

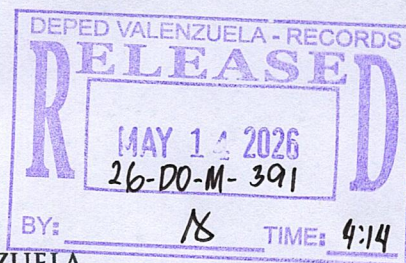


DepEd ICT Unit

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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0395 s. 2026

**DESIGNATION AS SUPERVISING HEAD OF
WASTE MANAGEMENT DIVISION**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors & Public Schools District Supervisors
Division Unit Heads & Specialists
All Elementary & Secondary School Heads/OICs
All Others Concerned

1. Attached is a Memorandum from Hon. WESLIE T. GATCHALIAN, City Mayor, City Government of Valenzuela dated April 30, 2026 relative to Designation of Mr. JONATHAN S. IGNACIO as Supervising Head of Waste Management Division of the Public Sanitation and Cleanliness Office effective May 6, 2026.

2. For information and guidance of all concerned.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

DESIGNATION WASTE MANAGEMENT DIVISION

MAE/KC - DESIGNATION AS SUPERVISING HEAD OF WASTE MANAGEMENT DIVISION
_____/May 11, 2026



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PRIME-HRM
LEVEL II ACCREDITED



TO : MR. JONATHAN S. IGNACIO
PUBLIC SANITATION AND CLEANLINESS OFFICE

FROM : THE CITY MAYOR

DATE : 30 APRIL 2026

SUBJECT: **DESIGNATION AS SUPERVISING HEAD OF
WASTE MANAGEMENT DIVISION**

Effective May 6, 2026, you are hereby appointed as the **SUPERVISING HEAD of Waste Management Division** of the Public Sanitation and Cleanliness Office.

Through the direction of Mr. Emmanuel S. Delesmo, you are responsible for the strategic planning, operational oversight, and regulatory compliance of all waste-related activities within the city. Further, to ensure waste is handled efficiently and safely, balancing environmental protection with cost-effectiveness.

Key functions include:

1. Strategic Planning and Policy Development
 - Developing Waste Management Plans: Creating long-term strategies for waste reduction, recycling, and disposal in compliance with legal regulations.
 - Implementing Policies: Establishing guidelines for waste segregation, hazardous waste handling, and reduction efforts (e.g., the 5R's of waste management: Refuse, Reduce, Reuse, Repurpose, Recycle).
 - Ensuring Compliance: Monitoring local and national environmental laws to avoid penalties and legal issues.
2. Operational Management
 - Overseeing Collection and Disposal: Managing the daily operations of waste collection, transportation, and disposal services.
 - Facility Management: Supervising landfills, recycling centers, composting sites, or transfer stations to ensure efficient operation.
 - Hazardous Waste Management: Developing safe handling and storage procedures for specialized hazardous, medical, or industrial waste.
 - Optimization: Reviewing existing methods to identify improvements, such as increasing recycling rates and reducing landfill use.
3. Financial and Resource Management
 - Budgeting: Developing and managing the departmental budget, ensuring that the financial expenditures of the office are within the appropriate budget including funding requests and cost-optimization strategies.



- **Contract Management:** Overseeing contracts with private waste disposal companies, recycling firms, or logistics contractors.
 - **Selling Recyclable Materials:** Identifying opportunities to sell materials like metal, paper, or plastic to third parties for revenue.
4. **Leadership and Administration**
- **Staff Management:** Supervising, training, and scheduling staff, as well as managing health and safety standards.
 - **Reporting and Analysis:** Collecting and analyzing waste generation data to create reports for the top management or government agencies.
 - **Stakeholder Communication:** Coordinating with local communities, businesses, and government bodies, and handling public inquiries.
5. **Sustainability and Environmental Protection**
- **Promoting Circular Economy:** Implementing programs to promote waste minimization and the re-valorization of waste as a resource.
 - **Outreach and Education:** Running campaigns to educate the community on proper waste segregation and recycling practices.
6. Exercise such other powers and perform such other functions as may be prescribed by law or ordinance.
7. Performs such other functions as maybe assigned by the local Chief Executive.

For your information and proper guidance.

WESLIE T. GATCHALIAN

cc: All Concerned Offices and Units
HRMO
201 File
File