

23 November 2022

MEMORANDUM

TO : ALL DIVISIONS, SECTIONS, UNITS

FROM : ADMINISTRATIVE DIVISION

RE : Waste Segregation

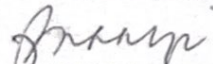
Following the Network's launch of its corporate social responsibility (CSR) dubbed as #ptv goes green spearheaded by General Manager Julio O. Castillo, Jr. on 22 November 2022, this Office enjoins all employees to deepen an earth-friendly consciousness and help maintain cleanliness in their respective rooms by adopting the following practices:

- (1.) Set up a sorting station/s with at least two (2) trash bins/ cans separately labeled as DRY and WET. A separate place may be dedicated for scratch and assorted papers. Members of the CMPT housekeeping group will be going around to help start the waste segregation nooks.
- (2.) Properly wash/ clean plastic bags and/or styro containers after food has been consumed before throwing them into the proper garbage cans to keep pests/rodents away
- (3.) A large bin has been set up near the canteen for proper disposal of plastic bottles
- (4.) People will be assigned per floor (i.e. guards and/or general services personnel) to dispense toilet papers more wisely

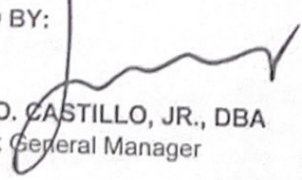
More suggestions are welcome to help keep PTV clean and green.

For strict compliance.

Thank you very much.

  
JASMINE B. BARRIOS  
OIC, Administrative Division

NOTED BY:

  
JULIO O. CASTILLO, JR., DBA  
Network General Manager