




MEMORANDUM

No. 058-A, s. 2024

TO : ALL FACULTY AND EMPLOYEES
This University

FROM : 
MERIAN P. CATAJAY-MANI, Ed.D., CESE
University President

SUBJECT : PAPER USE REDUCTION POLICY

DATE : June 11, 2024

As part of Romblon State University's commitment to sustainability and in fulfillment of the United Nations Sustainable Development Goals (SDG) 12 on Responsible Consumption and Production and SDG 13 on Climate Action, the University is adopting the Paper Use Reduction Policy. This initiative affirms our responsibility to reduce waste, promote efficiency, and contribute to environmental preservation through responsible management of resources.

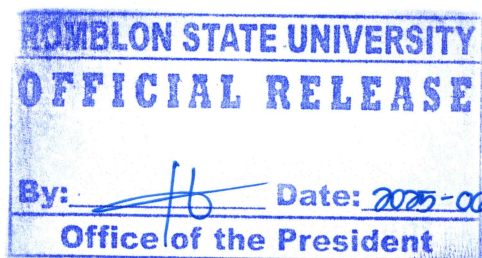
Attached is the approved Paper Use Reduction Policy of the University. All units are directed to implement the provisions of this policy beginning Academic Year 2024-2025. Unit heads are tasked to ensure wide dissemination within their respective areas and to oversee compliance among faculty, staff, and students.

Strict compliance is expected.

Copy furnished:

All Concerned
Records Officer
File

2024/OP/MPCM/MJOP/hfd





Attachment: Memorandum No. 058-A, s. 2024 (1/2)

PAPER USE REDUCTION POLICY

I. RATIONALE

Romblon State University recognizes the importance of integrating sustainability into its operations by reducing excessive paper consumption. Paper is heavily used in information dissemination, instruction, assessment, and administrative processes. While the University is currently transitioning to electronic document management systems, immediate steps can be taken to reduce paper use without compromising efficiency, accountability, or service delivery. This policy establishes guidelines that will ensure responsible paper use while preparing the community for a gradual transition to digital systems in the future.

II. DEFINITION OF TERMS

For purposes of this policy, the following terms are defined:

- **Paper Use Reduction.** The practice of minimizing the consumption of paper through controlled printing, digitization, and reuse.
- **Digital first.** The practice of prioritizing electronic communication and documentation before resorting to printed copies.
- **Essential printing.** Reproduction required by law, policy, or administrative necessity, such as contracts, signed resolutions, and records for auditing.
- **Reusable paper.** Sheets printed on one side that remain suitable for drafts and internal notes.
- **Paper Use Log.** refers to a record maintained by each office that tracks reams purchased and consumed monthly.

III. COVERAGE

This policy shall apply to all academic and administrative units of the University, including teaching and non-teaching personnel, students, and offices under the direct supervision of the President. It specifically covers practices related to information dissemination, academic submissions, assessment and testing, administrative communication, meetings, and record management.

IV. POLICY STATEMENTS

A. Information Dissemination

The University adopts a digital-first principle in information dissemination. Announcements, memoranda, and circulars **shall be issued electronically through official email accounts and posted on bulletin boards or the University website instead of printing multiple hard copies.** Offices are expected to transmit documents electronically within their units and **only print when a signed or archived copy is formally required.**

B. Academic Submissions

In the area of academic submissions, faculty members are encouraged to **accept student requirements such as essays, reports, and projects through electronic platforms or storage devices.** Only final approved versions that form part of official records shall require hard copy submission. Colleges and offices shall adopt submission protocols that prioritize **digital filing through cloud storage platforms over paper-based documentation.**

C. Assessment and Testing

For assessment and testing, the University encourages practices that **minimize paper use.** Whenever feasible, faculty shall administer **quizzes, examinations, and exercises through digital platforms or oral assessments.** When printed examinations are unavoidable, **test papers should be prepared with space-efficient formatting and printed on both sides of the page.** Answer sheets should also be reused for practice exercises when appropriate.



D. Meetings and Gatherings

In meetings and official gatherings, participants shall rely on digital presentation tools such as projectors, screens, and electronic files in place of distributing printed handouts. **Only resolutions, minutes, and final outputs requiring signatures or archiving shall be reproduced in hard copy.**

E. Administrative Processes

Administrative offices shall reduce reliance on printed correspondence by prioritizing email and official messaging platforms for communication. Internal drafts, routing slips, and tracking notes shall be circulated electronically. **Printing shall be limited to essential documents such as contracts, memoranda of agreement, and official records subject to auditing and compliance.**

V. Implementation and Monitoring

All offices are required to maintain a paper use logbook that records the number of reams purchased and consumed each month. **The Supply and Property Office shall consolidate these reports quarterly and submit them to the Office of the President.** The baseline for consumption shall be the average use of the previous academic year, against which a target of at least twenty percent reduction shall be measured in the first year of implementation.

The Supply and Property Office shall consolidate these reports and provide quarterly submissions to the Office of the President. In addition, the Supply and Property Office shall:

- Monitor the volume of paper requests made by each unit, ensuring consistency with reported usage.
- Generate an annual report on paper consumption and paper use trends for presentation to University management.

The baseline for consumption shall be the average use of the previous academic year, against which a target of at least twenty percent reduction shall be measured in the first year of implementation.

Unit heads shall designate focal persons responsible for monitoring paper use within their offices. The University shall also conduct orientations and training sessions to enhance digital literacy among staff and faculty, enabling them to use electronic platforms effectively for communication, storage, and academic delivery.

VI. Sanctions

Failure to comply with this policy shall be subject to administrative measures. For offices, non-submission of paper use logbooks or repeated failure to meet reduction targets without valid justification shall be **reflected in annual performance evaluations and may result in reduced access to supplies allocation.** For individual personnel, repeated disregard of the digital-first principle, unauthorized excessive printing, or failure to adopt prescribed practices shall be subject to administrative reminders and, in cases of continued non-compliance, disciplinary action in accordance with University policies and the Civil Service Commission rules. The Office of the President reserves the right to conduct audits of office paper use and issue directives for corrective action when warranted.

VII. Effectivity

This policy shall take effect at the start of the academic year following its approval. All units are directed to disseminate this policy within their areas of jurisdiction and to ensure strict adherence. Romblon State University affirms its commitment to sustainable practices by responsibly reducing paper use while preparing for the eventual adoption of a comprehensive electronic document management system.