



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
19<sup>th</sup> City Council

PO19CC-224

31<sup>st</sup> Regular Session

ORDINANCE NO. SP- 2313, S-2014

**AN ORDINANCE MANDATING ALL OFFICES AND DEPARTMENTS IN THE QUEZON CITY HALL COMPLEX TO EFFICIENTLY USE PAPER IN THEIR OPERATIONS, AND PRESCRIBING RULES THEREFOR.**

*Introduced by Councilor JULIENNE ALYSON RAE V. MEDALLA.*

*Co-introduced by Councilors Anthony Peter D. Crisologo, Ricardo T. Belmonte, Jr., Lena Marie P. Juico, Victor V. Ferrer, Jr., Alexis R. Herrera, Precious Hipolito Castelo, Roderick M. Paulate, Raulfo Z. Ludovica, Ramon P. Medalla, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Franz S. Pumaren, Eufemio C. Lagumbay, Jose Mario Don S. De Leon, Jaime F. Borres, Jesus Manuel C. Surtay, Raquel S. Malañgen, Jessica Castelo Daza, Bayani V. Hipol, Jose A. Visaya, Godofredo T. Liban II, Andres Jose G. Yllana, Jr., Allan Butch T. Francisco, Karl Edgar C. Castelo, Candy A. Medina, Diorella Maria G. Sotto, Marivic Co-Pilar, Rogelio "Roger" P. Juan, Melencio "Bobby" T. Castelo, Donato C. Matias and Ricardo B. Corpuz.*

*WHEREAS, Section 16, Article II of the Constitution provides that the State shall protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature;*

*WHEREAS, Section 458, Article III, Chapter III of the Local Government Code of 1991 provides that the City Council is empowered to enact ordinances for the general welfare of the City including the protection of the environment;*

*WHEREAS, trees support and improve lives by producing oxygen, reducing air pollution, controlling noise pollution, and*

WHEREAS, forests are being destroyed at an unsustainable pace since more than forty percent (40%) of logged trees are used for paper production wherein twenty (20) trees are cut and 100,000 liters of water are used to produce five hundred (500) reams of paper;

WHEREAS, the National Capital Region (NCR), accounts for twenty-three percent (23%) of the total solid waste annually generated in the country;

WHEREAS, the National Solid Waste Management Commission reported that sixteen percent (16%) of the total solid waste generated was classified as paper waste;

WHEREAS, the Quezon City Government uses paper in its daily operations such as the printing of ordinances, resolutions, endorsement letters, committee reports, and other internal communications;

WHEREAS, the City Council has initiated paperless transactions through Resolution No. SP-5062, S-2011 which urges all departments, offices, and units of the Quezon City Government to re-use papers in printing internal communications;

WHEREAS, in the conduct of Plenary Sessions, the City Council minimizes its use of paper through disseminating the Session Agenda in Portable Document Format (PDF) which can be accessed in the laptop computers of the Councilors;

WHEREAS, promoting the efficient use of paper in the operations of the City Government will contribute to the reduction of waste and mitigate climate change.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:  professional  
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**SECTION 1. TITLE-** This Ordinance shall be known as the "Efficient Use of Paper Ordinance."

**SECTION 2. DECLARATION OF POLICY** – It is hereby declared the policy of the City to protect and promote the general welfare of the people by utilizing environmentally-sound practices that will protect the environment. Towards this end, the City shall promote the efficient use of paper in its operations and instill environmental awareness to its employees.

**SECTION 3. SCOPE AND APPLICATION--** This Ordinance shall apply to the internal communications of all offices and departments in the Quezon City Hall Complex. This shall apply to the use of bond papers for the printing of documents, such as, but not limited to, proposed ordinances, proposed resolutions, memorandums, transmittal and endorsement letters. The City Legal Department and the City Secretary shall identify documents that require the use of special formatting which shall be exempted.

**SECTION 4. EFFICIENT USE OF PAPER –**

- a) **Format and Style.** Documents shall be written in single line spacing with one-and-a-half space between paragraphs, using an easily readable font style, under a maximum 12-size font.
- b) **Margins and Prints.** A maximum margin of 1 inch shall be maintained on all sides of the bond paper. Both sides of the paper shall be used for printing. Provided, that drafts of documents that use only one side of a paper shall be recycled and used for printing again.
- c) **Documents shall be reviewed thoroughly before printing to prevent errors in printing of the document.**

**SECTION 5. IMPLEMENTING RULES AND REGULATIONS (IRR)** – The Office of the City Administrator together with the Environmental Protection and Waste Management Department (EPWMD) and the City General Services Department (CGSD) shall formulate the rules and regulations necessary for the effective implementation of this Ordinance. The City Legal Department, Office of the Secretary to the Sanggunian Panlungsod and the Information Technology and Development Office shall assist in the formulation of the IRR.

**SECTION 6. MONITORING AND ENFORCEMENT** – The Office of the City Administrator shall monitor the effective implementation of this Ordinance through the conduct of a weekly random inspection of the offices and departments.

**SECTION 7. FINES AND PENALTIES** – Non-compliance of this Ordinance shall be subject to the following penalties:

1 <sup>st</sup> Offense	Written warning addressed to the Head of the office or department.
2 <sup>nd</sup> Offense	Written reprimand and a Five Hundred Pesos (P500.00) fine against the Head of the office or department;
Succeeding Offenses	Written reprimand and a One Thousand Pesos (P1,000.00) fine against the Head of the office or department;

**SECTION 8. PERIOD OF IMPLEMENTATION** – There shall be a grace period of two (2) months from the approval of this Ordinance to conduct information and education campaign by the EPWMD and to allow the departments and offices to adjust to this Ordinance being imposed.

**SECTION 9. SEPARABILITY CLAUSE** – If any provision or part hereof is held to be invalid or unconstitutional, other provisions hereof which are not affected thereby shall remain valid. ✓

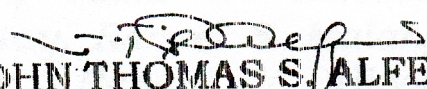
SECTION 10. REPEALING CLAUSE - All ordinances, resolutions, executive orders, rules, regulations, and other administrative issuances, or the provisions thereof, which are contrary to or inconsistent herewith are hereby repealed or modified accordingly.

SECTION 11. EFFECTIVITY - This Ordinance shall be in full force and effect after the two (2) months grace period from the approval of this Ordinance.

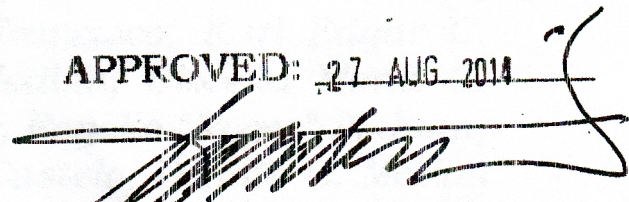
ENACTED: July 14, 2014.

MA. JOSEFINA G. BELMONTE  
Vice Mayor  
Presiding Officer

ATTESTED:

  
Atty. JOHN THOMAS S. ALFEROS III  
City Gov't. Asst. Dept. Head III

APPROVED: 27 AUG 2014

  
HERBERT M. BAUTISTA  
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on July 14, 2014 and was PASSED on Third/Final Reading on July 21, 2014.