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**Office Order No:** 13  
Series of 2022

## MEMORANDUM

**TO :** ALL BAFS EMPLOYEES  
**FROM :** Office of the Director  
**SUBJECT :** Proper Waste Disposal  
**DATE :** June 16, 2022

To address the emerging issues on garbage disposal and its effects to the environment and humans, the Bureau will endeavor to proper waste disposal. Hence, all BAFS employees are directed to cooperate in the implementation of the following measures:

- 1) *Proper segregation of biodegradable and non-biodegradable office wastes.* Each Division/Unit shall put in place dedicated bins, (a) for all food wastes (fresh and processed) and (b) for non-biodegradable or reusable wastes; and
- 2) *Collection and disposal of wastes.* Collection of wastes shall be done at the end of the day by the Janitorial Services. Food or compostable wastes shall be disposed into the vermicomposting area installed at the back of BAFS Building. Non-biodegradable or reusable wastes shall be pooled for the LGU garbage collection.

For strict compliance.

  
**VIVENCIO R. MAMARIL, PhD**  
GSC

