

DE LA SALLE-COLLEGE OF SAINT BENILDE				
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1. RATIONALE

1.1 Introduction

Materials management encourages a reduction in the amount of material used, and the selection of better alternative materials, without compromising the quality of service or product. Materials management also encourages changes in product design to use less material, reduce toxicity, and make products more reusable and/or recyclable. From the consumer perspective, materials management encourages the consumption of products and services with the least environmental impact.

Resource recovery, repair, and reuse are significant ways to promote sustainable use of materials and goods for the same or a similar purpose. Fundamentally, it is a gathering and redistribution process where things, such as furniture and equipment, that are no longer wanted or needed by one user are given to those who do.

The sustainable and innovative practice of upcycling and repurposing is being introduced to the college. It is a waste minimization approach wherein waste and discarded materials are transformed into new products or materials with better quality or value. Unlike recycling wherein material breaks down into their raw form to create something new, upcycling and repurposing aim to use the existing materials in their current form, often giving them a new purpose. This waste reduction approach minimizes the need for new materials. It mitigates the environmental impact caused by producing, acquiring, and transporting new construction materials. It promotes creativity and innovation in the college community.

1.2 As the College supports the United Nations (UN) Sustainable Development Goal target 12.5 of substantially reducing waste generation through prevention, reduction, recycling, and reuse, we introduce this policy and implement its resulting programs and procedures on the campus with the establishment of the Resource Recovery Section. Furthermore, following the environmental principle "everything must go somewhere" which means that in nature, there is no final waste, matter and energy are preserved, and the waste produced in one ecological process is recycled in another" this principle is observed and practiced with the resource recovery unit's waste management approach using upcycling and repurposing.

1.3 The College recognizes the value of properties, equipment, furniture, and other materials as important resources for the sustainable operation of all campuses. Establishing a Resource Recovery Section and Systems/Processes in identifying properties that can be repaired, refurbished, and/or redistributed, reallocated to different departments, and recycling is an important step in minimizing waste generated by the College.

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2. OBJECTIVES

1.4 The Center for Built Environment and Logistics-Inventory Management Unit-Resource Recovery Section (CBEL-IMU-RRS) has been entrusted by the College to ensure the systematic, monitoring and control of turned-over furniture and equipment that can be repaired, refurbished, redistributed, and/or reallocated to other Offices/Centers, sold, donated, or recycled.

2.1 To establish an important function in the efficient use and conservation of the College's resources, support sustainability efforts, lessen unnecessary expenses, and lessen disposal of usable items.

2.2 To identify the responsibilities of respective Offices/Centers on resource recovery.

3. SCOPE

3.1 This policy applies to all De La Salle-College of Saint Benilde campuses and buildings. All resources, except computers and other IT-related items, such as furniture and equipment that can still be repaired, are covered by this policy.

4. DEFINITION OF TERMS

4.1 **Upcycling** – defined as taking an existing product or material and repurposing it in a way that adds value and enhances its quality or function.

4.2 **Repurposing** – defined as taking an existing item and creating a new use and function for it, often in a different context than its original purpose.

4.3 **Repairable Items** – these are items that can still be repaired through parts replacement, and repainting, among others for reuse.

4.4 **Resources** – identified in this policy are items such as furniture, equipment, and materials that are used for the College's operation.

4.5 **Reusable Items** – are items that can be used as is and do not require repair or replacement of parts

4.6 **Scrap Items** – are items that cannot be repaired nor reused within the College's operation.

4.7 **Material Requisition Form (MRF)** – a form used for the procurement of resources and materials needed by Offices/Centers for various purposes.

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5. POLICY STATEMENTS

- 5.1 The Center for Built Environment and Logistics-Inventory Management Unit-Resource Recovery Section (CBEL-IMU-RRS) shall be responsible for the administration and enforcement of the Waste Minimization and Management-Materials Management: Resource Recovery Policy.
- 5.2 The CBEL-IMU-RRS shall be the central point of contact as regards furniture and equipment, control, recovery, and issuance of College resources.
- 5.3 As the policy owner, the CBEL-IMU-RRS shall:
 - 5.3.1 conduct a thorough assessment of all the College resources and the judicious determination of their proper management.
 - 5.3.2 collect all unused or broken furniture and equipment for processing and appropriate warehousing.
 - 5.3.3 oversee the entire process, ensuring the timely execution of all actions and the appropriate adherence to the College's regulations.
- 5.4 All the College's resources that are no longer in use shall be turned over to the CBEL-IMU-RRS.
- 5.5 The CBEL-IMU-RRS shall be informed of all movements (inter-office/inter-campus transfer, turnover, disposition, etc.) of College resources.
 - 5.5.1 All pulled-out furniture and equipment shall be evaluated for repair, warehousing, or disposal and appropriately sorted with the assistance of the Center for Facilities, Maintenance, and Campus Development (CFMCD).
 - 5.5.2 The CBEL-IMU-RRS shall keep the repaired/refurbished furniture and equipment for reallocation to other Offices/Schools for a maximum of one (1) year.
- 5.6 Repaired and refurbished furniture and equipment shall be disposed of through a garage sale to the College Associates. Items that were not sold shall be disposed of through sealed bidding.
 - 5.6.1 Items that are not repairable or reusable shall be subject to the provisions of the Policy on Property Disposal (POL-142405-0003).
- 5.7 All requests for replacement of furniture by any Office/Center shall be evaluated or physically inspected by CBEL-IMU-RRS and Finance Office (FO) representative prior to approval.

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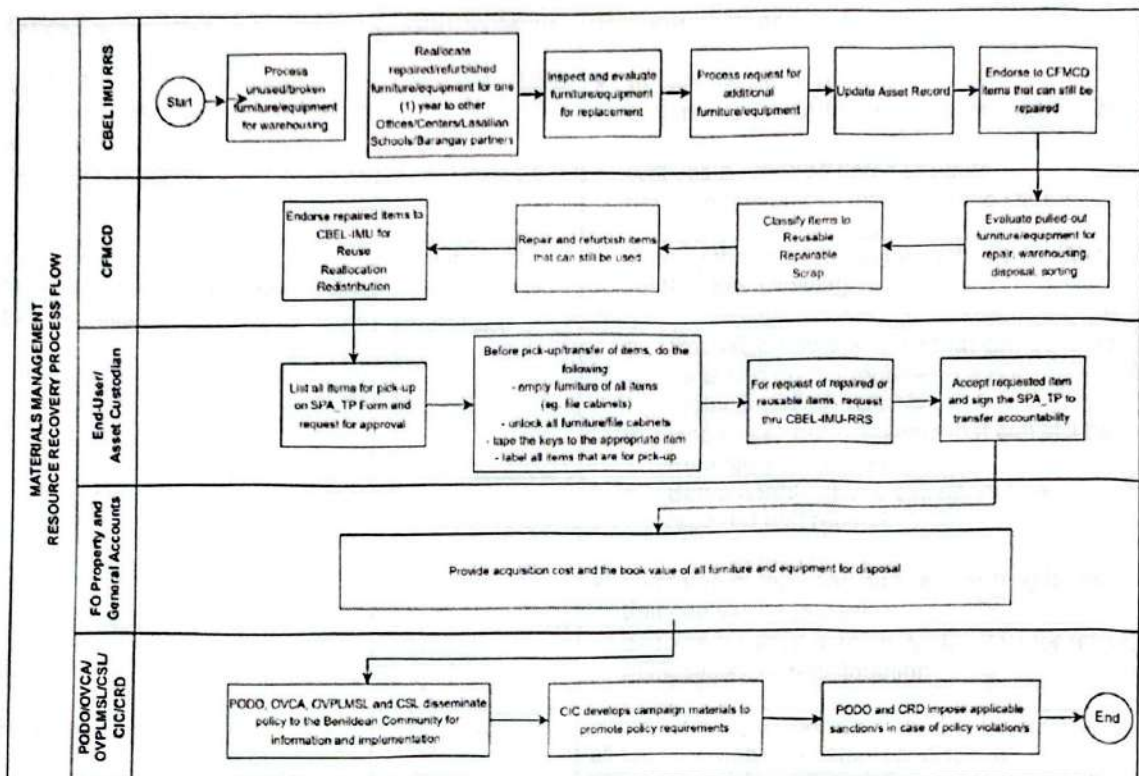
6. EFFECTIVITY CLAUSE

- 5.7.1 Requests for additional furniture shall be coursed through the CBEL-IMU-RRS before processing the Material Requisition Form (MRF).
- 5.8 Information dissemination on the Waste Minimization and Management-Materials Management: Resource Recovery Policy shall be spearheaded by the CBEL-IMU-RRS in collaboration with the following Offices/Centers:
- Office of the Vice Chancellor for Academics (OVCA)
 - Office of the Vice President for Lasallian Mission and Student Life (OVPLMSL)
 - Center for Student Life (CSL)
 - People and Organization Development Office (PODO)
 - Center for Restorative Discipline (CRD)
 - Center for Institutional Communications (CIC)
- 5.8.1 Responsibilities of these Offices/Centers/Units are enumerated in Appendix B.
- 5.9 **Review of Policy.** This policy shall be reviewed every three (3) years to ensure that it is updated and relevant to the needs of the College and the community.
- 5.10 **Compliance and Enforcement of Policy.** Non-compliance and violation of the requirements of the Waste Minimization and Management-Materials Management: Resource Recovery Policy may lead to disciplinary action, subject to the observance of due process.
- 6.1 This policy shall take effect upon approval and shall continue to be in full force unless superseded by new policies and guidelines.

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APPENDIX A
Process Flow Charts



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APPENDIX B

Responsibilities of Offices/Centers/Units

Office/Center/Unit	Abbreviation	Responsibilities
Center for Built Environment, Logistics - Inventory Management Unit - Resource Recovery Section	CBEL-IMU-RRS	• update the asset records • endorse to the CFMCD, items that can still be repaired • reallocate repaired items to other departments/offices that need such items
Center for Facilities, Maintenance and Campus Development	CFMCD	• classify the item(s) together with CBEL-IMU-RRS to the following: a. Reusable Items – items that can be used as is and do not require repair or replacement of parts. b. Repairable Items – items that can still be repaired and reused. c. Scrap Items – items that cannot be repaired and reused. • in-charge of repairing and refurbishing items that can still be reused • endorse repaired items to CBEL-IMU for reuse, reallocation, or redistribution
Finance Office	FO	provide the acquisition cost and the book value of all furniture and equipment for disposal.
Center for Institutional Communications	CIC	develop campaign materials to promote the requirements of this policy
People and Organization Development Office / Center for Restorative Discipline	PODO CRD	impose applicable sanctions in case of policy violation

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**WASTE MINIMIZATION AND
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MANAGEMENT: RESOURCE RECOVERY
POLICY**

DOCUMENT NO:

Effective Date:

APPENDIX C

Statement of Property and Accountability Form



DE LA SALLE - COLLEGE OF SAINT BENILDE
2544 TAFT AVENUE 1004 MANILA PHILIPPINES

STATEMENT OF PROPERTY ACCOUNTABILITY

Custodians Name:

Department:

[illegible]

ACKNOWLEDGEMENT

THIS IS TO ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE ABOVE ITEMS, AS STATED IN THE POLICY ON PROPERTY ACCOUNTABILITY. I UNDERSTAND THAT I AM IN CHARGE OF THE INVENTORY MONITORING AND SACRIFICE OF THE ITEMS IN CASE OF LOSS OR DAMAGE. I AM OBLIGATED TO REPORT THE SAME TO PROPER AUTHORITIES OR REPLACE/PAY IF THE LOSS/DAMAGE IS DUE TO MY FAULT OR NEGLIGENCE. UPON MY RESIGNATION, SEPARATION OR TRANSFER, I HAVE TO TURN OVER THESE ITEMS BEFORE ISSUANCE OF MY CLEARANCE.

EMPLOYEE NAME SIGNATURE

Noted by:
CENTER/OFFICE/UNIT HEAD

Date: _____

FOR TRANSFER OF PROPERTY ONLY

REASON FOR TRANSFER:

CONTROL No.

TRANSFERRED BY: I AM TRANSFERRING THE ABOVE ITEMS. I CERTIFY THAT THESE ARE ALL MY INDIVIDUAL/COMMUNAL ACCOUNTABILITY. I WILL REPORT THE LOST, DESTROYED OR DAMAGED ITEMS TO PROPER AUTHORITIES.			RECIPIENT'S ACKNOWLEDGMENT: THIS IS TO ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE ABOVE ITEM(S) AS STATED IN THE POLICY ON PROPERTY ACCOUNTABILITY. I UNDERSTAND THAT I AM IN CHARGE IN THE INVENTORY MONITORING AND MOVEMENT OF THE ITEM(S) IN CASE OF LOSS AND DAMAGE, I AM OBLIGATED TO REPORT THE SAME TO PROPER AUTHORITIES OR REPLACE/PAY. IF THE LOSS/DAMAGE IS DUE TO MY FAULT OR NEGLIGENCE, UPON MY RESIGNATION, SEPARATION OR TRANSFER, I HAVE TO TURN OVER THESE ITEMS BEFORE ISSUANCE OF MY CLEARANCE.		
NOTED BY:					
CUSTODIAN'S SIGNATURE _____	CENTER/OFFICE/UNIT HEAD _____	DATE _____	CUSTODIAN'S SIGNATURE _____	CENTER/OFFICE/UNIT HEAD _____	DATE _____
POSITION/TITLE _____					

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