MEMORANDUM

No. **82** s. 2024

TO : **Department and Office Heads, SPO, and SSG, Organization Presidents**
FROM : Campus Director
DATE : 3 May 2024
SUBJECT : **Proper Waste Disposal**

To **Prof. Jomar Navarro**, Head of MESO: Based on my previous Memo, effective immediately, everyone is prohibited from throwing garbage to both the east and west wings of the Tzu Chi Foundation Building. For this reason, please construct as soon as possible (between May 6 and 10) a garbage house/platform and label the containers[1] accordingly (for example, "biodegradable", "non-biodegradable", etc.). Please make sure that it is a study structure (you may use metal framing) and that it is accessible by the Ormoc City garbage truck. **Also**, please remove all those "colored" small trash bins in corridors and have replaced by huge ones.

To **Departments** and all other **Offices**, including **SPO, SSG,** and **Org Presidents**: Please purchase huge plastic (black) bags and use them when disposing your trash. Please do not throw trash to the garbage house/platform in small packs as they are easily scattered by stray dogs and cats.

To **Prof. Jomar Navarro**: I understand that we love dogs, but we need to get rid of them in the campus. Aside from the fact that they scattered trash here and there, we are also exposing our faculty, staff, and students to risk of rabies transmission if bitten. Please address this concern as soon as possible.

To all **Canteen Owners**: Please segregate your wastes and do not throw leftovers to the garbage house/platform. You are also ordered to buy huge plastic (black) bags and use them when disposing your plastic, paper, and related trash.

To all **Students**: Do not throw trash anywhere in the campus. Anyone caught violating this policy will be dealt with accordingly.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director
Eastern Visayas State University, Ormoc

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[1] I saw huge blue containers at the back of the stage. You may use them.