


**OFFICE ORDER NO. 3**  
**Series of 2022**



3<sup>rd</sup> OF Bank Building  
Lorenzo Bonifacio, Manila  
Metro Manila, Philippines 1000



**TO: UCPB LEASING AND FINANCE CORPORATION**

**FROM: KRISTINE MARIE G. CUEVAS**   
**Officer-in-Charge**

**SUBJECT: ULFC SUPPORT TO SUSTAINABLE DEVELOPMENT**

**DATE: 28 OCTOBER 2022**

---

This is to reiterate ULFC's adherence in promoting sustainable development in the office by implementation of the following:

1. Recycle used paper for internal use only
  - Used paper may be recycled for printing internal documents
  - Reusing the backside of papers for notes and memos
  - Proper disposal of used documents by shredding
  - ULFC should consider the data privacy act in recycling/disposing documents
  - Avoid unnecessary printing and photocopy of documents
  - Segregate paper waste from non-biodegradable trash
2. Cut-down on paper usage by shifting to a paper-free mindset.
  - Manuals should be posted in the shared file or one drive instead of printing
  - Using digital approval instead of asking for signature/s on paper.
  - Release agenda and materials for meeting via electronic mail or through Microsoft Teams
  - Route documents for review via electronic mail
3. Energy/Water Conservation
  - Turn off all lights after office hours. Turn off lights in the pantry when not in use.
  - Agree on a schedule to turn air-conditioning on and off during office hours.
  - Faucets should be closed when not in use. Report any leaks, if any, in the pantry and the restroom

**For your compliance.**