprehensive and adaptive approach to cybersecurity that goes beyond traditional security measures which includes proactive threat detection; incident response planning; adaptive security policies; data protection and encryption; endpoint security; cloud security; identity and access management; security awareness trainings; regular security audits and assessments; and regulatory compliance. This sub-component, amounting to PhP 213.018 million (US\$ 3.820 million), will finance the different cybersecurity solutions and data privacy protection needs of the CSC in accordance to the stipulations of Republic Act (RA) No. 10173 or the Data Privacy Act of 2012, particularly on the adherence to the General Data Privacy Principles and the proper processing, securing, and protection of data and other personal information.

Project Component 3: Project Management and Change Management Sub-Component 3.1**Project Management Unit**

The project will support the establishment and operation of a dedicated and capable Project Management Unit (PMU) to oversee and coordinate throughout the project. Having a dedicated and capable project management team will help the CSC ensure successful, well-sequenced, and timely delivery of project outputs—particularly the IT solutions and other modern ways of communication—disseminating knowledge and providing services to clients. The project allocation of about PhP 148.778 million (US\$ 2.668 million) will include specialist staffing and short-term consultants to handle financial management, procurement, and logistics management until the closing period for the project which is 30 November 2029.

Sub-Component 3.2 Change Management and Communication Strategies

Under this sub-component, an impactful change management program will be implemented to support the transformation of HRM and the rebranding of the civil service. This is crucial due to the anticipated strategic shifts and changes in mindsets and behavior resulting from project interventions and implementation. To make this happen, an Organizational Development function must be in place within the CSC. The OD function will directly report to the CSC Chairperson to ensure that the CSC is efficient and effective in performing its mandates. The creation of the OD function will facilitate the Planning for the Change, ensuring the creation and formation of a functional Change Management Team for this project. The Change Management Team will be composed of representatives from the Office of the Strategy Management (OSM), the Office of the Human Resource Management and Development (OHRMD), the Human Resource Policies and Standards Office (HRPSO), the Public Assistance and Information Office (PAIO), and the Human Resource Committees in PRIME-HRM.

To ensure effective management and planning for this transformative change, various activities will be undertaken. These include conducting workshops aimed at facilitating stakeholder management and engagement, risk management, and communication strategies. These workshops will play a pivotal role in establishing a network of change agents and champions within the CSC and across all participating government agencies. This comprehensive approach seeks to navigate the complexities of change, fostering a positive and collaborative environment throughout the HRM transformation and civil service rebranding.

This comprehensive change management program will also be supported with a complementary strategic communications plan. This key sub-component—the development and implementation of a communications campaign on the reform program, including its goals and objectives, achievements and successes—will be utilizing a variety of communication channels, such as radio and television, face-to-face/hybrid/online interview/meeting, websites, social media, and written communications. These will support efforts to transform and rebrand the civil service and communicate more broadly to key stakeholders and the public on the move towards a smart, future-ready, and agile civil service. For this sub-component, the estimated cost is PhP 139.410 million (US\$ 2.500 million).

III. RATIONALE OF ECOP

8. Procurement, installation, and delivery of all needed equipment, hardware and software and all the required infrastructure requirement for the PCSMP will not pose any significant environmental impacts.
9. However, the post-use or end-of-life disposal of waste electronic equipment and accessories could be of environmental concern. Although, such disposal is not expected during the project period, it is important that relevant measures are identified on the proper disposal of E-wastes by preparing an ECOP and integrating it into the Project Operations Manual (POM).
10. This ECOP sets out the procedures for managing potential environmental impacts of procurement and use of equipment. The ECOP includes guidance on the management of disposal at end-of-life of the electronic equipment.

IV. REVIEW OF APPLICABLE ENVIRONMENTAL AND SOCIAL POLICY, RULES AND REGULATIONS

A. World Bank's Environment Social Framework

11. The project interventions will pose minimal environmental impacts; hence, no detailed Environmental Assessment is required for this project. However, an ECOP has been developed to outline the procedures to properly manage disposal of E-wastes in accordance with OP/BP4.01 (Environmental Assessment).

B. National Environmental Policies and Legal Framework

12. Specific activities under this project may not need clearances from the national or regional authorities since no civil works, repair, or renovation of facilities are proposed. Laws and environmental policies which may be applicable to this project include the following:

Table 1: Relevant Environment Laws/Orders to PCSMP

Environmental Law	Description
Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990 (RA 6969)	RA 6969 prohibits the importation, manufacture, processing, sale, distribution, use and disposal of chemical substances and wastes that present unreasonable risk and/or injury to health and the environment.
Ecological Solid Waste Management Act (RA 9003)	The law establishes the mechanisms for waste minimization, resource recovery, appropriate collection, transport services, environmentally sound treatment, and disposal of garbage. It also provides the mandatory segregation of wastes at households, commercial establishments, industries, institutions, hospitals, etc.

Title III – Procedural Manual on Hazardous Waste Management DENR Administrative Order 1992-29	Title III of DENR Administrative Order 1992-29 of the implementing rules and regulations of RA 6969 outlines the legal and technical requirements of hazardous waste management.
Revised Procedures and Standards for the Management of Hazardous Wastes (DENR Administrative Order 2013-22)	The administrative order classifies waste electrical and electronic equipment (WEEE) as hazardous wastes with waste number M506. WEEEs include all waste electrical and electronic equipment that contains hazardous components such as lead, cadmium, mercury, hexavalent chromium, polybrominated biphenyls (PBBs), and polybrominated biphenyl ethers (PBDEs) that includes its peripherals, i.e. ink cartridges, toners, etc.
DENR-EMB Technical Guidelines 2015	The guidelines outline the specific categories of treatment, storage, and disposal facilities. Hazardous wastes are to be collected only of DENR-recognized hazardous waste transporters and treaters.
Department of Energy (DOE) and the Department of Environment and Natural Resources (DENR) Joint Administrative Order on Lighting Industry Waste Management Guidelines (JAO 2013-09- 0001)	The DOE and DENR JAO was issued to address the hazards brought about by the disposal of energy efficient lighting (EEL) containing mercury. The order operationalizes the Extended Producer Responsibility (EPR) for lighting products.
Reconstitution of the CSC Disposal Committee (CSC Discom) through Office Order No. 225, s. 2024	The CSC Discom serves as the over-all body tasked in the over-all supervision and management of the disposal system of unserviceable plant, property and equipment (PPE) of the Commission.
The CSC Internal Guidelines on the Inspection, Acceptance and Recording of Property, Plant and Equipment, Semi-Expendable Items, Supplies and Materials and Other Supplies and Materials	This covers the CSC policies and requirements throughout the supply and property management process, focusing on the over-all aspects of procurement, delivery, inspection and acceptance of goods and items, custodianship, and disposal.
Designation of Inspection Officers/Pool of Inspectors at the CSC Central Office	The CSC Pool of Inspectors ensure the correct quantity and quality of items procured and delivered as specified by the requesting office/end-user/s based on the terms of reference, technical specifications, and other relevant information.
Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program (Executive Order No. 605, s. 2007)	The Executive Order requires all government agencies to implement the Government Quality Management Program (GQMP) to enhance public sector performance through the adoption of International Organization for Standardization (ISO) 9000 series Quality Management Systems.

C. The CSC Policies and Practices on Waste Management

13. Based on Commission on Audit (COA) Circular No. 89-296 (January 1989), any Government asset (including equipment) which are unserviceable may be disposed following the audit guidelines prescribed in the circular. The COA circular provides the authority and responsibility for disposal of assets to the heads of the departments, bureaus and offices which shall constitute a committee. The COA recognizes the following modes of disposal of assets and property: (i) public auction, (ii) sale thru negotiation, (iii) barter, (iv) transfer to other Government agencies, and (v) destruction or condemnation.

14. In compliance with this COA regulation, the CSC has established a functional CSC Discom which shall be serve as the over-all body in the supervision and management of the disposal system of unserviceable PPE. As part of CSC's commitment towards continuous improvement in responding to changing quality requirement of the workplace to balance quality, economics and environment, CSC strives to implement international practices by moving towards ISO certifications in compliance with Executive Order 605, series of 2007. CSC central office and its regional offices are implementing the National Quality Management System (NQMS) in compliance with ISO 9001:2015 standards.

15. Through the issuance of Office Order No. 225, s. 2024 signed by CSC Chairperson Karlo A. B. Nograles, the CSC Discom has been reconstituted with the following functions and responsibilities:

- (a) Review the Inventory and Inspection Report of Unserviceable Property (IIRUP) covering all semi-expandable materials and equipment and non-expandable supplies/items.
- (b) Review the Report on Waste Materials (RWM) covering expendable materials, supplies and consumables, including spare parts, empty containers, and remnants salvaged from destroyed or damaged fixed assets.
- (c) Review the Invoice Receipt for Property (IRP) covering the CSC properties transferred from CSC CO to CSC RO which have become unserviceable.
- (d) Ensure that all property for disposal corresponds to what is in the IRP.
- (e) Inspect the unserviceable properties for disposal and check against the IRRUP, RWM and IRP to verify justification for disposal and to obtain a firth-hand observation of the physical and operational condition of the property and their marketability or abilities to attract prospective buyers.
- (f) Conduct ocular inspection, to be done separately by each member of the Discom or as a group.
- (g) Perform other functions as may be necessary.

16. The CSC has also drafted the Internal Guidelines on the Inspection, Acceptance and Recording of Property, Plant and Equipment, Semi-Expendable Items, Supplies and Materials, and Other Supplies and Materials. This covers the policies and requirements throughout the supply and property management process, focusing on the over-all aspects of procurement, delivery, inspection and acceptance of goods and items, custodianship, and disposal

This Internal Guidelines has the following key objectives:

- (a) To improve the existing processes and procedures pertaining to inspection, acceptance and recording of PPE, Semi-Expendable Items, Supplies and Materials, and Other Supplies and Materials including the timely, complete and accurate preparation and approval of supporting documents.

- (b) To ensure compliance with standard processes and procedures prescribed under the Revised Implementing Rules and Regulations of Republic Act (RA) No. 9184 (Government Procurement Reform Act) and Commission on Audit (COA) budgetary and accounting rules and regulations particularly Government Accounting Manual and COA Circular No. 2023-004 dated June 14, 2023, Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001, dated June 14, 2012.
- (c) To provide clarity on the delineation of responsibilities among the Procurement Management Division (PMD), the Technical Property Inspectors (TPIs) and the Supply Officer (SO)/Property Custodian (PC) pertaining to the inspection, acceptance and recording of inventory items and PPEs.

17. Moreover, CSC promotes the institutionalization of good housekeeping practices in all its offices through the adoption of the 7S principles which stand for sort, systematize, sweep, standardize, safety, self-discipline, and sustain.

V. ENVIRONMENTAL CODES OF PRACTICE

18. The anticipated environmental impacts of the project are likely to occur during the disposal of unserviceable equipment such as laptops, personal computers, packing waste, printers, empty ink cartridges, etc. at end-of- life.

Packaging Waste

19. Packaging wastes are considered as solid wastes which can be reused or recycled. The following procedures are guidelines for managing packaging wastes:

- (a) Instruct concerned CSC offices to implement clean- up procedures immediately after unpacking equipment.
- (b) Encourage recycling or reuse of packaging wastes or dispose through local recyclers.
- (c) Plastics and other inert materials will be disposed in separate waste segregation bins.
- (d) Burning of packaging wastes is strictly prohibited.
- (e) Focal persons in each CSC office shall ensure that proper packaging waste disposal is properly implemented.

E-Waste

20. Waste electrical and electronic equipment are classified as hazardous waste (M506) in accordance with government regulations due to the presence of hazardous components in the equipment. Some of the equipment contain elements such as lead, cadmium and hexavalent chromium which are toxic substances with leaching properties that can contaminate land and water.

21. CSC fully recognizes the importance of dealing with E-waste because of the health risks due to the hazardous materials they contain. Improper disposal of electronic products may lead to the possibility of damaging the environment and can result to risks of cancer and developmental and neurological disorders.

22. Pursuant to existing internal CSC procedures, the CSC Discom will oversee the appropriate procedures on disposal of unserviceable property as well as the required inspection process to be conducted to check the condition of the equipment to be disposed.

23. Once the supplies/equipment become unserviceable, the accountable officer of the said equipment shall immediately return the same to the GSD who shall then file an application for disposal with appropriate documents to the COA Auditor. Accountable officers in possession of the unserviceable equipment shall submit the documents pertinent to the disposal of the unserviceable equipment to the CSC DC through their respective heads of offices. The COA Auditor shall inspect the items and determine whether the items are with or without value and then forwards his/her recommendation to the Head of the Agency.

24. For expendable materials, supplies and consumables such as empty ink cartridges, busted lamps, batteries, spare parts, and other remnants from destroyed or damaged equipment, a Waste Materials Report shall be prepared by the Accountable officials for submission to the CSC DC.

25. Once the approval for disposal of unserviceable equipment, empty ink cartridges, and parts, etc. have been inspected by COA Auditor and approved by the CSC Discom, the following measures are outlined to manage E-wastes:

- a) Some damaged equipment and parts may still be valuable and recyclable. The reuse or recycling of the repairable equipment or its parts should be prioritized, where appropriate.
- b) Adopt buy-back options with suppliers as part of extended producer responsibility and Green Procurement policies.
- c) The equipment or parts that can neither be reused or recycled should be collected in separate bins/containers and placed in a secured centralized E-waste segregation area. These should be segregated from the regular solid waste.
- d) Disposal bins for electronic wastes are to be provided in CSC offices. E- waste collection area should be provided with weatherproof cover, impermeable surfaces to prevent transmission of liquids beyond the pavement surface, and with label or signage to identify the wastes contained in the area.
- e) Disassembled parts of electronic equipment must be properly segregated and stored in spill tight containers with impermeable surface and a sealed drainage system.
- f) Provide instructions to CSC offices through the Deed of Donation regarding the safe disposal of used batteries, busted lights, and damaged equipment. Avoid breakage of these products and safely deposit at end-of-life at designated disposal areas.
- g) No burning, on-site burying or dumping of waste shall occur.
- h) Adopt the following options for the final disposal of E-waste:
 - i) Commission the services of DENR-registered hazardous waste transporters and treaters for the collection and disposal of E-waste that has been collected at the school/division/region E-waste collection areas.
 - ii) Coordinate with a DENR-recognized non-government organization working on E-waste collection and disposal. The CSC may enter into a Memorandum of Agreement (MOA) with the NGO for the safe collection and disposal of E-waste.

- iii) Coordinate with the local government unit (LGU) with capability to handle hazardous wastes and E-wastes for the collection of E-wastes from CSC.
 - i) Comply with the requirements of the DENR with regards to the registration and reporting of E- waste disposal.
26. The above procedures will be strictly adopted by the CSC.

VI. INSTITUTIONAL CAPACITY FOR MANAGEMENT OF ENVIRONMENTAL IMPACTS

A. Overall Institutional Responsibility

27. The PCSMP will be implemented at the national and sub-national levels in its target agencies and regions. The CSC will assume the overall responsibility for coordination and implementation, including procurement, disbursement, and financial management in close collaboration with all stakeholders involved in the project.

Project Management Office

28. The PMU of PCSMP will be responsible for overseeing the implementation of the project as well as in ensuring that the ECOP is disseminated to the relevant offices at the Central Office and Regional Offices. The PMU will coordinate with OFAM through its General Services Division (GSD) and Procurement Management Division relative to any updates in the procurement and waste disposal process. The PMU will provide reports on the implementation of the ECOP as part of project progress reports submitted to the World Bank.

Project Implementing Units

29. Through the assistance of OFAM, the CSC Discom and GSD will ensure the implementation of the proper waste disposal process and will submit reports of disposal to the CSC Central Office. Implementation of the ECOP will be monitored by OFAM/CSC Discom/GSD and will coordinate with the concerned agencies and NGOs on waste collection and disposal.

B. Safeguards Management

30. Generally, the CSC strictly prescribes proper waste disposal in all its offices, including requiring offices to provide separate garbage cans for dry waste, wet waste, and hazardous wastes. CSC also advocates good practices on proper waste management at home, in the community and in all its premises nationwide. This includes environmental protection through proper waste management, recycling waste materials following the principles of "7S", identification of recyclable products/waste materials, disposal of waste materials according to occupational safety and health requirements.

31. Through OFAM-Building and Ground Management Division and GSD, a regular briefing is conducted on the proper care and management of all plants, property and equipment owned by the CSC. The briefing includes the procedures to be followed on management of E-wastes, the ECOP, and the immediate reporting of E-waste to OFAM/CSC Discom/GSD. Following the procedures for disposal of unserviceable equipment, the Property Unit of GSD under the supervision of the Head of OFAM will be in-charge of providing the Waste Materials Reports containing the details of the unserviceable equipment and expendable materials and the method of safe disposal.

32. The GSD will further provide awareness and continuing education on all CSC offices on the importance of recycling electronics devices and keeping them out of landfills and then practicing recycling process. The CSC Discom/GSD will arrange to bring used electronics to a DENR- recognized waste recycling organization with proven strong commitment to environmental protection.

33. Collaboration with other stakeholders such as local government units (LGUs) relevant to waste management in general and E-waste in particular will be continuously undertaken.

34. The following are activities with the LGUs:

Coordination with the LGUs at the provincial (PLGU), city/municipal (CLGU) and barangay (BLGU) levels in the strict implementation of RA 9003 that requires collection of segregated wastes. Waste segregation and collection are to be conducted for recyclable wastes.

Link with the PLGU/CLGU/BLGU particularly in the collection of solid wastes that is usually done by the LGU department such as the General Service Office, Engineering Office, Environment and Sanitation Office, City/Municipal Environment and Natural Resources Office or the Department of Public Services.

35. Further, a series of training will be arranged by the CSC Discom/GSD regarding the implementation of ECOP.

36. Annual report on the implementation of ECOP will be prepared by the PMU to be submitted to World Bank by the CSC. The report will contain information on the orientation trainings conducted for recipient agencies, establishment of localized mechanisms of safe E-waste collection and disposal, and summaries of the WMR prepared by the OFAM/CSC Discom/GSD.

C. Disclosure of ECOP

37. ECOP is a document subject to public disclosure and consultation.

38. The document has been prepared in consultation with relevant units of the CSC Central and Regional Offices to discuss the roles and responsibilities of relevant stakeholders related to the Project, the environmental impacts and to generate inputs and insights.

39. This ECOP document will be subjected to a series of review, critiquing, and consultation with members of the CSC Management Committee (Mancom), heads of central and regional offices as well as with the Office for the Legal Affairs. During these consultations, respondents will be sharing their current solid waste management practices, ISO certification, disposal of unserviceable equipment, responsible units in-charge of waste disposal, and coordination efforts with LGUs and private organizations relative to waste management.

40. Consultation meetings will also be conducted with members of CSC Discom, OAC-SAS, OFAM and GSD at the CSC Central Office. Based on comments and suggestions of various offices during these meetings and exchange of information in emails, the ECOP will be revised and finalized for disclosure. The list of stakeholders/persons consulted is presented in Annex A.

41. The ECOP will be disclosed at the CSC website on ____ for further comment. The World Bank website will also disclose the same on _____ after receiving a no objection clearance for its disclosure from CSC. The final ECOP will be disclosed on the CSC and World Bank website on .

Annex A: List of Stakeholders Consulted

Name	Designation	Department
Office of the Chairperson		Atty. Jason M. Esguerra Ms. Genelyn J. Gabriel
All Assistant Commissioners	Members of the CSC Management Committee	CSC Central Office
Atty. Karin Litz P. Zerna	Assistant Commissioner	Office of the Assistant Commissioner-Support and Administrative Services (SAS)
All Heads of CSC Central Offices	All Director IVs	All CSC-Central Offices
All Heads of CSC Regional Offices	All Regional Directors	All CSC Regional Offices
Atty. Alma F. Foronda	Director IV	Office for Legal Affairs (OLA)
Ms. Maria Victoria M. Salazar	Acting Director IV	Office for Financial and Assets Management (OFAM), CSC Central Office
Mr. Noel V. Salumbides	Acting Director III	Office for Financial and Assets Management (OFAM), CSC Central Office
Ms. Escarlet Conde	Chief Administrative Officer	CSC Central Office-General Services Division
Mr. Isias P. Formilleza	Supervising Administrative Officer	CSC Central Office-General Services Division
All Members of CSC Disposal Committee	Various Position Titles	CSC Central Office Disposal Committee