



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE MAYOR**

Municipal Hall, National Highway, Barangay Timugan, Los Baños, Laguna 4030  
Tel. Nos. (049) 530 2585 and 530 2589

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**EXECUTIVE ORDER NO. 037**

**AN ORDER CONSTITUTING THE TECHNICAL WORKING GROUP FOR THE FORMULATION OF THE COVID19 AND INFECTIOUS HEALTH CARE WASTES MANAGEMENT PLAN**

**WHEREAS**, the Municipal Government has enacted Ordinance No. 2021-2148 entitled: "Ordinance on the Collection and Disposal of Household and Community Infectious Wastes in the Municipality of Los Baños;"

**WHEREAS**, the DILG issued a Memorandum Circular No. 2021-147: Guidelines on the Management of Covid19 Related Healthcare Wastes and in #6 under Institutional Mechanism, requiring the development of a COVID19 Healthcare Wastes Management Plan which shall be incorporated as an addendum and submitted as part of the updating of the LGU's 10 Year Solid Waste Management Plan;

**SECTION 1. COMPOSITION OF THE TECHNICAL WORKING GROUP** - The TWG for the formulation of the COVID19 and infectious Healthcare Wastes Management Plan shall be composed of the following individuals and/or offices of the Municipal Government, to wit:

Chairperson :	Dr. Alvin A. Isidoro, Municipal Health Office
Vice-Chairperson :	Councilor Mark Lester B. Dizon, Committee on Health
Members :	Ms. Lizette D. Cardenas, MENRO Engr. Ricky O. Estopace, Municipal Engineering Office Ms. Twila T. Torress, MPDO Ms. Genoveva B. Poyaon, Municipal Budget Office Hon. Arlene P. delos Santos, Liga ng mga Barangay Ms. Rachel Joy Gabrido, Public Information Office Ms. Karen Lagat-Mercado, GAD Office Mr. Wilson Gascon, Municipal Health Office Pollution Control Officer, Los Baños Doctors General Hospital
Secretariat :	Municipal Environment and Natural Resources Office

**SECTION 2. FUNCTION OF THE TWG** – The TWG shall undertake the following activities:

1. To conduct meetings and workshops in order to discuss and agree on the contents of the Plan;
2. To formulate and prepare a COVID19 and Infectious Healthcare Wastes Management Plan; and

3. To submit the final output of the Plan to the Office of the Mayor and Sanggunian Bayan for approval and endorsement.

**SECTION 3. SECRETARIAT** – The Secretariat of the TWG shall be responsible for the following:

1. Provide technical support to the TWG;
2. Prepare notice of meeting, agenda, attendance and document proceedings of all activities;
3. Prepare final Plan as needed by the TWG; and
4. Extend other assistance as may be required by the TWG.

**SECTION 4. MEETINGS** – The TWG shall determine its schedule of meetings at an agreed time and venue.

**SECTION 5. FUNDING** – Funds to defray the cost of expenses for the activities of the TWG shall be chargeable against existing funds subject to the usual accounting and auditing rules and regulations.

**SECTION 6. REPEALING CLAUSE** - All orders or parts thereof that are inconsistent with this Executive Order are hereby repealed, amended or otherwise modified accordingly.

**SECTION 7. EFFECTIVITY** - This Executive Order shall take effect immediately.

Signed this \_\_\_\_\_ day of June 2021 at Los Baños, Laguna.

HON. ANTONIO L. KALAW  
Municipal Mayor

## ANNOTATED OUTLINE OF COVID-19 SOLID WASTE MANAGEMENT PLAN

<b>OUTLINE</b>	<b>DESCRIPTION</b>
<b>EXECUTIVE SUMMARY</b>	<i>Overview of the plan including current situation, vision, and objectives</i>
<b>1. Introduction</b>	<i>Introduction to the plan to the reader including purpose and approach</i>
1.1 Background	<ul style="list-style-type: none"> <li>• Current issues facing the community relating to COVID-19 Related Health Care Wastes.</li> </ul>
1.2 Purpose	<ul style="list-style-type: none"> <li>• City/municipality's vision related to COVID-19 related Health Care Waste Management.</li> <li>• Goals for the plan, and how the plan will help to alleviate the issues facing the community regarding generated COVID-19 related health care wastes</li> <li>• Intent of RA 9003 and its effect on solid waste management</li> </ul>
1.3 Approach	<ul style="list-style-type: none"> <li>• Approach used in preparing plan, e.g., compilation of existing information, conduct of WACS, using results of previous studies, involvement of stakeholders, etc.</li> <li>• Data sources, e.g., National Solid Waste Management Commission, Solid Waste Management Board, City Planning and Development Office and City Engineering Office provide data for analyses and development of forecasts.</li> </ul>
1.3 Acknowledgements	
<b>2. City Profile</b>	<i>Key information about the city/municipality</i>
2.1 Location	<ul style="list-style-type: none"> <li>• Location of the city/municipality including map indicating locations of barangays, as well as residential, commercial, and industrial centers, and agricultural areas.</li> <li>• Land area.</li> </ul>
2.3 Economic Profile/Land Use	<ul style="list-style-type: none"> <li>• Major transportation routes and traffic conditions.</li> </ul>
<b>3. Current Solid Waste Management Condition</b>	Description of solid waste management practices for current solid waste
3.1 Special Wastes	<ul style="list-style-type: none"> <li>• Report of available information on the quantities of these wastes disposed.</li> </ul>
3.1.1 Health Care Wastes	<ul style="list-style-type: none"> <li>• Existing treatment and disposal practices of infectious and other health care wastes including COVID-19 related health care waste but not limited to masks, PPEs, face shield, and etc</li> <li>• Report of available information on the quantities of these wastes disposed.</li> <li>• Issue facing the community on generated COVID-19 related health care waste</li> </ul>
<b>4. Plan Strategy</b>	<i>Delineation of the desired outcome of the COVID-19 solid waste management plan</i>
4.1 Aims and Objectives	<ul style="list-style-type: none"> <li>• Discussion of vision and goals for COVID-19 Related Health Care Waste Management Plan</li> </ul>

4.2 Targets and coverage	<ul style="list-style-type: none"> <li>Proper disposal targets for generated COVID-19 Related Health Care Waste but not limited to masks, PPEs, face shield, gloves and etc.</li> </ul>
4.3 Strategies	<ul style="list-style-type: none"> <li>Brief description of strategies to reach targets (detail will be provided in Section 5).</li> <li>General description of coordination with barangays to implement proper waste handling, segregation, collection and disposal of COVID-19 Related Health Care Waste.</li> <li>General description of collection.</li> <li>Overview of plans for disposal.</li> <li>Discussion of other key elements of strategy.</li> </ul>
<b>5. SWM System</b>	<i>Detailed description of each program that will be implemented to reach the targets defined in Section 6</i>
5.1 Segregation at storage at source	<ul style="list-style-type: none"> <li>Description of process of separating COVID-19 Related Health Care Waste at the point of generation and keeping them isolated from other type of waste.</li> <li>Appropriate technique that can be applied in separation of infectious waste.</li> <li>Capability and economic viability of the city/municipality in implementing the program for this component.</li> <li>Technical requirements for the ordinances and other formal actions to be taken by the city/municipality.</li> </ul>
5.2 Collection	<ul style="list-style-type: none"> <li>Description of direct involvement of the health care facilities maintenance services, housekeeping services, motor pool service personnel and cooperation of all health care personnel.</li> <li>Best practices for safely managing solid waste</li> </ul>
5.2.1 Overview	<ul style="list-style-type: none"> <li>Description of the strategy for collection.</li> <li>Description of collection process for COVID-19 solid waste.</li> <li>Types of collection vehicles, collection frequency, collection points, and types of containers.</li> <li>Entity responsible for providing collection of waste.</li> </ul>
5.2.2 Collection equipment and routes	<ul style="list-style-type: none"> <li>Plan of action to be considered in the event of an accidental spill, loss of containment, equipment failure or other unexpected circumstances.</li> <li>Description of each generator type and service area, and the particular requirements for collection equipment.</li> <li>Rationale for selection of the equipment.</li> <li>Listing of collection routes or service areas and possible alternative route for collection of M501.</li> </ul>
5.2.3 Private collection service	<ul style="list-style-type: none"> <li>If collection service will be conducted by private haulers, provide a rationale for contracting out the service.</li> <li>Listing of service areas, types of waste to be collected shall have M501, location where waste will be taken.</li> <li>Discussion of basic terms of contract.</li> </ul>
5.2.4 Storage and setout	<ul style="list-style-type: none"> <li>Types of containers to be used for pathological or infectious waste and service area, and rationale for type of container.</li> <li>Setout requirements (i.e., placement, time of day, etc.).</li> </ul>

5.3 Disposal	
5.3.1 SW Disposal Capacity	<ul style="list-style-type: none"> <li>Description of overall plan for disposal of COVID-19 solid waste</li> </ul>
5.4 Special Wastes	<ul style="list-style-type: none"> <li>Plan for storage, collection, treatment, disposal and other appropriate technologies for any special wastes as referred to 3.8</li> <li>Estimated quantities of special wastes to be generated.</li> </ul>
5.4.1 Health Care Wastes	<ul style="list-style-type: none"> <li>Plan for storage, treatment and disposal as referred to 3.8.1</li> <li>Estimated quantities of special wastes to be generated in the future.</li> </ul>
5.5 Information, Education and Communication (IEC)	Purpose and content of information dissemination, education and communication program
5.5.1 Introduction	<ul style="list-style-type: none"> <li>Discussion of strategy including need for public education and involvement.</li> <li>Problems/issues that will be addressed.</li> <li>Purpose of IEC activities (i.e., information dissemination, education, motivation, advocacy).</li> <li>Audiences that will be targeted e.g. Brgy. Officials, Schools, etc.</li> </ul>
5.5.2 Core Messages	<ul style="list-style-type: none"> <li>Discussion of core message(s) for each target audience.</li> <li>Explanation of how message will be coordinated with other agencies.</li> <li>Description of how IEC activities will support solid waste management program activities, e.g., source reduction, litter prevention, segregation, recycling, and composting.</li> </ul>
5.5.3 Approach	<ul style="list-style-type: none"> <li>Discussion of approach (es) for each target audience.</li> <li>Matrix of planned activities. Include: purpose, target audience, subject of message, method, responsible party, and monitoring plan.</li> <li>Implementation schedule. IEC activities should be integrated with infrastructure and should be on-going.</li> <li>Cost of activities (to be incorporated into financial plan (see Section 11).</li> </ul>
<b>6. Implementation Strategy</b>	<i>Discussion of the logistics of how the COVID-19 solid waste management system will be implemented.</i>
6.1 Framework	<ul style="list-style-type: none"> <li>Overview of each program to be implemented, generator segment.</li> </ul>
6.2 Monitoring Program	<ul style="list-style-type: none"> <li>Description of monitoring program to provide accurate information and to show whether or not policies are succeeding and to monitor the performance of the COVID-19 SWM plan.</li> </ul>
<b>7. Institutional Aspects</b>	<i>Planned structure for the implementation of plan</i>
7.1 Roles	<ul style="list-style-type: none"> <li>Future roles of the city SWM Board, the city, barangay, private entities and institutions as generators, citizens, NGOs and recycling companies.</li> <li>Strategy for cooperation with the city/municipal SWM Board.</li> <li>Coordination with other entities (e.g., barangays, NGOs, business leaders).</li> </ul>

7.2 Legal	<ul style="list-style-type: none"> <li>Recommended changes to city structure.</li> <li>Zoning and building code changes.</li> <li>Plans to impose penal provisions.</li> <li>Other legal requirements.</li> </ul>
<b>8. Social and Environmental Aspects</b>	<i>Discussion of social and environmental issues related development of full-scale infrastructure (if there's any).</i>
8.1 Social Aspects	<ul style="list-style-type: none"> <li>Significant social impacts (both positive and negative) from community-based COCID-19 SWM.</li> <li>Social acceptability of proposed COVID-19 solid waste management plan (including collection system and processing and disposal sites).</li> <li>Discussion of requirements of stakeholders.</li> </ul>
8.2 Environmental Aspects	<ul style="list-style-type: none"> <li>Discussion of environmental aspects of the proposed COVID-19 solid waste management plan.</li> <li>Environmental review requirements.</li> </ul>
<b>9. Cost Estimates /Financial Aspects</b>	<i>Financial plan for implementation of solid waste management system</i>
9.1 Investment cost	<ul style="list-style-type: none"> <li>Breakdown of estimated investment cost during pandemic COVID-19, by private and public sectors. Investment costs should address each component of the solid waste system, i.e., collection, transfer stations, process of disposal and disposal facilities.</li> <li>Facility costs to include engineering and infrastructure.</li> <li>Equipment costs to include stationary equipment (e.g., shredder) and rolling equipment (e.g., collection vehicles)</li> <li>Estimated cost to be amortized based on life expectancy of facility/equipment.</li> </ul>
9.3 Funding Options	<ul style="list-style-type: none"> <li>Discussion of options to finance the capital investments, e.g., loans from financial institutions, central government grants, and municipal funds.</li> <li>Discussion of options to finance recurring cost, e.g., local taxes, intergovernmental transfers, and user charges.</li> <li>Presentation of existing and projected sources of revenues. Include consideration of revenues from collection of fees; outside sources of funds, collection and use of fines, and sources for the local COVID-19 SWM fund and their uses.</li> <li>Specific projects, activities, equipment and technological requirement for which outside sourcing of funds or materials as may be necessary.</li> </ul>
<b>10. Plan Implementation</b>	<i>Implementation phases, milestones, and schedule</i>
10.1 Phases and Responsibilities	<ul style="list-style-type: none"> <li>Discussion of phases from the development of a plan to guide the operation and the implementing agency or persons/groups responsible.</li> </ul>

10.2 Milestones	<ul style="list-style-type: none"> <li>Milestones in implementation of the institutional/legal aspects of the plan including: public hearings, final approval of plan, and establishment of the SW Division.</li> <li>Milestones in implementation of the solid waste system described in the plan including: source reduction activities, segregated collection in each barangay, establishment of MRFs and composting facilities, upgrade of dumpsites, establishment of sanitary landfills, IEC activities, etc.</li> </ul>
10.3 Implementation Schedule	<ul style="list-style-type: none"> <li>Tables or diagrams showing the schedule of implementation.</li> <li>Schedule should include all of the programs discussed in Section 5.</li> </ul>
<b>References</b>	