



Institute of Environmental Governance Manual of Operation

Writer

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Editor/Contributor

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I. **BACKGROUND**

The Institute of Environmental Governance (IEG) is a support arm of the Bulacan State University Extension Services Office (ESO) covering a wide-array of programs and projects on environmental reforms for service deliveries of Colleges and Campuses.

Environmental Governance is an environmental policy and political ecology concept that promotes sustainable development, identify environmental problems and deal with the conflicts between social, economic and environmental aspect of the society. It has been the core values of Bulacan State University to link with the needs of the community and the environment, through the IEG.

IEG sparked at BulSU's partnership with Tanggol Kalikasan (TK) by the virtue of a Memorandum of Agreement in 2017, whose purpose responds to the ever-increasing demand for training and capacity building deeds of the local government and other stakeholders in the arena of environmental governance; also considered extension-research generation arm in ESO in terms of international networking, regional and national through collaborative partnership. Our partnership with TK gave us opportunity to mature as a real Institute.

As early of first quarter 2017, IEG was finally institutionalized as a function in Bulacan State University under the Extension Services Office (ESO) Manual of Operation by virtue of a Board of Regents Resolution #45, series of 2017. It used to be University's SEEK (Sentro ng Edukasyon para sa Ekonomiya at Kalikasan) in mid-20's, pioneered by then VP for Planning, Dr. Marwin M. Dela Cruz (2008 to 2014), Dr. Emelita G. Laganao (2014-2015) then pass supervision to Dr. Ciriaco M. Garcia (2015-2016) and lastly handled by Dr. Elizabeth A. Chua (2016-2018). The renaming and supervision of SEEK to IEG was closely attended by Dr. Chua up to present time following instruction from the then VP for Research, Extension and Training (RET), Dr. Cecilia A. Geronimo.

IEG function under the helm of Dr. Chua paved the way for increased partnerships with different stakeholders (international, national, regional, local, and with private sector) whose involvement covers coaching, mentoring, and transfer of know-how and even provisional support on financial aspect.

Active Partners with MOA

Government Agencies

- Department of Environment and Natural Resources (DENR)
- Department of Agriculture (DA)
- Department of Interior and Local Government (DILG)
- Department of Social Work and Development (DSWD)
- Bureau of Fisheries and Aquatic Resources (BFAR)

- Environmental Management Bureau
- Technical Education Skills Development Authority

Provincial Government

- Bulacan Provincial Disaster Risk Reduction Management Office

Non-Government International Organizations

- Wetlands International Philippines (WIP)
- Catholic Organization for Relief and Development AID (CordAID) Philippines
- Good Neighbors International Philippines (GNIP)

Private Companies

- Toshiba Information Equipment (Philippines) Inc.
- Toyota Marilao
- Biofarm
- Holcim

Academe Sector

- La Consolacion University of the Philippines (LCUP) Malolos
- Center for Environmental Development Studies (CEDS)
- Bulacan Polytechnic College (BPC)
- Dr. Yanga College Inc. (DYCI)
- Bulacan Agriculture State College (BASC)

Local Government Units

- Barangay Pamarawan, Malolos Bulacan
- Barangay Mojon, Malolos, Bulacan
- Barangay Binakod, Paombong, Bulacan
- Barangay San Roque, Paombong, Bulacan
- Barangay Sta Cruz, Paombong
- Barangay Pugad, Hagonoy, Bulacan
- Barangay Tibagin, Hagonoy, Bulacan
- Barangay San Lazaro, Norzagaray

People's Organization

- BUMMAP (Bukluran ng mga Maliliit na Mamamaklad ng Paombong)
- SMMP (Samahan ng mga Maliliit na Mangingisda ng Pugad)
- SMK (Samahan ng Mangingisda para sa Kalikasan)
- One Child, One Tree

- BANAFARM (Bulacan National Farmers' Association)
- BFARMC in 10 Coastal Barangays
- CFARMC in Malolos

Recently, efforts for greening the campus led to the **designation of green advocates** by colleges and satellite campuses. Each has assigned one faculty and one student to lead in the advocacy campaign and solicit active participation of students and faculty through **volunteerism act** in environmental and other related events. Its institutionalization, relationships with above partners operates with a heart in advocating for sustainable action geared towards protection and conservation.

IEG policies, administration and services are guided by the United Nation's Sustainable Development Goals and various national and local environmental laws and policies. The Institution was expected to deliver policies, services and partnerships designed for the protection of the environment.

II. FRAMEWORK

2.1 Vision

The Institute of Environmental Governance acts as a center to the ever-increasing demand for training and capacity building needs of LGUs and other stakeholders in the arena of environmental governance.

2.2 Mission

The Institute of Environmental Governance seeks to promote Whole Approach on Green Environment (WAGE) embedding the environment in all levels of decision-making and actions committed to sustainable social, economic and environmental well-being of the community.

2.3 Core Values

IEG operates with a heart for the welfare of the community and other partners pertaining to the protection and conservation of the environment. Thus, IEG people put themselves in the shoes of other partners, promptly speaking EMPHATY.

E is for our continuing **e**ducation of environmental laws and ethics;

M is for **m**ilestone as IEG intends to pioneer on environmental events in Bulacan;

P is for **p**rudence in the utilization of scarce resources;

H is for **h**appiness in seeing oneself to others;

A is for **agility** to quickly move and respond to environmental threats and gaps;

T is for **trust** making in between partners the comfort to deal business opportunities;

Y is for **youthfulness** with its flexibility to adapt change.

2.4 Goals

2.4.1 Effective institutional arrangements and agreements between and within academe, government units, NGOs and other stakeholders involved in environmental protection;

2.4.2 Meaningful community engagement and youth empowerment in environmental actions and decision-making;

2.4.3 Clear, implementable and enforceable policies and programs towards a Dark Green University and sustainable social, economic and environmental management and development;

2.4.4 Fair and responsive identification and resolution of environmental issues and disputes; and

2.4.5 Raise strong awareness and resilient community through climate and disaster risks reduction training and environmental education.

2.5 Objectives

2.5.1 Provide initial guidance and awareness on environmental information and education;

2.5.2 Provide continuous training on adaptation measures to capacitate high risks communities to be climate and disaster resilient;

2.5.3 Provide continuous training on sustainable and responsible use of environmental goods and services;

2.5.4 Initiates collaborative efforts with other tertiary schools on environmental conservation and protection;

2.5.5 Create entrepreneurial spirit to pump-prime economic activities among marginalized sector (upland and coastal communities) through relevant livelihood training where tapping local resources is enhanced;

2.5.6 Encourage to sort and identify potential items for conversion on trash for cash;

2.5.7 Promote solid waste management practices;

2.5.8 Uphold environmental stewardship;

2.5.9 Promote sustainable organic agriculture and backyard gardening;

2.5.10 Formulate a holistic Dark Green University Program that shall be implemented by the University;

2.5.11 Promote public information, education and participation in pollution control management planning and monitoring;

2.5.12 Engage in biodiversity rehabilitation, conservation and protection; and

2.5.13 Produce green youth leaders by empowering and engaging students in environmental related activities.

2.6 IEG Programs and Projects

IEG have painstakingly kept programs/projects/activities that would help uplift environmental and economic condition of the community, to wit:

2.6.1 GREENLEADS – provide initial guidance and awareness on environmental information, education and communication activities that promote knowledge, skills, attitudes, ethics and best practices in dealing with environmental issues and concern.

- Training on Green Governance Valuing Economic Progress (GGVEP)
- Training on Green Economy for Water and Sanitation and Hygiene (GEWASH)
- Training on Climate and Disaster Risk Assessment (CDRA)
- Environmental Summit
- Monthly environmental awareness and activities in accordance to national and international environmental celebration
- BuLSU College/Campus Tour: “Raising Environmental Awareness of the University”

GREENLEADS is in accordance with UN Sustainable Goals, and various national environmental laws and policies, namely:

- SDG 3: Good Health and Well-Being
- SDG 6: Clean Water and Sanitation
- SDG 11: Sustainable Cities and Communities
- SDG 13: Climate Action
- R.A. 9512: National Environmental Awareness and Education
- R.A. 9729: Climate Change Act
- R.A. 10121: Disaster Risk Management Act

2.6.2 GRENOMICS – provide sustainable eco-friendly livelihood activities and trainings to empower the marginalized sectors.

- Nursery Establishment (NurseE)
- BulSU Goes Organic Farming
- “Pagbabasket, Pagbabanig, and Bamboo Sticks Making” with the Dumagats
- PRO KAKA (Program in Kalinga sa Katutubo)
- DITSE (Distribution of Ingenuitive Technology for Social Enrichment)
- GREENING (Governance of Resilient Entrepreneurs Engaging National Interest on Native Gourmet)

Grenomics is in accordance with UN Sustainable Development Goals, namely:

- SDG 1: No Poverty
- SDG 2: Zero Hunger
- SDG 8: Decent Work and Economic Growth
- SDG 12: Responsible Consumption and Production
- R.A. 10068: Organic Agriculture Act

2.6.3 DARK GREEN UNIVERSITY - provide sustainable initiatives in the University towards a clean and green environment which requires a whole-school approach where students, faculty, administration, and other university personnel cooperate en route for attaining sustainability inside and outside of the University

- Embedding environmental ethics in school programs
- Integration of 7 (seven) Environmental Principles in the curriculum
- GIGO (Garbage In, Garbage Out)
- Keep a Tumbler, Keep a Lunchbox
- Fruit and Shade in the Campus
- Trash for Cash (TFC)
- Green Canteen
- Green Ambassadors: “Empowering and Engaging the Youth in Green Program”
- Green Advocates: “Encouraging and Engaging the Faculty in Program Planning and Policy-making towards a Dark Green University”
- PRO BAG (Program of BulSU Adoration Garden)
- TEARP (The Economics of Arboretum: A Recreational Perspective in BulSU)

Dark Green University is in accordance with UN Sustainable Development Goals and various national environmental laws and policies, namely:

- SDG 4: Quality Education
- R.A. 9003: Ecological Solid Waste Management Act
- R.A. 9275: Philippine Clean Water Act

- R.A. 8749: Philippine Clean Air Act
- R.A. 9512: National Environmental Awareness and Education

2.6.4 AKTO (Aksyon para sa Kalikasan at sa Tao) – this program gives emphasis on environmental protection, rehabilitation, conservation, and management

- Bokashi Ball Technology
- Coastal Clean Up and Tree Planting
- Watershed Management (WaM)
- Clean and Green (CaG)
- Rainforestation
- Urban-Rural Clean Up and Tree Planting
- SAMAKA sa Baybayin ng Bulacan (Samahan ng Akademya at Mangingisda para sa Kalikasan)
- SLIMED (Strengthening Linkages in Mitigating Environmental Degradation)

AKTO is in accordance with UN Sustainable Development Goals and various national environmental laws and policies, namely:

- SDG 13: Climate Action
- SDG 14: Life Below Water
- SDG 15: Life on Land
- R.A. 9003: Ecological Solid Waste Management Act
- R.A. 9275: Philippine Clean Water Act
- R.A. 8749: Philippine Clean Air Act
- R.A. 9275: Climate Change Act
- R.A. 7586: National Integrated Protected Area System Act
- R.A. 10176: Arbor Day Act of 2012
- Convention on Biological Diversity

2.6.5 Projects and Research Engagement

- Community DREAMS (Dialogue on Risks Ecosystem Adaptation Measures on Manila Bay)
- Coastal Rehabilitation through Mangrove Tree Planting in Barangay Pamarawan, Malolos, Bulacan (in collaboration Wetlands International Philippines)
- Wetlands and Upland Rehabilitation (with Toyota Marilao)
- Wetlands and Upland Rehabilitation (with Toshiba Information Equipment (Phil.) Inc.)
- BuSU Adopt-a-Mountain Program (in collaboration with DENR Region III)
- Bulacan-wide Climate and Disaster Risk Assessment (in collaboration with DILG and Bulacan PDRRMO)

- Green Economy on Water Sanitation and Hygiene (GEWASH) (in collaboration with Good Neighbors International Philippines)
- Fostering Robust Organic Agriculture Sustainable Technology (FROAST) (in collaboration with Department of Agriculture – National Organic Agriculture Program)
- Management of MaCaS (Malangaan Cave and Springs)
- Mangrove Restoration for Food Security (MRFS) (in collaboration with Tanggol Kalikasan)
- PRO STEDFAST (Sustainable Technology Enhancing Development of Food Against Severe Threats)
- PRO LIGHT (Project in Leverage Inclusive Green Health Technology)
- R-FAITH: Rationalizing Food Always in the Home)
- PRO HATID (Program in Healthy Action Towards Inclusive Delopment

Project and Research Engagement is in accordance with UN Sustainable Development Goals, SDG 17: Partnerships for the Goals.

2.7 Review of IEG Programs and Projects

The before mentioned IEG programs and projects may be subject to review at least annually by the Environmental Governance Council to make the IEG programs and policies responsive to the need of the environment and the community.

2.8 Strategies of Implementation

2.8.1 Develop a networking system among colleges that will facilitate policy-making, planning and implementation of Dark Green University Program and other IEG activities as may require;

2.8.2 Establish and maintain strong linkages with government agencies, non-government agencies, academe, local communities, private sectors and other stakeholders involved in environmental protection;

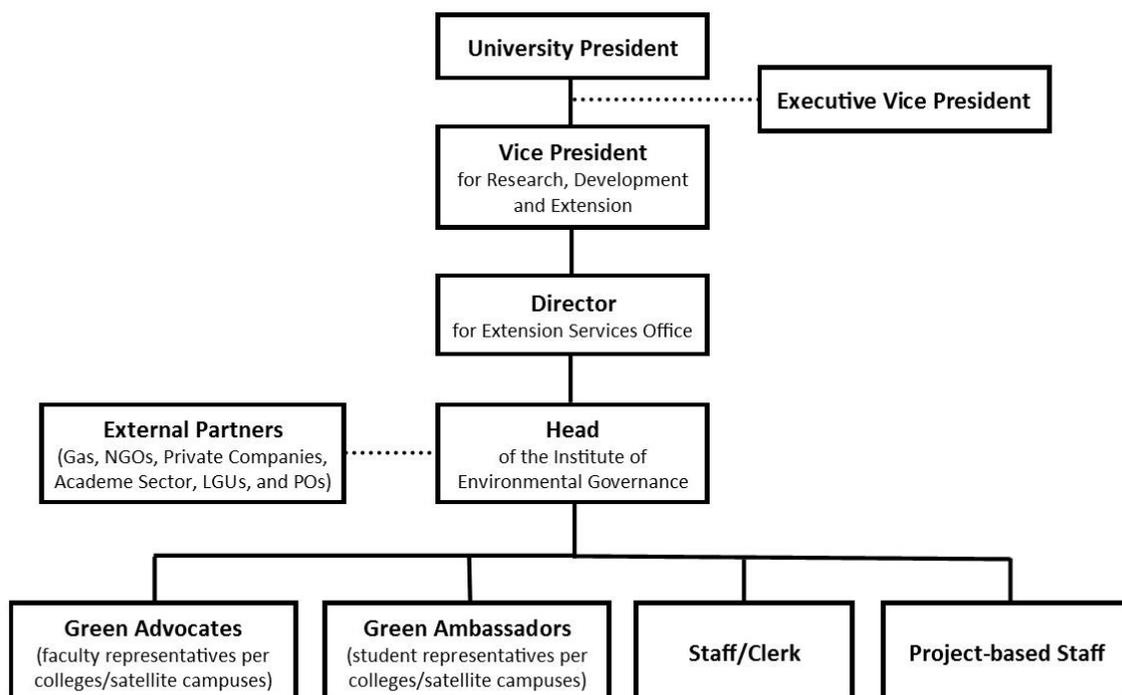
2.8.3 Conduct need assessment to target community of the IEG programs, projects and activities;

2.8.4 Assist communities of Bulacan by providing environmental education, information and trainings for sustainable development;

2.8.5 Utilize research-based technologies for sustainable development and environmental protection.

III. LEADERSHIP DEVELOPMENTAL STRUCTURE

3.1 Composition



3.2 Duties and Responsibilities

3.2.1 University President (UnP). The UnP shall be the chairperson in the execution of the policies and programs of the Extension Service Office and the Institute of Environmental Governance.

3.2.2 Vice President for Research, Development and Extension (VPRDE). The VPRDE shall be the vice-chairperson in the execution of the policies and programs of the Extension Service Office and the Institute of Environmental Governance.

3.2.3 Director for Extension Service Office. The following are his/her duties and responsibilities related to IEG programs and services:

- Evaluate and measure institutional policies and plans pertaining to IEG policies and programs.

- Recommend appropriate measures to improve the implementation of IEG Program.

3.2.4 Head of the Institute of Environmental Governance. The following are his/her duties and responsibilities:

- Take the lead role in the planning and implementation of strategies on environmental protection and economic policy of the University;
- Take charge in ensuring compliance of the University with environmental laws and legislations;
- Provide leadership on environmental and economic awareness policy through effective information dissemination to personnel, faculty members, students and other stakeholders;
- Provide strategic direction in setting up targets and objectives on waste management;
- Initiate programs and projects on waste management and related income-generating opportunities;
- Conduct researches related to environmental and economic issues in the local, regional, national and international scene;
- Facilitate integration of environmental protection in all relevant programs and projects of the University;
- Coordinate networking with local government units and non-government agencies involved in environmental protection;
- Submit periodic report to the University President; and
- Perform other related functions as directed by the University President.

3.2.5 Green Advocates. The Green Advocates shall be the supporting body of the Institute of Environmental Governance in formulating policies, guidelines and projects under the Dark Green University Program of the University. Selection of faculty representatives per colleges and satellite campuses that will serve as their Green Advocates is through volunteerism or recommendation by the college or campus Dean.

3.2.6 Green Ambassadors. The Institute of Environmental Governance aims to empower and engage the youth on environmental activities and actions, thus student representatives from each colleges and satellite campuses will be selected. The Green Ambassadors will serve as the student coordinators of IEG concerning the environmental activities and actions of the student body. The selection of Green Advocates was through open application as IEG wishes to discovery youth leaders with green hearts.

Specific Duties and Responsibilities:

- Coordinate with the Project Coordinator regarding the request for IEG assistance for the environmental activities of student groups and/or organizations.
- Formulate and/or suggest environmental activities that will empower and promote youth engagement and participation.

3.2.7 Staff/Clerk. The following are his/her duties and responsibilities:

- Assist during the planning sessions and project implementation of IEG projects and activities;
- Encode communication letters, annual reports of accomplished IEG projects and activities;
- Prepare accomplishment report and documentation of IEG projects, programs, and activities;
- Assist in the monitoring of IEG programs, projects and activities;
- Prepare Project Procurement Management Plan of IEG
- Provide assistance to the Head of IEG on matters pertaining to implementation of IEG Program
- Coordinate and oversee the implementation IEG programs, projects and activities to ensure compliance on environmental laws;
- Perform regular site inspections for environmental compliance of the IEG projects in the University and the community;
- Coordinate with the colleges and offices that are in related to IEG activities;
- Coordinate with NGAs, NGOs, communities and other stakeholders involved in environmental protection
- Answer inquiries and facilitate request thru the telephone, cell phone, and email;
- Prepare necessary letters and documents of IEG activities;
- Assist in assessing potential environmental risk and develop mitigation plans;
- Maintain complete and clear documentations for environmental operations for reference purposes;
- Prepare monthly physical and financial report of project utilization;
- Perform other tasks as maybe assigned from time to time.

3.3.8 Project-based Staff. The project-based staff is expected to perform duties and responsibilities assigned by the Head of IEG as the project may require.

3.3 Meetings. The Institute of Environmental Governance shall meet quarterly to plan and review existing programs and activities. Furthermore, special meetings can be called to address urgent concerns and issues on program management of the IEG.

IV. MECHANICS OF IMPLEMENTATION

4.1 General Guidance

The Institute of Environmental Governance is authorized to render environmental related services of the extension service of Bulacan State University. The IEG was expected to deliver policies, services and partnerships designed for the protection of the environment.

The budget allocation for IEG shall depend on the approved extension PAPs submitted during a specific period and approved for funding from the University's Extension Service Fund.

The IEG Manual shall govern the conduct of IEG programs, projects and activities.

4.2 Management

4.2.1 The Head of the Institute of Environmental Governance shall initiate the development of a strategic plan for the Environmental Governance Program of the University.

4.2.2 The Head of the Institute of Environmental Governance shall accomplish the community engagements, the target accomplishment and the changes of policies in collaboration with colleges and satellite campuses of the University, academic institutions, government agencies, non-government organizations, private businesses, local communities and other stakeholders.

4.2.3 All IEG programs, projects and activities shall require the approval of the University President, Vice President for Research, Development and Extension, Director for Extension Service, and Asst. Director for Extension Management Program.

4.2.4 The IEG will continually educate, train and encourage faculty, students, and personnel of the University to raise their environmental awareness and engagement.

4.3 Monitoring and Impact Assessment Guidelines

The IEG programs and projects shall be closely monitored and assessed using the following guidelines:

- i. Conduct regular site visit where the programs and projects were conducted and implemented;
- ii. Submit a monthly progress report of the program or project;

- iii. Prepare an annual progress report on implemented program or project;
- iv. After three (3) years, the IEG team and its constituents shall conduct impact assessment study.

4.4 Funding

4.4.1 The Institute of Environmental Governance shall have a definite budgetary allocation from BuISU GAA.

4.4.2 In addition, the Head of IEG shall prepare project and research proposals to acquire external funding from partnerships and agreement.

4.4.3 The Head of IEG shall formulate and establish Income Generating Projects that will serve as an alternative source of income for locals and will generate additional fund to support the environmental activities.

4.5 Awards and Incentives

4.5.1 Awards in the form of certificates and plaques shall be given to the green advocates, green ambassadors, and active external partners in recognition to their significant contribution on environmental decision and action initiated by the IEG during the “Institute of Environmental Governance’s Annual Greecognition”.

4.5.2 Monetary incentives with a minimum of three percent (3%) and maximum of five percent (5%) of the proceeds will be given to the partner college/satellite campus/student organization per IEG income generating projects and viable demonstrations.

4.5.3 Involved faculty of an externally funded projects will receive an honorarium which amount will be based on DOST MC No. 001, Series of 2008.

ATTACHMENTS



**Republic of the Philippines
Bulacan State University
Extension Service Office
INSTITUTE OF ENVIRONMENTAL GOVERNANCE**



“Living in Harmony with Nature, We Advocate Volunteerism”

VOLUNTEER APPLICATION FORM

Date of Application: _____

1x1PHOTO

Name (Last Name, First Name, M.I): _____

Address: _____

Date of Birth: _____ Mobile Number: _____ Email Address: _____

I am: Student Faculty Employee

College/Campus/Office: _____

Course, Year and Section (for student): _____

As a volunteer, I agree to be active in at least one (1) committee as follows:

Research, Information, Communications and Education

Ecopreneurial (Green Social Enterprise)

Green Governance

Volunteer Development

*I hereby certify that all information contained herein is true and correct to the best of my knowledge. I shall carry out with all my **HONESTY** and **INTEGRITY** to the best of my ability the **DUTIES** and **MISSION** of the **Institute of Environmental Governance**.*

Volunteer's Signature over Printed Name

ELIZABETH A. CHUA, Ph. D.
Head, Institute of Environmental Governance

Date

Date



Republic of the Philippines
Bulacan State University
Extension Service Office
INSTITUTE OF ENVIRONMENTAL GOVERNANCE



“Living in Harmony with Nature, Empowering and Engaging the Youth”

GREEN AMBASSADOR APPLICATION FORM



Date of Application: _____

Name (Last Name, First Name, M.I): _____

Address: _____

Date of Birth: _____ Mobile Number: _____ Email Address: _____

College/Campus: _____

Course, Year and Section (for student): _____

Note: Use separate sheet if necessary

Reason for applying as College/Campus Green Ambassador

Commitment as a College/Campus Green Ambassador

*I hereby certify that all information contained herein is true and correct to the best of my knowledge. I shall carry out with all my **HONESTY** and **INTEGRITY** to the best of my ability the **DUTIES** and **MISSION** of the **Institute of Environmental Governance**.*

Volunteer’s Signature over Printed Name

ELIZABETH A. CHUA, Ph. D.
Head, Institute of Environmental Governance

Date

Date



**Republic of the Philippines
Bulacan State University
Extension Service Office
INSTITUTE OF ENVIRONMENTAL GOVERNANCE**



“Living in Harmony with Nature, Save the Environment for the Future Generation”

PROJECT PROPOSAL

Project Title:	
Rationale:	
Objectives:	
Project Site:	Project Duration:
Expected Output:	
Potential Impact:	
Funding Source:	Total Project Amount:
Collaborator:	

Strategies of Implementation:

Budget Requirements:

Items	Quantity	Cost	Total Cost
			PhP

Work Plan/Gantt Chart:

Target Date	Activities	Target Outcome	Result

Prepared by:

Green Advocates/Green Ambassador

Evaluated and Certified:

ELIZABETH A. CHUA, Ph. D.
Head, Institute of Environmental Governance

Recommending Approval:

ERWIN DR. MAGSAKAY, REE, MSc.
Vice President for Research, Development and Extension

Approved:

CECILIA N. GASCON, Ph. D.
University President