



ENVIRONMENTAL EDUCATION AND BIODIVERSITY RESEARCH CENTER

OPERATIONS MANUAL

ENVIRONMENTAL EDUCATION AND BIODIVERSITY RESEARCH CENTER OPERATIONS MANUAL

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University of Rizal System

Sampaloc, Tanay, Rizal, Philippines

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Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal



**ENVIRONMENTAL EDUCATION AND
BIODIVERSITY RESEARCH CENTER
OPERATIONS MANUAL**

BOR Resolution No. 062-666-18

URS-RD-RE-I-2017-0006

2018

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PREFACE

The preparation of the University of Rizal System-Environmental Education and Biodiversity Research Center (EEBRC) Operations Manual was prepared to put into proper perspective its functions and to schematize the implementation of activities. During the first few years of its existence, the operations of the center were anchored on the procedures of the Research Unit inasmuch as its nomenclature then was merely reflective of being a research center. Its renaming however, has accentuated the primary concerns in environmental advocacies and biodiversity conservation research. Thus, there is a need to revisit the existing guidelines and package it into a more comprehensive manual specifically outlining its tasks.

This Operations Manual contains information pertinent to the establishment of the Environmental Education and Biodiversity Research Center and serves as a guidebook that delineates its major concerns and processes. The university environmental management guidelines and the integration of environmental principles in the academic and non-academic activities are also contained therein. The programs, projects and activities being spearheaded by Environmental Education and Biodiversity Research Center are highlighted. It is hoped that this document will provide a framework and reference necessary in carrying out the tasks of the university in environmental advocacies.

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HISTORY OF THE UNIVERSITY OF RIZAL SYSTEM

The University of Rizal System is a merger of two (2) state colleges and a University extension campus – the Rizal Polytechnic College, Rizal State College, and the Rizal Technological University extension campus. The Republic Act 9157 lapsed into law on August 11, 2001, established a State university in the province of Rizal to be known as the University of Rizal System, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and Rizal Technological University-Antipolo Annex, all in the province of Rizal. On June 18, 2002, CHED Resolution No. 411-2002 was issued identifying Tanay Campus as the main campus of the University.

The Rizal National Agricultural School (RNAS) was established by Republic Act Number 1560 authored by Cong. Serafin Salvador, which was approved on June 16, 1956. RNAS was opened on May 27, 1959. It was chartered as a state college on June 24, 1983 by Batas Pambansa Bilang 622 authored by Assemblyman Frisco F. San Juan making it the first state college in the Province of Rizal known as Rizal College of Agriculture and Technology (RCAT). RCAT was later renamed Rizal State College (RSC) by virtue of Republic Act 7858 sponsored by Hon. Congressman Emigdio S. Tanjuatco, Jr. and approved by His Excellency Fidel V. Ramos on January 21, 1995.

The College is about 67 kilometers away from Metro Manila and accessible to all towns of Rizal through the Manila East Road or through Marikina-Infanta highway and is set atop an elevation of about 1,800 feet above sea level in the Sierra Madre Mountain range and is overlooking the scenic Laguna Lake and the surrounding lake towns.

Rizal Polytechnic College was first established as Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976 and to Morong National Comprehensive School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School, later renamed Rizal Technological and Polytechnic Institute on August 10, 1983 through Batas Pambansa Bilang 469. RTPI became a state college, the Rizal Polytechnic College on March 1, 1995 through Republic Act 7933. Through Board of Trustees Resolution No.06-13-98 dated February 12, 1998, RPC Cardona Research Extension was established.

At present the University operates with 10 campuses in the Province of Rizal, namely: URS Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. It offers complete education from Kindergarten to Graduate School. The University implements a number of academic programs in the doctorate, masters, baccalaureate, non-degree and short-term courses. It also provides research, extension and production services as well as establishment of centers. The existence of the University caters to the needs of the stakeholders within and nearby provinces.

UNIVERSITY CHARTER

(Republic Act No. 9157)

"An Act Establishing the University of Rizal System by Integrating the Existing State Colleges in the Province of Rizal and the Rizal Technological University- Antipolo Annex Appropriating Funds Therefor and For Other Purposes"

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. There is hereby established a State university in the Province of Rizal to be known as the University of Rizal System hereinafter referred to as the University, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex, all in the Province of Rizal. The main campus of the University shall be determined by the Commission on Higher Education.

Section 2. The University shall primarily offer higher professional and technical instructions and training in science and technology and promote research, extension, and production services, advanced studies and specialized training in all fields deemed relevant to the development goals of the Province of Rizal.

Section 3. A reasonably-sized laboratory school shall be allowed to remain and operate subject to the maintenance of a College of Education within the University. Likewise, the University may adopt public elementary and secondary schools in the Province of Rizal to serve as pilot centers for innovative teaching and learning strategies and approaches so operated and maintained under an appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports (DECS).

Section 4. The University may open new branches/annexes in consortium with other academic institutions only within the Province of Rizal.

Section 5. The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The chairman of the Commission on Higher Education (CHED) chairman;
- (b) The president of the University, vice-chairman;
- (c) The chairman of the Committee on Education, Culture and Arts of the Senate or his/her representative, member;
- (d) The chairman of the Committee on Higher and Technical Education of the House of Representatives or his/her representative, member;
- (e) The regional director of the National Economic and Development Authority (NEDA), member;
- (f) The regional director of the Department of Science and Technology, member;
- (g) The president of the federation of faculty associations of the University, member;

- (h) The president of the federation of student councils or the student representative elected by the federation of student councils of the University, member;
- (i) The president of the federation alumni associations of the University, member, and;
- (j) Two (2) prominent citizens who have distinguished themselves in their professions or in their specializations, member;

The two (2) prominent citizens shall be chosen from among the list of at least five (5) qualified persons in the Province of Rizal, as recommended by a search committee constituted by the University president in consultation with the chairman of CHED based on normal standards and qualifications for the position.

The term of office of the representatives of the federations of faculty associations, student councils and alumni associations shall be coterminous with their respective term of office.

For the purpose of the provisions of this section, the associations of faculty, alumni, and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials;

The two (2) prominent citizens shall serve for a term of two (2) years:

Section 6. The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

Section 7. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws.

- (a) To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;
- (b) To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
- (c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;
- (d) To fix tuition fees and other necessary school fees and charges such as, but not limited to, matriculation fees, graduation fees, and

laboratory fees, as the Board may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other incomes generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary, notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of the auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University. Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion may be necessary and urgent for the attainment of the objectives and goals of the University.

- (e) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;
- (g) To appoint upon recommendation of the president of the University, vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- (h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper, to grant them, at its discretion, leave of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- (i) To approve curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) To set policies on admission and graduation of students;
- (k) To award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;

- (l) To absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (m) To establish research and extension centers where such will promote the development of the University;
- (n) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (o) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (p) To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) To collaborate with other governing boards of State colleges and universities within the province or region, under the supervision of the CHED in consultation with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;
- (r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;
- (s) To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- (t) To develop academic requirements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts, specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- (w) To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- (x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee;

Section 8. The Board of Regents shall regularly convene at least once every quarter. The chairman of the Board of Regents may call a special meeting whenever necessary: Provided, that members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall consist a quorum for board meetings: Provided, That the chairman of the Board, or the president of the University is among those present in the meeting.

In the absence of the chairman of the CHED, a commission of the CHED, duly designated by him, shall represent him in the meeting: Provided, however, That during this meeting, the president of the University as vice-chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the chairman of the CHED is hereby authorized to designated a CHED commissioner as the regular chair of the Board of Trustees, in which case said CHED commissioner shall as act as the presiding officer.

The members of the Board shall not receive compensation but shall be reimbursed for necessary expenses incurred in their attendance of meetings or in connection with their official business authorized by resolution of the Board, subject to pertinent existing laws and regulations.

Section 9. The administration of the University shall be vested in the president of the University who shall render full-time service. He shall be appointed by the Board upon recommendation of the Committee on Higher Education, in consultation with a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, however, That this proviso notwithstanding, in order to effect a smooth transition to a university, the chairman of the CHED shall appoint an officer-in-charge pending the appointment of the first University president.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, the Board shall have authority to designate an officer-in-charge of the University pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of similar universities.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by similar educational institutions of like enrollment and standing.

Section 10. There shall be administrative council consisting of the president of the University as chairman, the vice-president(s), deans, directors and other officials of equal rank as members whose duty is to review and recommend to the Board policies governing the administration, management and development planning of the University.

Section 11. There shall be an academic council consisting of the president of the University, as chairman, the vice-president(s) and all members of the instructional staff with the rank of not lower than assistant professor, as members.

The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the University, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the President of the University. It shall also have the disciplinary powers over the students through the president within the limits prescribed by the rules of discipline, as approved by the Board.

Section 12. There shall be a secretary of the University who shall be appointed by the Board upon recommendation of the president of the University. He shall also be the secretary of the Board and shall keep such records of the University as may be determined by the Board.

Section 13. The Treasurer of the Philippines shall be the ex officio Treasurer of the University.

Section 14. No student shall be denied admission to the University by reason of sex, nationality, religion or political affiliation.

The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the university.

Section 15. No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University. Provided, however, That no member of faculty shall teach for or against any particular church or religious sect.

Section 16. On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED and to both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

Section 17. All the assets, fixed and movable, personnel and records of the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University, Antipolo Annex as well as liabilities or obligations are hereby transferred to the University of Rizal System: Provided, That the positions, rights and security of tenure of personnel therein employed under existing laws prior to absorption by the University are not impaired: Provided, further, That the incumbents of the positions shall remain in the same status until otherwise provided by the Board.

All parcels of land belonging to the government, occupied by the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex shall be declared the property of the University of Rizal System and shall be titled under that name: Provided, furthermore, That should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall be transferred to the Province of Rizal. However, the provincial government of Rizal can only utilize such land for its equivalent monetary values) for higher education purposes as mentioned in this Act.

Section 18. All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

Section 19. The heads of bureaus and offices of the national government are hereby authorized to loan or transfer upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their regular services.

Section 20. The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the Rizal State College, the Rizal Polytechnic College and the Rizal Technological University – Antipolo Annex. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University of Rizal System shall be included in the annual General Appropriations Act.

Section 21. Sections 1, 4 and 22 of Republic Act No. 8365 are hereby repealed. All other laws, presidential decrees, executive orders, rules and regulations contrary or inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

Section 22. Within a period of one (1) school year after the approval of this Act, the CHED is hereby empowered to define and design the process of reorganization and restructuring of the University.

Section 23. If for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Section 24. This Act shall take effect fifteen (15) days upon publication in the Official Gazette.

Approved.

(SGD.) AQUILINO Q. PIMENTEL, JR.
President of the Senate

(SGD.) FELICIANO BELMONTE, JR.
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 7, 2001 and June 7, 2001 respectively.

(SGD.) LUTGARDO B. BARBO
Secretary of the Senate

(SGD.) ROBERTO P. NAZARENO
Secretary General

House of Representatives

APPROVED:

GLORIA MACAPAGAL-ARROYO
President of the Philippines

Lapsed into law on August 11, 2001
Without the signature of the President,
in accordance with Article VI, Section 27 (1) of the Constitution.

UNIVERSITY SEAL

(As per Board Resolution No. 07-080-03 adopted during the Special Meeting held on December 4, 2003)



Map of Rizal	The service area and location of the University
Rope	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds
Pillar	The school as a citadel of learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners
Diploma	The achievement for all the efforts of the students, the parents, the staff, Administration, the alumni and the community to attain quality education
Gear	The technology innovations which unify and facilitate the operational management of the University as a system
Orbit	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Community and Extension
Leaves	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people
2001	The year when Republic Act No. 9157 lapsed into law
Globe	The challenges of global education
Wide space	The prospects of the University in providing relevant and responsive course offerings and community service

UNIVERSITY OF RIZAL SYSTEM

(As per Board Resolution No. 042-390-13 adopted during the 42nd Regular Meeting held on March 14, 2013)

VISION

The leading University in human resource development, knowledge and technology generation and environmental stewardship

MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

CORE VALUES

R	Responsiveness
I	Integrity
S	Service
E	Excellence
S	Social Responsibility

URS BRAND

“Nurturing tomorrow’s noblest”

URS BRANDING SYMBOL

The GIANTS

GOALS

Quality and Excellence
Relevance and Responsiveness
Access and Equity
Efficiency and Effectiveness

URS VECTOR



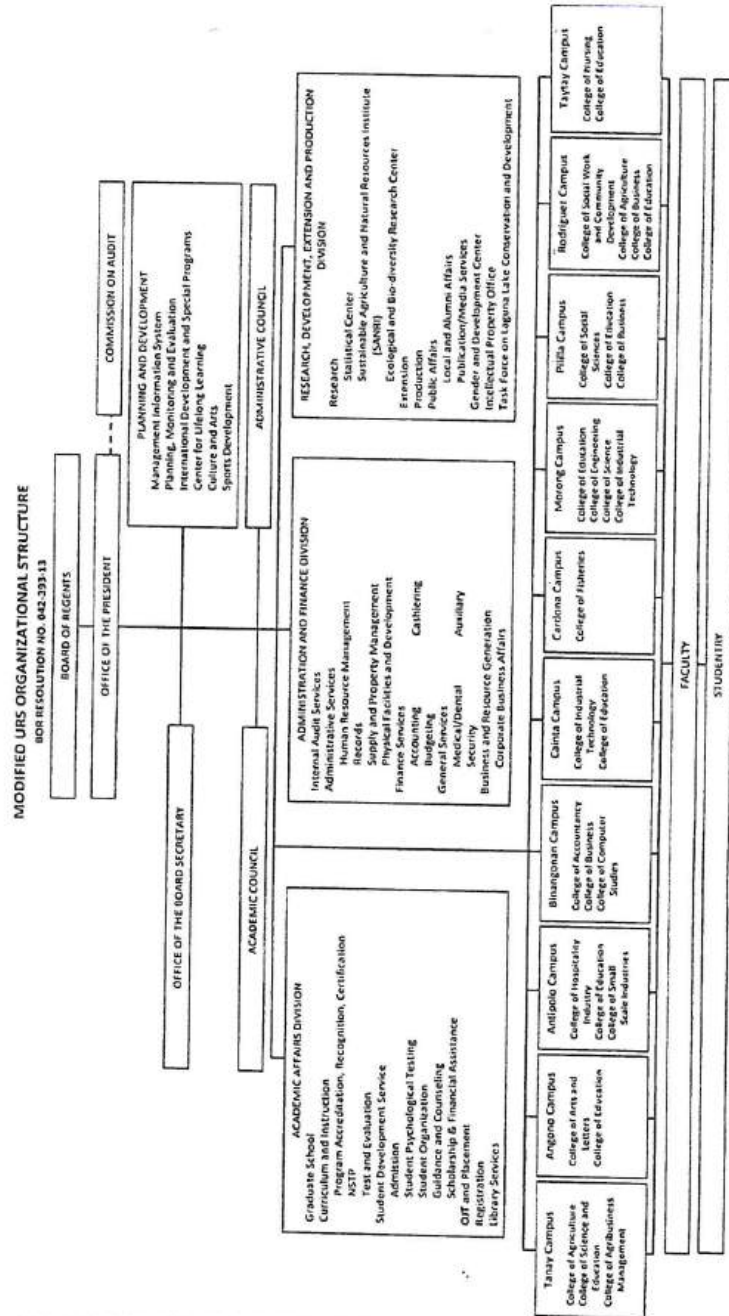
BOR Resolution No. 042-390-13 Administrative Council Resolution No. 02-007-13
Executive Committee Resolution No. 25, Series of 2013
(Date of Official Commencement of Use: September 16, 2013)

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon god and goddesses. Giants possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

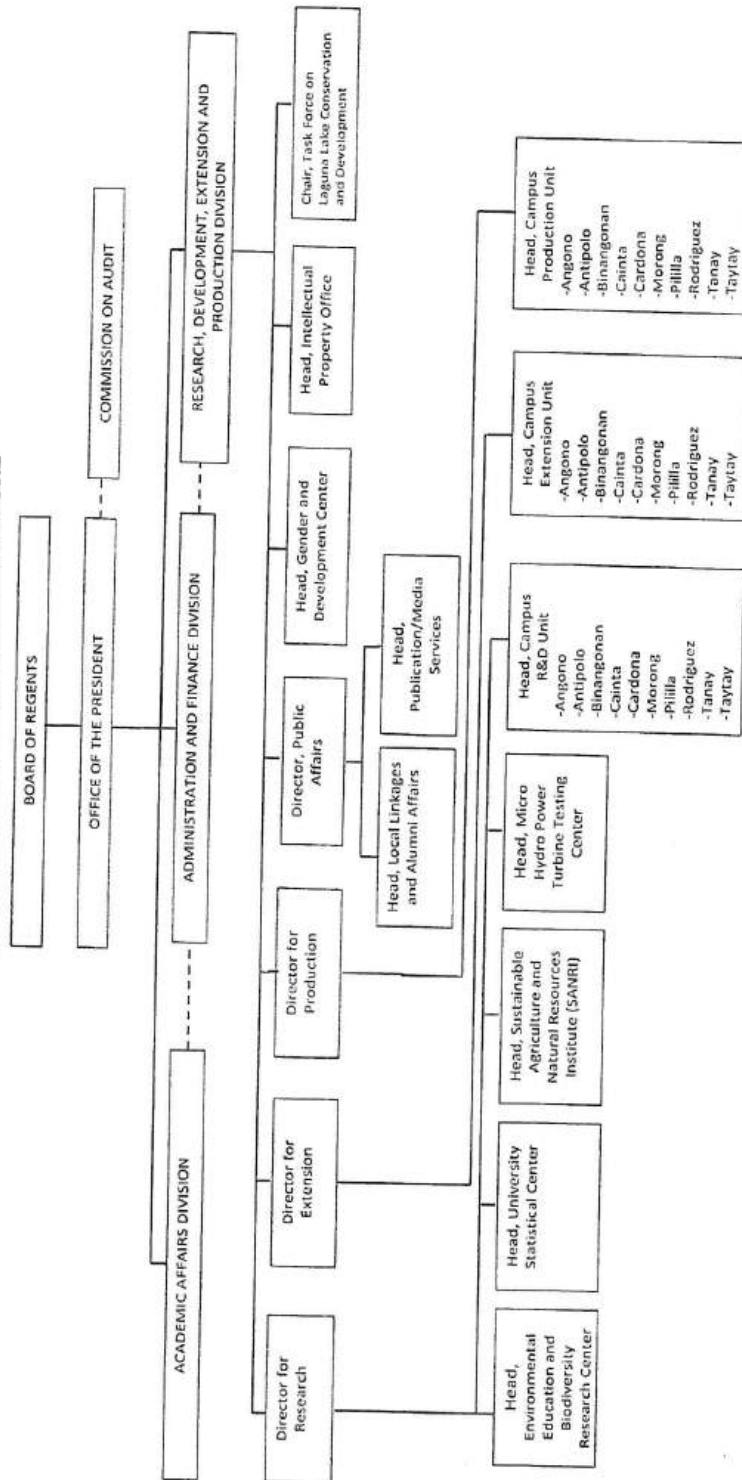
As an "icon" in the URS Vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word "Giants" with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of "I'll give all my bests to strive Greatness and Excellence."

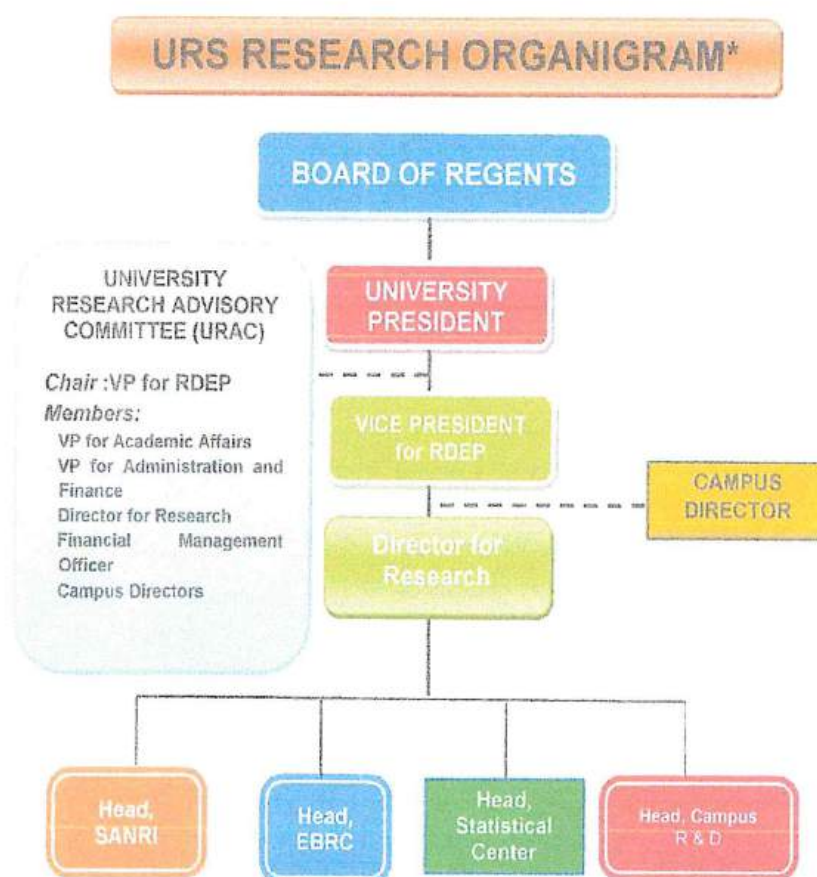
"Go, Go, Go Mighty Giants!"

URS ORGANIZATIONAL STRUCTURE



RDEP DIVISION ORGANIZATIONAL STRUCTURE





*Based on Approved Modified URS Organizational Structure BOR Resolution No.042-393-13

RESEARCH ORGANIZATIONAL GOAL AND OBJECTIVES

Goal: Sustain a relevant and responsive research culture that is geared towards continuing quest for knowledge.

Objectives:

1. Increase research outputs that are patented, copyrighted and published in refereed journals, utilized and formed part of the University's data based system.
2. Upgrade the mode of research output knowledge - transfer through the adoption of non-traditional schemes.
3. Generate research outputs that serve as input for community and industry development through technology creation and adoption.
4. Uplift the quality of socio-economic status of the community and other stakeholders through the generated research outputs.
5. Utilize research outputs in the crafting of ordinances and policies; bills and other related legislations.

HISTORY OF ENVIRONMENTAL EDUCATION AND BIODIVERSITY RESEARCH CENTER

The Environmental Education and Biodiversity Research Center was formerly known as the Ecological and Biodiversity Research Center. Since its founding date, the center promoted resources conservation and conducted information education. It has emphasized the need to understand and appreciate the role of the university in nurturing the noblest environmental stewards.

The research center anchors its activities to the vision of the university and its research thrusts and priorities. It has been in the forefront of environmental stewardship in the university. It has facilitated various environmental activities across the ten (10) campuses and has extended assistance to community undertakings in terms of ecological researches and conduct of information campaign. Among others, it spearheaded the crafting of the URS Environmental Management Guidelines, Declaration of the Campus Forest in URS Tanay Campus as a Protected Area and the annual celebration of the University Environment Week.

Its renaming as Environmental Education and Biodiversity Research Center became in full force by virtue of URS Board of Regents Resolution No. 051-506-15. The aims were to clearly reflect the mandate of the center in its nomenclature; ensure provision of more relevant and enhanced services; accentuate the primary concerns of

the center in advocacies and research, and; create a more remarkable impact to the service area.

While many have been done still, keeping abreast on the current development makes sense in terms of making the services more germane. The alignment of priorities and delineation of concerns are essential to effectively carry out the directives of the unit.

EEBRC LOGO



The EEBRC logo is circular which describes that learning about the environment and resources conservation initiatives are never-ending. Its background is white which conveys the essence of pristine natural habitats while the outline is blue which represents the university color. It set atop a quadrangular figure marked with the complete nomenclature of the center and signifying stability in harmony.

The torch is an emblem of education that signifies the setting of light to know more and appreciate fully the need for biodiversity conservation. The white, green and blue hues in the handle of the torch embody the atmospheric, terrestrial and aquatic environments, respectively.

The green shaded leaves symbolize the kingdoms of life to which the varied forms of living organisms belong and which are the emphasis of biodiversity conservation efforts. The color is a symbol of optimism that with information dissemination, the current biodiversity issues can still be addressed.

The orange colored line denotes the relatedness among life forms and the unity of efforts among stakeholders. The shade of orange means vitality in accomplishing tasks related to environmental protection.

The year 2006 is the year when the then Ecological and Biodiversity Research Center was established now renamed Environmental Education and Biodiversity Research Center.

The acronym EEBRC stands for the current appellation of the center.

EEBRC TAG LINE

"Inspiring People Toward Environmental Stewardship"

EEBRC GOAL AND OBJECTIVES

Goal

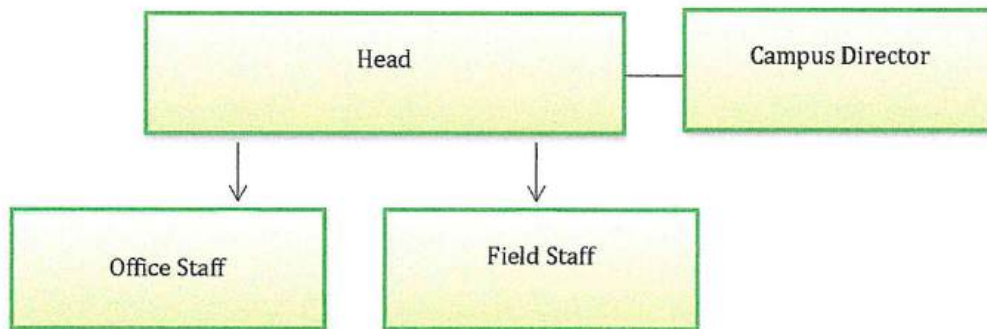
The Environmental Education and Biodiversity Research Center shall serve as a catalyst of environmental advocacies and biodiversity conservation initiatives in the University of Rizal System's service areas.

Objectives

The Environmental Education and Biodiversity Research Center shall:

1. facilitate the integration of environmental education principles in the curricular, co-curricular and extra-curricular programs of the university;
2. spearhead the implementation of university environmental management guidelines;
3. take a lead in the conduct of researches and projects along the thrusts and priorities of the university specifically those pertinent to environmental education and biodiversity conservation, and;
4. undertake activities that warrant the compliance of the university to environmental laws;
5. take part in the community environmental advocacies and partnerships.

EEBRC ORGANIGRAM



FUNCTIONS OF THE HEAD

1. Plan, implement, monitor and evaluate approved programs of the center;
2. Spearhead the conduct of environmental education and biodiversity conservation-related activities in coordination with the campus directors;
3. Take a lead in the conduct of research and extension related to environmental education and biodiversity conservation;
4. Facilitate the implementation of the university environmental management guidelines and all undertakings pertinent to them;
5. Exercise management and supervisory functions over the personnel in the center;
6. Prepare and submit periodic reports;
7. Monitor and evaluate the implementation of activities;
8. Perform other functions related to the mandate of the center that may be delegated by superiors.

FUNCTIONS OF THE OFFICE STAFF

1. Assist in the general operations of the center – office and field setting;
2. Perform clerical works such as preparing communications, receiving, recording, releasing and filing of documents;
3. Maintain database, if any;
4. Serve as liaison in various transactions;
5. Prepare and submit periodic reports;
6. Perform other functions related to the mandate of the center that may be delegated by superiors.

FUNCTIONS OF THE FIELD STAFF

1. Assist in the general operations of the center;
2. Serve as seedlings nursery caretaker;
3. Act as custodian in the Material Recovery Facility;
4. Provide assistance to the campers during Nature Walk activities;
5. Maintain the landscape of the MRF and forest area;
6. Prepare and submit periodic reports;
7. Perform other functions related to the mandate of the center that may be delegated by superiors.

INTEGRATION OF ENVIRONMENTAL PRINCIPLES IN ACADEMIC AND NON-ACADEMIC ACTIVITIES

The university has engaged in various curricular and co-curricular undertakings which have underscored environmental stewardship. Its vision has motivated the constituents to pursue tasks on environmental protection and supports its commitment to deliver quality services to the clientele. The mission emphasizes competence, righteousness and empowerment. The core values are indicative not only of the institution's desire to soar high in academic and non-academic endeavors but also of its perseverance to protect the integrity of both the human and natural resources.

As the institution performs all its functions through the units directly responsible to them, the integration of environmental principles has been of key importance. The University of Rizal System in this regard is a primary mover of activities related to environmental education and resources conservation. Hence, an affirmation that it is a partner of the government and the community in safeguarding nature and its belongings.

Academic

Environmental principles must be integrated in the curricular programs of the university. As such, the offering of ETHICS as Commission on Higher Education (CHE) standards will be enhanced. The course description will highlight the environmental principles to explain the need to maintain the integrity of both the human and ecological systems. For the Graduate School and Kindergarten to Senior High School, symposia catering to the needs of each group will be held for the purpose.

Non-Academic

All co-curricular and extra-curricular activities must take into consideration the environmental ethics. Employees, students and parents organizations have to observe the promotion of environmental stewardship in all their projects. Hence, their action plans must promote environmental principles.

UNIVERSITY ENVIRONMENTAL MANAGEMENT GUIDELINES

Rationale

Environmental management calls for the participation of every individual. There are activities being carried out in line with the national promulgations which basically focused on how to effectively manage the environment. Nevertheless, it was also observed that there were points identified in the implementation as contributory to inefficient program management particularly in the local levels. It is in this context, that these implementing guidelines on environmental management were formulated specially for the University of Rizal System.

The university has embraced environmental stewardship as among its primary functions. Its four-fold functions of instruction, research, extension and production have tried to integrate environmental principles. Efforts were exerted in making the activities safe to human health and the environment. It proved that an academic institution can be a best partner of the community and the local government in environmental management.

The implementing guidelines on environmental management were crafted. These were anchored on Republic Acts and focused on waste disposal, community education and public awareness, tree planting and caring, smoke-free campus, agricultural practices and energy and water conservation. The purchase of environment-friendly materials is encouraged and enforcement of penalty in the form of community service to violators is highlighted.

With these written guiding principles, all stakeholders will be reminded of the vital role they play in the execution of the activities and programs. They will be more enlightened and actively involved which are initial steps towards making the entire university community more concerned and responsible.

Declaration of Commitment

The University of Rizal System has demonstrated its commitment to environmental responsibility in the past through its active involvement in various undertakings such as instruction, research, extension and advocacies. This commitment is based on the belief the actions taken now can have long term economic, social and environmental benefits.

The implementing guidelines establish a framework that will allow the university to become a leader and a partner in the promotion of environmental management. This will be realized through compliance with its regulatory responsibilities, as well as, through a never-ending commitment towards the improvement of operational practices. This further provides the focus for achieving best practices, with a holistic approach that attains environmental objectives through an organized program that includes innovative initiatives, action plans and cross community collaboration. The university in support also to its vision and mission will:

- Establish implementing guidelines and procedures that support sustainable development;
- Promote environmental awareness and responsibility among all stakeholders;
- Promote the principles and practices of environmental responsibility by sharing knowledge and experiences across the campus community;
- Identify and disseminate information pertinent to legal and ethical environmental obligations;
- Strive for best and acceptable environmental practices, befitting for an international educational and research institution;

- Continue extending support to research, community education and public awareness activities;
- Recognize its obligations, including legislative requirements, both locally and globally; and
- Develop a balanced approach designed to meet the needs of the organization, while allowing it to fulfil its environmental responsibility.

Legal Mandates

The guidelines support the implementation of the Philippine laws concerning environmental management specifically RA 9003 or The Ecological Solid Waste Management Act of 2000, RA 9512 or the National Environmental Awareness and Education Act of 2008, Executive Order NO. 193. S. 2015 Expanding the National Greening Program supported by DENR AO No. 2017-03, RA 2004-3571 or the Act to Prohibit the Cutting, Destroying, or Injuring of Plants of Scenic Value, RA 8749 or the Philippine Clean Air Act of 1999, CSC MC No. 17, s. 2009 entitled Smoking Prohibition based on 100% Smoke-Free Environment Policy, RA 9211 or the Tobacco Regulation Act of 2003, RA 10068 or the Organic Agriculture Act of 2010, RA 9147 or the Wildlife Resources Conservation and Protection Act and Millennium Development Goal No. 7, "Ensure Environmental Sustainability".

Objectives

In particular, the guiding principles will:

1. Encourage wise utilization of resources and recovery of used materials;
2. Instill among the stakeholders the values of discipline , cooperation, prudence and sense of responsibility;
3. Maintain a proactive attitude that foster natural resources conservation and responsibility towards environment, safety, and health;
4. Work with the theme, "In Harmony with Nature" and maintain good relations with the community to this cause;
5. Adopt and enforce internal standards that will promote the protection of people's health and environment;
6. Maintain effective communication channels with the university administration, employees, students, stakeholders, and neighbouring communities to sustain understanding of the tenets in the provided environmental guidelines;
7. Builds competencies and promote public awareness and environmental stewardship;

8. Maintain linkages and partnerships with external advocates/organizations of environmental protection.

Environmental Management Planning Committee

The Environmental Management Planning Committee will take charge of matters associated with environmental advocacy, issues and concerns within the provisions of university policies and associated plans. The committee will be composed of the following:

Chair: Head, Environmental Education and Biodiversity Research Center

Functions:

1. Spearheads advocacies related to environmental management;
2. Leads in the implementation of approved plans and projects;
3. Propose budgetary requirements;
4. Monitors and evaluates conduct of activities;
5. Coordinates matters to all concerned;
6. Submits periodic reports;
7. Perform other functions deem necessary.

Members: Campus Directors
College Deans
Campus Heads, General Services

Functions:

1. Assists in the conduct of university activities related to environmental management;
2. Takes a lead in the implementation of environmental management policies in the campus levels;
3. Extends assistance on the preparation of budgetary requirements, monitoring and evaluation of projects and related undertakings;
4. Submits reports, and;
5. Performs other functions deem necessary.

Environmental Management Plan

The university will craft and maintain an Environmental Management Plan which will:

1. Establish environmental management principles and adhere to this Implementing Guidelines on Environmental Management;
2. List key goals, operational objectives and strategies;

3. Identify the university priorities for protection and enhancement, and the means to do this;
4. Institute an environmental audit process as the basis for evaluation and continuous improvement of practices.

The Environmental Management Plan will consider priority areas such as but not limited to:

1. compliance with statutory requirements
2. fundamental causes rather than symptoms
3. influence on health, safety, society and environment
4. impact on the university's resources and quadruple functions
5. maximum utilization of available resources

Implementing Guidelines

a. Waste Disposal

In support to the implementation of RA 9003, otherwise known as the Ecological and Solid Management Act of 2000, the following will be strictly enforced:

1. ***Segregation of wastes at the source.*** All offices/classrooms/staff house/student dormitories/canteens/food kiosks should have three (3) bins – one (1) each for the biodegradable, non-biodegradable but recyclable and non-biodegradable but not recyclable. The same kinds of bins should be properly kept inside the rooms/offices preferably in the back portions of every office/classroom/staff house/student dormitory. No bins should be seen in the hallways. A small temporary covered waste storage facility in each building is recommended. For the Laboratory Rooms. There should be another bin for toxic or hazardous wastes. Bin in the classrooms may be requested from the student organizations while those in the offices are to be provided by the university.
2. ***Reduction of wastes of all sorts.*** As much as possible, generation of wastes must be lessened. The 3Rs of solid waste management such as reduce, re-use and recycle must be practiced. After exhausting the possibility for maximum utilization of materials/supplies, they must be placed in a separate box or sack for collection after every quarter of the year or as the need arises. The materials/supplies considered for re-utilization must not be bearing any confidential information of individuals/organizations. The same will be sold upon clearance from the concerned offices to form part of the Income Generating Project of the university.
3. ***Utilization of re-usable materials.*** The usage of disposable and non-biodegradable materials like polystyrene (Styrofoam), plastic and tarpaulin for activities of short duration is strictly prohibited. Only re-usable materials must be used especially in food preparations.

4. **Collection of segregated waste by the Administrative Aid In-Charge of the building.** Collection of wastes will be done on schedules set by the General Services in coordination with the Campus Director. THE NO SEGREGATION, NO COLLECTION policy is going to be implemented and in case of non-segregation, the concerned office In-Charge or classroom Adviser is going to be responsible for the disposal of their garbage for that week. The Administrative Aid shall endorse to the MRF Staff the recyclables.
5. **Collection of dried leaves for use in the Organic Agriculture Project.** All Campuses are encouraged to utilize the dried leaves as mulch. If an organic garden/project exists, the dried leaves must be brought there for composting.
6. **NO LITTERING campaign.** This will be done to maintain the cleanliness of the surroundings. Signages must be posted in strategic places for reminders.
7. **Refraining from the use of plastic for packaging goods.** Employees and students who prefer to eat in their offices must bring containers for their food, same with the students who do not want to stay in the canteen. Products packaged in plastics and the like which will be brought inside the campus must be checked by the Security Guards and must not be given permission for entry. The security unit must religiously inspect the bags and stuffs of those who will come in the campus.
8. **Bringing home of wastes.** Everybody is encouraged to bring home the wastes which were not generated through school-related activities. This will minimize waste generation in the campus and will help develop discipline and sense of responsibility among the university constituents.
9. **Maintenance of cleanliness in the staff cottages and vicinities.** Campus residents are governed by these implementing guidelines. They are hold responsible for their own wastes. There must also be a compost pit in their home yards. Moreover, they must not be allowed to sell junks of all sorts without clearance/gate pass from the Supply Office.
10. **Wastes generated by individuals/groups hiring/using the campus facilities.** Organizers of university affairs must ensure that the wastes generated in the conduct of activities, programs, parties and related events are properly managed. Likewise, external groups hiring university facilities are the ones responsible for the proper management of their own wastes.
11. **Obligations of Project Contractors.** Contractors must abide by the environmental policies of the university. They must orient their workers/employees on the do's and don'ts in the campus premises particularly on environmental management.
12. **Goods/products that can be sold by concessionaires.** All concessionaires must abide by the environmental policies. The products that they must sell are only those which are health and environment-friendly. Items classified as junk foods and wrapped in foils, sachets and plastics and soda/softdrinks in plastic bottles

must be regulated. The use of plastics for packaging food products is strongly discouraged.

13. ***Selling of Recyclables*** must be done only by authorized personnel with proper clearance from the university. No individual is allowed to collect and bring out recyclable materials from the campus for personal interest.

b. Community Education and Public Awareness

To strengthen the implementation of the programs, community education and public awareness activities will consider the following:

1. Integration of environmental principles in the academic and non-academic undertakings. Discussion of the essential environmental concepts in all subjects across levels must consider environmental principles. Likewise, non-academic activities must take into account environmental stewardship.
2. Regular conduct of information education campaign among all stakeholders. Freshmen and transferees must be oriented on the university environmental management guidelines for proper guidance.
3. Holding of symposia, exhibits and related activities by concerned college/school/organization/office.
4. Prioritization of environment-friendly projects whenever given as a requirement in all courses.

c. Tree Planting and Care of Plants

In support to Executive Order 193, S. 2015 or Expanding the Coverage of the National Greening Program with DENR AO No. 2017-03 and RA2004-3571 or the Act to Prohibit the Cutting, Destroying, or Injuring of Plants of Scenic Value, the following will be taken into account:

1. Requiring all graduating students across levels to plant three (3) seedlings of indigenous/native species of forest or fruit-trees. Planting is going to be from June-September of every year in locations identified by the Dean and Heads of concerned units and approved by the Campus Director.
2. Registration of seedlings at the Dean's/Heads office for verification as to compliance. The list should be submitted to the office of the Campus Director for notation.
3. Monitoring of planted seedlings while in the survival stage by the graduating students who did the planting and by the Environmental Army.
4. Planting of ornamental plants as hedges to support ecological services and to beautify the landscape is highly encouraged. This can be done also in lieu of a tree planting activity and especially in cases when tree planting is not applicable.
5. Cutting, destroying or injuring of plants of scenic and ecological significance are discouraged. All kinds of plants species must be protected. Cutting of trees

especially for timber and charcoal-making is strictly prohibited. Tree management and pruning necessary for public safety must be properly coordinated and approved by concerned offices.

d. Smoke-Free Campus

In support to RA 8749 or the Philippine Clean air Act of 1999 and Republic Act 9211 or the Tobacco Regulation Act of 2003, the succeeding practices will be strictly prohibited in the campus:

1. Burning of waste and materials of all sorts.
2. Cutting down of trees and gathering of their parts for charcoal-making and wood fuel.
3. Cigarette Smoking. No student or employee is allowed to smoke cigarette including the e-cigarettes inside the university premises. This also supports CSC MC No. 17, s. 2009 entitled Smoking Prohibition based on 100% Smoke-Free Environment Policy.
4. Smoke-belching vehicle are not allowed inside the campus.

e. Agricultural Practices

Agricultural practices must not in any way pose harm to the environment. In crop and animal production projects, the provisions of RA 10068 providing for the development and promotion of organic agriculture in the Philippines and for other purposes, the following must be highly considered:

1. **Reduced dependence on chemical-based farm inputs.** The use of fertilizers and pesticides which are organic-based should be preferred over inorganic materials.
2. **Proper management of farm wastes** (biodegradable) and as much as possible conversion of the same into compost material or energy source.

f. Animals in the Campus

For the safety of the campus constituents, the animals themselves and in accordance with RA 8485, otherwise known as the Animal Welfare Act of 1998 and RA 9147 which provides for the conservation as well as protection of wildlife resources and their habitats, the following will be imposed:

1. **Keeping pets such as dogs and cats indoors or in home yards** to prevent them from roaming around the campus and being injured. Campus residents are obliged to make sure that their pets do not go astray within the campus.
2. **Protecting wild animals from human-inflicted danger.** The animals must be allowed to live in their natural habitats. Capturing them especially the endangered species is strictly prohibited. Any form of danger imposed to them is discouraged.

g. Energy Conservation

To save energy, the following will be observed which is also in support to Article XIV, Sec.2 of the Collective Negotiation Agreement signed by the Faculty Organization of the University of Rizal System and the University President

1. **Utilization of energy-saving devices and equipment.** This considers the purchase of appliances, lights and lighting fixtures which ensures less energy consumption.
2. **Turning off of lights whenever possible.** Lights must be switched off during lunch break and after office/school hours. The last occupant of the office/room must see to it that all lights are switched off.
3. **Shutting down of air conditioning units and electric fans when not needed.** Air conditioners can be used only from 9:00 am to 4:00 pm. The use of such appliances must also consider practicality and must depend on the weather condition.
4. **Observance of Air con Holiday.** Air con Holiday shall be observed every last Friday of the month in all campuses.

h. Water Conservation

Water conservation must be practiced through:

1. Water harvesting, recycling and storage.
2. Maintenance of water pipes, faucets and facilities.
3. Avoidance of water wastage.

i. Purchasing of Materials

Purchase of office supplies, devices, apparatuses and equipment should always consider environment-friendly products.

j. Environmental Army

To serve as an arm in the implementation of these guidelines, an Environmental army composed of but not limited to students will be organized with functions stated below:

1. **Monitoring of the implementation** of the guiding principles on environmental protection. The environmental army must roam in the campus premises at least three (3x) a day. The security unit (organic and outsourced from external agencies) and other concerned university constituents must also perform the functions of an environmental army.

2. ***Keeping up of cleanliness and orderliness*** in the campus vicinity.
3. ***Reporting of violations*** to the Campus Office for Student Development Services for students and the Grievance Committee for employees and the Campus Director for concessionaires and contractors.
4. ***Spearheading the conduct of activities*** related to environmental management.

k. Environmental Fee

The project contractors and concessionaires must pay an environmental fee of P250.00 per month while the individuals/groups hiring facilities must pay an environmental fee of P200.00 per hire per event. The said amount shall be included in the list of fees to be settled by the concerned parties with the university and shall be stipulated in the contract to be signed by the project contractors, concessionaires or leasing party and URS.

l. Enforcement

To effectively carry out the guidelines, the following penalty will be imposed:

1. *Penalty for Violators*

1.1 Faculty, Staff and Campus Residents

- Memorandum of Non-Compliance (Violation of Reasonable Office Order, EO No. 292, Book 5)

1.2 Students

- 8 hours community service to the college

1.3 Project Contractors/Concessionaires/Individuals or Groups Hiring Facilities

- First Offense - Warning
- Second Offense - P 500.00
- Third Offense - P 1,000.00

Enforcement and strict compliance to the environmental policies of the university particularly the important provisions concerning the groups in item 1.3 must be included in the contract which will be signed by them and URS. Decision on violations will be acted upon by the campus OSDS for students and the Grievance Committee for employees.

Moreover, the following shall be imposed:

1. If the violator/offender is a personnel of the university, regardless of rank and status he/she must be subjected to administrative proceedings in violation of relevant laws.
2. Students, employees and campus residents who will violate the guidelines for three times (3x) will be subjected to the disciplinary action following the provisions on discipline as stipulated in the Student Handbook, Faculty/Staff Manual and policies governing university housing, respectively.
3. The community service to be rendered by the violators will be identified by the Environmental Education and Biodiversity Research Center or the office of the Campus Director which can be in the following forms:
 - a. Landscaping/gardening
 - b. Cleaning
 - c. Information dissemination
4. The service to the college/campus shall be supervised by the Environmental Education and Biodiversity Research Center and concerned deans/heads of offices or immediate supervisor. A report of accomplished work should be submitted by the violator to the Environmental Education and Biodiversity Research Center duly signed by all concerned.

I. Committee to Act on Violations

Investigation

Chair: Head/Coordinator, OSDS (Students) or
Head of Unit (Faculty, Staff) or
Campus Director (Contractors, Concessionaires)

Members: Dean/Head Concerned
Campus Guidance Counselor
Campus CBA Coordinator (Concessionaires)

Service to the College/Campus

Head, EEBRC
Concerned Heads of Units or OSDS or Campus Director

MANAGEMENT OF URS TANAY CAMPUS FOREST AS A DECLARED PROTECTED AREA

The university recognizes the critical importance of protecting ecosystems. Pursuant to Board of Regents Resolution No. 028-25809 dated October 5, 2009 and upon recommendation of the URS Administrative Council, the URS Tanay Forest was declared as a protected area. It covers the portion along the Human Resources Development Center extending along the area going to Balete and approximately 6 hectares, prohibiting all activities that will destroy the forest resources.

The management of the said area is under the EEBRC. The center shall promote, implement and monitor conservation of forest resources and that of the campus in general. Activities in support to instruction and research can be allowed provided permission is granted and that the resources in the forest will not be damaged. Nature Walk in the forest perimeter can also be allowed with consent for educational purposes. Conservation measures must likewise be observed. Therefore, all activities that may concern life forms in the campus especially those in the natural habitats must be properly coordinated to the center.

ENVIRONMENTAL ADVOCACIES AND RELATED UNDERTAKINGS

The URS vision on environmental stewardship signifies the university's aim of inculcating among its stakeholders the highest respect for all creatures and the life-support systems. In doing so, it has integrated in its functions the environmental principles fully manifested through the implementing guidelines on environmental management complemented with the following:

1. University Environment Week Celebration

The holding of Environment Week as an annual activity in the University of Rizal System was initiated by the EEBRC to encourage unrelenting support of stakeholders to environmental protection and to provide more avenues for them to have a better grasp of the current state of the environment. Likewise, talents and skills especially of the students are being honed through participation in the various events.

Furthermore, the Environment Week strengthens the bond of unity among the university constituents since the pledge of commitment to pursue environmental stewardship is made more loud and clear. The University of Rizal System is able to take a giant leap in its way towards realizing what it wants to achieve for the community that it serves. Its vision on environmental stewardship has made it express its responsibility on guiding its constituents to the complete understanding and appreciation of environmental principles.

The University Environment Week is a week-long celebration every third week of November with different activities which may be hosted by the campuses of the university. The event is highlighted by environment-inspired undertakings promoting the institution's advocacies and showcasing the best practices too. Literary contests, information education and greening projects are among the significant activities during

the celebration. The participation of students shall be facilitated by the campus where they are officially enrolled and with consideration of the necessary requirements and permission from the parents/guardians and concerned offices whenever necessary.

2. Nature Walk

The University of Rizal System Tanay Campus is endowed with a landscape featuring the richness of nature. It has a forest declared as a protected area which can provide for an excellent learning experience through nature walk and actual observation of species in natural habitats. This can instill awareness to everyone to respect nature consistent with the objective of the university to protect its forest.

The Environmental Education and Biodiversity Research Center facilitates Nature Walk with visitor campers paying a minimal amount remitted to the Campus Cashier's office. The campers are given orientation on forest resources and protection. A Memorandum of Agreement may be signed between the university and other organizations or agencies for this purpose to formalize endorsement of campers.

3. Material Recovery Facility Operations

The implementation of the solid waste management program entails the establishment of a Material Recovery Facility (MRF). EEBRC supervises its operations with the primary purpose of recovering the recyclables and minimize materials which will be disposed of through the dump sites or landfills. The proceeds of the sold recyclables are deposited to the Campus Cashier.

4. Environmental Partnerships

The center initiates or assists in the establishment of linkages with external environmental agencies and community organizations for the advancement of environment-related advocacies, education, research and extension undertakings. The partnership is formalized through a Memorandum of Agreement or official correspondence from the partner organizations requiring involvement and expertise of the university constituents in the proposed endeavor. Faculty and students may benefit from such partnerships through participation in local, national and international assemblies, conferences and related activities.

5. Observance of International, National and Local Environmental Events

There are various occasions conducted worldwide and cascaded down to the local levels which are promoting environmental management and encouraging active involvement of all individuals. EEBRC spearheads the conduct of activities adhering to the global, national and local environmental initiatives. The celebrations are in accordance with the theme and may vary from information campaign, tree planting and caring, landscape improvement or showcase of cultural practices.

INDIGENOUS SEEDLINGS PRODUCTION

The EEBRC supervises the indigenous seedlings production project. It is a climate change mitigation approach and seen as significant in responding to the demand of seedlings in the community and to the promotion of environment-friendly technologies. The project aims to:

1. provide income generating prospects to the university;
2. serve as site for vegetative propagation operations related to seedling production;
3. address the demand for seedlings and take part in rehabilitation efforts;
4. offer training and research venues that will help validate technologies and enhance technical capacity of faculty, staff and students in seedlings propagation;
5. create a sustainable source of seedlings for greening activities, and;
6. support tree planting and caring ethos.

RESEARCH AND COMMUNITY ENGAGEMENT

The EEBRC is in the forefront of conducting environmental education and biodiversity conservation research and extension in the university and its service areas. Resources assessment, knowledge enrichment and long-term ecological studies are vital elements of stewardship of nature. Likewise, community engagement upholds commitment which catalyzes actions. Faculty and student researches anchored on the mentioned thematic areas and university agenda are facilitated by the center which are later packaged and disseminated to the community.

URS ENVIRONMENTAL MARCH

To fully internalize commitment and responsibility for the realization of the URS vision on environmental stewardship, the university environmental march was composed and arranged. This intends to encourage the university constituents to unite and help nurture the noblest environmental stewards. The march is played during the flag raising ceremonies and conduct of environment-related activities in all campuses.

URS Environmental March

Halina, halina, halina tayo ay magkaisa
Ating lingapin ang kalikasan ng sama-sama
Tungkulin natin ay gampanan
Ipinagkatiwala Nya ng lubusan ang mahal na kalikasan
Agapan ang pagkilos, pag-unlad ay ibuhos
Kalikasan ay mahalaga, kapit-bisig bawat isa
Para sa bayan nating puno ng pag-asa
Ang kalikasan sa atin ay biyaya
Sagipin ng may lubos na paniniwala
Na ang pagkakaisa ay may dulot na pag-asa
Habilin ng Diyos sa bawat isa
Mahalin natin ang mundong ibinilin Nya
Buhay natin at kalikasa'y iisa

APPENDICES
(Forms)

www.urs.edu.ph / ursmain@gmail.com
URS Tanay- Main Campus Tel: (02) 401-4900

Email address: eebrc@urs.edu.ph / Tel. no.: (02) 514-7578

Campus _____ Date _____ Inspected by _____

[illegible]

Remarks indicate additional information related to the implementation of RA S003 in the campus which were noted in the area inspected	
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URS Angono
URS Antipolo
URS Binangonan

Tel 651-0346
Tel/Fax 697-5773
Tel 652-1018; Fax 652-3481

URS Calinta
URS Cardona
URS Morong

Tel 359-8776
Tel 359-8694
Tel/Fax 653-1736; 653-1082

URS Pilla
URS Rodriguez
URS Taytay

Tel/Fax 654-4465
Tel 997-9765
Tel 664-6393

Effectivity Date: August 15, 2017



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal
www.urs.edu.ph / ursmain@gmail.com
URS Tanay- Main Campus Tel: (02) 401-4000

ENVIRONMENTAL EDUCATION AND BIODIVERSITY RESEARCH CENTER

Email address: eebro@urs.edu.ph / Tel. no.: (02) 514-7578

MONITORING FOR COMPLIANCE TO RA 9003 (CONCESSIONAIRES)

Campus _____ Date _____ Inspected by _____

Area	Compliant	Not Compliant	Remarks	Signature of Concessionaire

Remarks Indicate additional information related to the implementation of RA 9003 in the campus which were noted in the area inspected

"Nurturing Tomorrow's Noblest"

URS Angono	Tel 651-0346	URS Calma	Tel 359-8776	URS Piliña	Tel/Fax 654-4465
URS Antipolo	Tel/Fax 697-5773	URS Cardona	Tel 359-8694	URS Rodriguez	Tel 997-9765
URS Binangonan	Tel 652-1018; Fax 652-3481	URS Morong	Tel/Fax 653-1735; 653-1062	URS Taytay	Tel 664-6393

URS-RD-RE-EBC-F-2017-02

Rev. 0.0

Effectivity Date: August 15, 2017



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Email address: eebro@urs.edu.ph / Tel. no.: (02) 514-7578

MONITORING FOR COMPLIANCE TO RA 9003 (CAMPUS COTTAGES)

Date _____ Inspected by _____

[illegible]

Remarks indicate additional information related to the implementation of RA 9003 in the campus which were noted in the area inspected

Nurturing Tomorrow's Noblest

URS Angono Tel 651-0346
URS Antipolo Tel/Fax 697-5773
URS Binangonan Tel 652-1018; Fax 652-3481

URS Calanta Tel 359-8776
URS Cardona Tel 359-8694
URS Morong Tel/Fax 653-1735; 653-1082

URS Piliita Tel/Fax 654-4465
URS Rodriguez Tel 997-9765
URS Tanyay Tel 664-6393

URS-RD-RE-EBC-F-2017-03

Rev. 0.0

Effectivity Date: August 15, 2017

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URS Tanay- Main Campus Tel: (02) 401-4000

Email address: eebro@urs.edu.ph / Tel. no.: (02) 514-7578

Campus _____

Name of Attending Staff _____ Signature _____

[illegible]

Cash Received by:

Campus Cashier

Nurturing Tomorrow's Noblest

URS Pilla Tel/Fax 654-4465
URS Rodriguez Tel 997-9765
URS Taytay Tel 664-6393

Effectivity Date: August 15, 2017



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ENVIRONMENTAL EDUCATION AND BIODIVERSITY RESEARCH CENTER

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MONTHLY MONITORING FORM FOR SEEDLINGS PRODUCTION

[illegible]

Recorded by:

Noted by:

Staff, EEBRC

Head, EEBRC

Nurturing Tomorrow's Noblest

URS Angola
URS Antipolo
URS Bhangonan

Tel 651-0346
Tel/Fax 697-5773
Tel 652-1018; Fax 652-3481

URS Calanta
URS Cardona
URS Morong

Tel 359-8776
Tel 359-8694
Tel/Fax 653-1735; 653-1082

URS Pilla
URS Rodriguez
URS Taytay

Tel/Fax 654-4465
Tel 997-9765
Tel 664-5393

URS-RD-RE-EBC-F-2017-05

Rev. 0.0

Effectivity Date: August 15, 2017



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CONTEST ENTRY FORM

Campus _____

This is to express our intention to join the _____
(Name of Contest)

which will be held on _____ as one of the activities in the Environment
Week celebration. Please find the specific details below:

Name of Contestant	Year and Course	Signature of Contestant	Name of Coach	Signature of Coach
Key Participants				
1.				
2.				
3.				
Alternate Participant				
1.				

We further signify that we shall abide by the rules set for the contests and shall ensure the highest quality of participation.

Endorsed by:

Campus Director

"Nurturing Tomorrow's Noblest"

URS Angono
URS Antipolo
URS Binangonan

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GATE PASS FOR SOLD RECYCLABLE/RECOVERED MATERIALS

Campus _____

_____ Date

To the Guard on Duty:

Kindly allow _____
to take out the sold recyclable/recovered materials from URS _____ Campus broken
down as follows:

Item	Quantity (Weight in Kg)	Remarks (Comments of the Guard on Duty on the items)

Clearance has been granted by the concerned authorities and kindly ensure that only the
materials specified in this document will be brought out of the vicinity.

Staff/In-Charge

Head/Campus Coordinator EEBRC

Campus Director

Attested:

Guard on Duty

"Nurturing Tomorrow's Noblest"

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URS Antipolo
URS Binangonan

Tel 651-0346
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URS Morong

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Student/Faculty/Staff/Concessionaire/Project Contractors/Individual or Group Hiring Facilities

REPORT OF VIOLATION/S

To: _____

Greetings!

This is to report to your good office the incident involving
_____ on violations to University of Rizal System
Environmental ^(Name of Violator) Management Guidelines, specifically on
_____ caught on
^(Specific Violation)
_____ at _____
^(Date) ^(Place)

Other relevant details:

Informant of Violation

"Nurturing Tomorrow's Noblest"

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URS Antipolo	Tel/Fax 697-5773	URS Cardona	Tel 359-8694	URS Rodriguez	Tel 997-9765
URS Binangonan	Tel 652-1018, Fax 652-3481	URS Morong	Tel/Fax 653-1735; 653-1082	URS Taytay	Tel 664-6393

REFERENCES

- Millennium Development Goal No. 7, "Ensure Environmental Sustainability".
- RA 9003 or The Ecological Solid Waste Management Act of 2000
- RA 9512 or the National Environmental Awareness and Education Act of 2008
- Executive Order NO. 193. S. 2015 Expanding the National Greening Program supported by DENR AO No. 2017-03
- RA 2004-3571 or the Act to Prohibit the Cutting, Destroying, or Injuring of Plants of Scenic Value
- RA 8749 or the Philippine Clean Air Act of 1999
- RA 9211 or the Tobacco Regulation Act of 2003
- RA 10068 or the Organic Agriculture Act of 2010
- RA 9147 or the Wildlife Resources Conservation and Protection Act
- Research Operations Manual, BOR Resolution No. 049-481-141, 2014
- Faculty Organization of University of Rizal System and URS Collective Negotiation Agreement
- URS Environmental Management Guidelines
- URS Office Order No. 112 s. 10-09, Declaration of URS Tanay Forest as a Protected Area