Cordillera Career Development College (CCDC)

Buyagan, Poblacion, La Trinidad, Benguet

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CCDC VISION

The center of quality education for culturally diverse and global learners

CCDC MISSION

Deliver quality education and services through holistic, accessible, and inclusive learning experiences sustaining culturally sensitive and responsible global citizens and leaders

COLLEGE MEMORANDUM
No. 12b, s. July 8, 2026

TO: All Employees, Students, and Stakeholders
FROM: Office of the President
SUBJECT: CCDC Commitment to Sustainability: SDG Policy Statements

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In line with the College's commitment to sustainable development, institutional excellence, social responsibility, and continuous improvement, the **CCDC Commitment to Sustainability: SDG Policy Statements** is hereby issued for institutional guidance and implementation.

This establishes the College's sustainability commitments and provides policy directions covering policy statements under four areas: Poverty, Access and Inclusion; Environment, Health, Energy and Climate; Decent and Safe Work; and Stakeholders, Integrity and Public Governance. These statements serve as a reference for strengthening institutional policies, campus operations, educational services, and community engagement.

All Department Heads and Office Heads shall ensure that the relevant policy statements are properly communicated and observed within their respective offices and departments. They shall also be responsible for coordinating implementation, maintaining supporting documents and records, monitoring compliance, and submitting necessary accomplishment reports and updates.

The implementation of this Memorandum shall take effect upon approval and issuance and shall form part of the College's institutional policies and sustainability initiatives.

Your full cooperation and commitment are expected to ensure the effective implementation of the CCDC SDG Policy Statements and strengthen the College's contribution to sustainable development.

For strict compliance.

SHERRY JUNETTE M. TAGLE, Ph.D.
President

COMMITMENT TO SUSTAINABILITY:
CCDC SDG POLICY STATEMENTS

This booklet consolidates sustainability-related policy areas relevant to Cordillera Career Development College (CCDC). It is intended as a practical reference for institutional governance, sustainability reporting, accreditation, campus operations, student activities, and community engagement. It brings together publicly documented CCDC policies and initiatives with concise policy frameworks for areas that should be checked against the latest approved issuances.

Important note on policy status

Public webpages and available documents support several existing CCDC policies, including water conservation and reuse, waste and hazardous-waste management, single-use plastic restrictions, student accommodation, safe spaces and anti-discrimination, maternity and paternity benefits, lifelong learning, stakeholder engagement, academic freedom, and protection of confidential informants. For other topics, this booklet uses a recommended policy framework rather than claiming that a formal policy has already been approved. Before official publication, the Office of the President and the responsible offices should verify each policy against signed memoranda, employee and student handbooks, contracts, and current legal requirements.

I. Poverty, Access and Inclusion

1. Policy Addressing Poverty and Participation in Anti-Poverty Policy

Cordillera Career Development College (CCDC) recognizes that education, community engagement, and active participation in local governance are essential in addressing poverty, promoting social inclusion, and creating equitable opportunities for individuals and communities. As an educational institution, CCDC is committed to contributing to poverty alleviation not only through accessible and quality education, scholarships, student assistance, and community extension programs, but also through active involvement in public policy discussions, community consultations, and collaborative development initiatives.

Recognition and Participation as an Accredited Civil Society Organization (CSO). CCDC is an accredited and recognized Civil Society Organization (CSO) of the Local Government Unit (LGU) of La Trinidad, Benguet. Through this recognition, the College participates in local governance processes, including stakeholder consultations, policy discussions, and deliberations concerning proposed ordinances, programs, and development initiatives affecting the municipality and its constituents.

As a recognized CSO, CCDC contributes institutional perspectives, academic expertise, research-based insights, and community experiences to local policy-making and consultative processes. This participation provides opportunities for the College to advocate for inclusive, responsive, and sustainable local development, particularly in areas relating to poverty reduction, education, social welfare, equitable access to opportunities, environmental sustainability, and the needs of marginalized and vulnerable sectors.

Core Policy Provisions. CCDC commits to supporting evidence-informed and participatory policy-making through meaningful engagement with local government units, national government agencies, civil society organizations, educational institutions, and community stakeholders. The College shall:

1. Actively participate in LGU-initiated consultations, public hearings, policy discussions, and other participatory governance activities, particularly those involving proposed municipal ordinances and local development programs.

2. Contribute research findings, institutional expertise, and community-based perspectives to discussions on poverty alleviation, inclusive education, social protection, livelihood opportunities, and sustainable community development.

3. Promote the representation and consideration of disadvantaged, underserved, and vulnerable populations in local development planning and policy consultations.

4. Strengthen institutional partnerships with government agencies, civil society organizations, and community groups in implementing programs addressing poverty, inequality, and barriers to educational participation.

5. Integrate insights gained from policy consultations and community engagement into relevant institutional programs, research initiatives, extension services, and student support mechanisms.

Implementation And Evidence. Participation in local governance and poverty-related policy initiatives shall be coordinated through the Office of the President and other relevant institutional offices, including research, extension, and community linkages units. Designated CCDC representatives shall participate in consultations and collaborative initiatives consistent with the College's institutional mission and community development objectives. The College shall maintain documentation of its CSO accreditation, participation in LGU consultations, involvement in discussions concerning proposed ordinances, and contributions to local development initiatives. Suggested records: Recognition as a CSO by the LGU, consultation invitations, attendance, policy submissions, MOAs, research briefs, outreach reports, and documented outcomes.

2. Lifelong Learning Access Policy

Cordillera Career Development College (CCDC) recognizes lifelong learning as a fundamental component of inclusive education, personal empowerment, professional development, and sustainable community advancement. Guided by its commitment to equitable access to quality education, the College upholds a Lifelong Learning Access Policy that promotes continuous learning opportunities for students, faculty, administrative personnel, alumni, and members of the wider community, regardless of their socioeconomic, cultural, or personal circumstances.

The policy recognizes that education extends beyond formal schooling and that individuals should have opportunities to acquire new knowledge, develop competencies, enhance employability, and participate meaningfully in society throughout their lives. Through academic programs, professional development activities, community extension services, skills training, seminars, workshops, and other educational initiatives, CCDC seeks to provide accessible and relevant learning opportunities that respond to the evolving needs of individuals and communities.

Core Policy Provisions. CCDC is committed to ensuring that its lifelong learning programs and educational opportunities are inclusive, equitable, and accessible to all eligible participants. In accordance with applicable laws and institutional policies, the College shall:

1. Promote equal access to learning opportunities. Ensure that lifelong learning activities are offered without unlawful discrimination based on ethnicity, religion, disability, nationality or immigration status, gender, age, socioeconomic background, or other personal circumstances, subject to legitimate and lawful program requirements.
2. Extend educational opportunities beyond enrolled students. Provide opportunities for faculty, staff, alumni, professionals, community members, and other interested individuals to participate in relevant educational programs, seminars, workshops, training sessions, and community-based learning activities.
3. Support underserved and marginalized populations. Encourage the participation of individuals from economically disadvantaged households, Indigenous Peoples communities, persons with disabilities, and other groups that may encounter barriers to continuing education.
4. Provide flexible and accessible learning arrangements. Where feasible, offer face-to-face, online, blended, or community-based learning modalities to accommodate participants with varying schedules, geographic locations, employment responsibilities, and personal circumstances.
5. Promote professional and personal development. Support continuing professional education, faculty and staff development, technical and vocational skills enhancement, digital literacy, leadership development, and other capacity-building activities that contribute to employability, career advancement, and personal growth.
6. Encourage community engagement and knowledge sharing. Strengthen partnerships with local government units, educational institutions, professional organizations, civil society organizations, and community groups to expand the reach and relevance of lifelong learning initiatives.
7. Ensure transparent and equitable participation procedures. Make information on program eligibility, registration, schedules, fees, and participation requirements publicly accessible, and establish fair selection procedures for activities with limited participant capacity.
8. Provide reasonable accommodation and learning support. Where applicable and feasible, adopt measures that address the learning needs of persons with disabilities, older learners, working individuals, and participants from culturally and linguistically diverse backgrounds.

Implementation and Evidence. The implementation of the Lifelong Learning Access Policy shall be supported by the College's academic departments and relevant administrative units, particularly those responsible for research, extension services, human resource development, student affairs, and institutional linkages. CCDC shall encourage the documentation and periodic review of its lifelong learning activities to assess participation, accessibility, relevance, and effectiveness. Where practicable and consistent with data privacy requirements, participation data may be examined to identify barriers affecting underserved sectors and to inform improvements in program design and delivery. Suggested records: policy, program catalogue, attendance, learner feedback, accessibility arrangements, and completion data.

3. Policy for Women's Applications, Entry and Participation

Cordillera Career Development College (CCDC) upholds its commitment to gender equality, inclusive education, and the empowerment of women by ensuring equitable opportunities for women in college admissions, academic programs, scholarships, student leadership, research, extracurricular activities, and all aspects of institutional life.

Recognizing education as a fundamental means of advancing women's rights, socioeconomic mobility, and meaningful participation in society, the College implements a Policy for Women's Applications, Entry, and Participation that promotes fair and nondiscriminatory admission practices, equal access to educational resources, and a supportive learning environment where women can pursue their academic and professional aspirations.

The policy recognizes that while equal admission opportunities are essential, genuine gender equality also requires addressing the social, economic, cultural, and institutional barriers that may affect women's educational participation, retention, academic achievement, and completion. Accordingly, CCDC is committed to promoting not only equal access to education but also the conditions necessary for women to succeed throughout their educational journey.

Core Provisions. CCDC is committed to implementing gender-responsive and inclusive policies that ensure women have equitable opportunities to access, participate in, and complete higher education. In accordance with applicable laws and institutional policies, the College shall:

1. Ensure equal and nondiscriminatory admission opportunities. Apply the same published academic admission standards fairly and consistently to all qualified applicants, regardless of sex, gender, marital status, pregnancy, parenthood, socioeconomic circumstances, or other characteristics unrelated to legitimate academic requirements.
2. Promote women's access to all academic programs. Encourage qualified female applicants to pursue any academic or professional program offered by the College, including programs traditionally associated with male participation. CCDC shall promote educational and career choices based on individual interests, abilities, and qualifications rather than gender stereotypes.
3. Provide equitable access to scholarships and financial assistance. Ensure that female students are appropriately informed about available scholarships, grants, financial assistance, and other educational support programs. Particular attention shall be given to applicants and students experiencing economic hardship or other barriers to educational participation.
4. Support women's retention and academic success. Strengthen academic advising, mentoring, counseling, and student support mechanisms to assist female students in overcoming challenges that may affect their academic performance, continued enrollment, and timely completion of their studies.
5. Promote an inclusive and supportive learning environment. Maintain institutional policies and procedures that protect students against gender-based discrimination, sexual harassment, bullying, intimidation, and other forms of conduct that undermine their dignity, safety, and educational participation.
6. Recognize the needs of women with caregiving responsibilities. Where feasible and consistent with academic requirements, provide appropriate guidance, referral services, and reasonable institutional support for pregnant students, student mothers, and other learners with caregiving responsibilities to facilitate their continued participation in education.
7. Encourage women's leadership and meaningful participation. Promote equal opportunities for female students to participate in student government, academic organizations, research activities, athletic programs, cultural activities, community extension initiatives, and other institutional decision-making or leadership opportunities.
8. Strengthen gender-responsive career guidance and mentoring. Provide career orientation, professional development opportunities, and mentoring activities that encourage women to pursue diverse career pathways, including leadership roles and professions where women may be underrepresented.

9. Monitor gender equity in educational participation and outcomes. Encourage the systematic collection and analysis of sex-disaggregated data on applications, admissions, enrollment, retention, graduation, scholarship access, and student leadership participation to identify possible disparities and inform institutional improvements.
10. Promote continuous policy review and improvement. Periodically assess the effectiveness of institutional programs and support services in advancing women's educational access and participation, taking into consideration student feedback, institutional data, and emerging gender-related concerns.

Implementation And Evidence. Registrar, guidance, scholarship, and gender-related offices should review sex-disaggregated data annually. Suggested records: application and admission statistics, scholarship lists, mentoring reports, completion rates, and participation data.

4. Non-Discrimination, Gender Equality and Safe Spaces Policy

Cordillera Career Development College (CCDC) is committed to maintaining a safe, inclusive, respectful, and discrimination-free learning and working environment. The College recognizes the dignity and equal rights of all individuals, regardless of sex, gender, sexual orientation, gender identity, ethnicity, religion, disability, age, or socioeconomic background.

CCDC's Student Handbook includes provisions on gender sensitivity, safe spaces, and nondiscrimination, particularly the protection of women and LGBTQ individuals. These provisions reflect the College's commitment to promoting equal opportunities, preventing harassment and discrimination, and ensuring that all members of the academic community are treated with fairness and respect.

Core provisions. CCDC shall uphold the following commitments:

1. **Equal Opportunities and Nondiscrimination.** Ensure fair and equitable treatment in admissions, employment, academic programs, scholarships, student leadership, and institutional activities without unlawful discrimination.
2. **Gender Equality and Inclusion.** Promote the equal participation of women, men, and LGBTQ individuals in educational, professional, and leadership opportunities.
3. **Safe Learning and Working Environment.** Prohibit sexual harassment, gender-based harassment, bullying, intimidation, discrimination, and other forms of inappropriate conduct within the campus and during school-related activities, including online interactions.
4. **Protection of Individual Rights.** Respect and protect the dignity, privacy, and rights of students, employees, and other stakeholders, particularly those who may be vulnerable to discrimination or harassment.
5. **Accessible Complaint Mechanisms.** Provide appropriate and confidential channels for reporting discrimination, harassment, and other violations of institutional policies.
6. **Fair Investigation and Due Process.** Ensure that reported complaints are handled promptly, impartially, and confidentially, while protecting the rights of both complainants and respondents.
7. **Protection Against Retaliation.** Prohibit intimidation, threats, or unfavorable treatment against individuals who report concerns or participate in investigations in good faith.
8. **Gender Sensitivity and Awareness.** Conduct appropriate orientations, seminars, and awareness activities that promote gender equality, diversity, respect, and safe spaces.

Implementation and evidence. The policy shall be implemented through the coordinated efforts of the Office of the President, Human Resource Development Office, Student Services Office, Guidance Office, and other designated institutional offices and committees. Suggested records: current handbook, employee rules, complaint procedures, orientation materials, investigation records held confidentially, and training attendance.

5. Protection of Persons Reporting Discrimination or Misconduct

CCDC Cordillera Career Development College (CCDC) is committed to maintaining a safe, respectful, inclusive, and accountable educational and working environment where students, faculty, administrative personnel, and other members of the institutional community can report discrimination, harassment, misconduct, unfair treatment, and violations of institutional policies without fear of intimidation, retaliation, or adverse consequences.

Recognizing that effective institutional governance requires mechanisms that encourage transparency, accountability, and the protection of individuals who raise legitimate concerns, CCDC shall establish a Confidential Informant Policy that provides a framework for the confidential reporting, appropriate investigation, and resolution of complaints involving discrimination, harassment, unfair treatment, and other forms of misconduct.

The policy affirms the College's responsibility to protect individuals who report concerns in good faith, while also ensuring that complaints are addressed fairly, objectively, and in accordance with due process. It recognizes that individuals may hesitate to report incidents because of fear of retaliation, possible damage to their reputation, unequal power relationships, or concerns regarding confidentiality. Accordingly, CCDC seeks to establish an institutional environment where reporting is encouraged, concerns are taken seriously, and appropriate protective measures are available to all concerned.

Core provisions. In accordance with applicable laws, institutional regulations, and principles of fairness, confidentiality, and accountability, CCDC shall uphold the following commitments:

1. Provide accessible and confidential reporting mechanisms. Students, faculty, employees, and other concerned individuals shall have access to designated institutional channels through which they may report suspected discrimination, harassment, bullying, unfair treatment, abuse of authority, retaliation, or other forms of misconduct. Reporting procedures shall be communicated clearly and made reasonably accessible.

2. Protect individuals who report concerns in good faith. The College shall prohibit retaliation, intimidation, threats, harassment, coercion, or other adverse treatment directed against individuals who submit reports or complaints in good faith, regardless of whether the allegations are ultimately substantiated.

3. Safeguard the confidentiality of reports and identities. Information concerning complainants, informants, witnesses, respondents, and other persons involved in investigations shall be handled with appropriate confidentiality. Access to identifying information shall be limited to authorized personnel with a legitimate need to know, subject to applicable laws, due process requirements, and the necessity of conducting a fair investigation.

4. Ensure impartial, fair, and timely investigations. Reports shall be assessed and referred to the appropriate institutional office, committee, or authorized personnel for investigation. Procedures shall be conducted objectively, without prejudgment, bias, or conflicts of interest, and within reasonable or legally prescribed timelines.

5. Protect against educational and employment disadvantages. No person shall be subjected to unjustified academic penalties, adverse employment actions, exclusion from institutional activities, threats, intimidation, or discriminatory treatment because of their good-faith participation in a reporting or investigation process.

6. Uphold due process and the rights of all parties. Individuals against whom complaints are filed shall be informed of the allegations in a manner consistent with applicable procedures, given an appropriate opportunity to respond, and afforded the procedural protections required by law and institutional policy. Protective measures shall not automatically be construed as findings of misconduct.

7. Provide appropriate assistance and protective interventions. Where warranted, the College shall facilitate access to guidance counseling, student support, human resource assistance, referral services, or other protective measures for individuals affected by reported misconduct. Such measures shall be implemented without unnecessarily compromising the rights of other parties.

8. Establish clear referral and escalation procedures. Reports shall be directed to the proper institutional authority based on the nature of the complaint. Cases involving sexual harassment, gender-based misconduct, student discipline, workplace concerns, or other violations shall be referred to the appropriate offices or committees in accordance with their respective mandates.

9. Prevent conflicts of interest in complaint handling. Individuals with a personal interest in a complaint, or whose impartiality may reasonably be questioned, should not participate in its investigation or resolution. Alternative reporting or

escalation channels shall be made available when the complaint involves a designated receiving officer or institutional authority.

10. Maintain secure documentation and institutional accountability. The College shall document complaints, actions taken, investigation outcomes, and corrective or preventive measures through secure recordkeeping systems, consistent with the Data Privacy Act of 2012 and applicable records management requirements.

Implementation and evidence. The implementation of the Confidential Informant Policy shall be supported through coordinated efforts among relevant institutional offices and designated personnel, including the Office of the President, Administration, Human Resource Development Office, Student Services Office, Guidance Office, and appropriate disciplinary or investigative committees.

Where applicable, matters involving sexual harassment and related concerns shall be referred to the College's designated Committee on Decorum and Investigation (CODI) or other duly authorized body, in accordance with applicable Philippine laws and institutional procedures. Suggested records: policy, confidential case register, anti-retaliation notices, investigation timelines, and training records, with personal data secured.

6. Disability Accommodation Policy

Cordillera Career Development College (CCDC) is committed to providing an inclusive, accessible, and supportive learning environment that recognizes the rights, dignity, and diverse needs of students with disabilities and special educational needs. The policy supports compliance with applicable Philippine laws and regulations, including RA 7277 – Magna Carta for Disabled Persons, as amended: Protects the rights of persons with disabilities and promotes equal access to education, employment, and other opportunities.

Through its Accommodation Policy for Students with Special Needs, CCDC promotes equal access to quality education by providing reasonable accommodations, appropriate learning support, and accessible facilities that enable students with disabilities to participate meaningfully in academic programs and institutional activities.

The College recognizes that students have different learning abilities, physical conditions, and individual needs. Accordingly, CCDC seeks to remove barriers that may prevent students with disabilities from accessing educational opportunities, participating in campus life, and achieving their academic potential.

Core provisions. CCDC shall uphold the following commitments:

1. **Equal Access and Nondiscrimination.** Ensure that qualified students with disabilities are provided fair and equitable opportunities in admissions, academic programs, student services, and institutional activities without unlawful discrimination.

2. **Reasonable Educational Accommodations.** Provide appropriate adjustments in teaching, learning activities, assessments, and academic requirements based on students' assessed needs, consistent with essential academic standards and applicable laws.

3. **Accessible Facilities and Learning Environment.** Promote barrier-free access to classrooms, offices, laboratories, restrooms, pathways, and other campus facilities through accessibility improvements and reasonable physical accommodations.

4. **Inclusive Teaching and Learning.** Encourage faculty members to adopt flexible and inclusive instructional strategies, accessible learning materials, and appropriate assessment arrangements that respond to students' learning needs.

5. **Assistive Devices and Learning Support.** Facilitate the use of appropriate assistive technologies, learning aids, and other support mechanisms, subject to availability, assessed needs, and institutional resources.

6. **Priority Assistance and Individualized Support.** Provide appropriate assistance to students with disabilities in accessing institutional services, participating in academic activities, and addressing educational challenges.

7. **Confidentiality and Respect for Individual Dignity.** Handle requests for accommodation and related personal or medical information with sensitivity, confidentiality, and respect for students' rights and privacy.

8. **Equal Participation in Campus Activities.** Encourage the participation of students with disabilities in student organizations, leadership opportunities, research, sports, cultural activities, and other institutional programs, with reasonable accommodations where appropriate.

Implementation and evidence. The implementation of the Disability Accommodation Policy shall involve the coordinated efforts of the Administration, Student Services Office, Guidance Office, academic departments, and offices responsible for campus facilities and maintenance. Suggested records: policy, accommodation plans, accessibility audits, procurement records, and anonymized service statistics.

7. Anti-Harassment Policy Covering Campus and Operations

Cordillera Career Development College (CCDC) is committed to maintaining a safe, respectful, inclusive, and harassment-free learning and working environment for all students, faculty, administrative personnel, and other institutional stakeholders.

Through its existing Anti- Sexual Harassment and Safe Spaces Policies, and institutional rules on appropriate conduct, CCDC promotes the prevention of harassment, discrimination, bullying, intimidation, and other forms of abusive behavior within the campus and during school-related activities.

The College recognizes that harassment may occur in classrooms, offices, laboratories, common areas, institutional events, online platforms, work placements, and other settings associated with college operations. Accordingly, CCDC seeks to ensure that all members of its academic community are protected from inappropriate conduct and are provided with accessible mechanisms for reporting concerns and seeking appropriate institutional action.

Core provisions. CCDC shall uphold the following commitments:

1. **Prohibition of Harassment and Bullying.** Prohibit sexual harassment, gender-based harassment, bullying, intimidation, threats, verbal abuse, humiliation, and other forms of unlawful or inappropriate conduct involving students, employees, and other institutional stakeholders.

2. **Protection Across Campus and Institutional Activities.** Apply anti-harassment standards to classrooms, laboratories, offices, campus facilities, institutional events, school-related travel, internships, work placements, and other activities conducted under the authority of the College.

3. **Prevention of Online Harassment.** Prohibit cyberbullying, online intimidation, gender-based online sexual harassment, and other inappropriate conduct through digital platforms, electronic communication, and online learning environments, consistent with applicable laws and institutional regulations.

4. **Respectful Workplace and Academic Environment.** Promote professionalism, mutual respect, and appropriate conduct among students, faculty, administrators, employees, visitors, contractors, suppliers, and other individuals interacting with the College.

5. **Accessible and Confidential Reporting Mechanisms.** Provide appropriate channels for reporting harassment, bullying, discrimination, and related misconduct, ensuring that complaints are handled sensitively and with appropriate confidentiality.

6. **Fair Investigation and Due Process.** Ensure that complaints are assessed and investigated impartially, promptly, and in accordance with established institutional procedures, while safeguarding the rights of complainants, respondents, and witnesses.

7. **Protection Against Retaliation.** Prohibit threats, intimidation, discrimination, or other adverse treatment against individuals who report incidents or participate in investigations in good faith.

8. **Appropriate Corrective and Disciplinary Measures.** Implement proportionate disciplinary, corrective, or preventive actions when violations are established, consistent with applicable laws, institutional policies, and due process requirements.

9. **Support and Protective Measures.** Provide appropriate guidance, counseling, referral assistance, and temporary protective arrangements when necessary to safeguard affected individuals during the assessment and investigation of complaints.

10. **Awareness and Prevention Programs.** Conduct orientations, seminars, and training activities to strengthen awareness of anti-harassment policies, professional conduct, respectful communication, and individual responsibilities.

Implementation and evidence. The implementation of the Anti-Harassment Policy shall involve the coordinated efforts of the Human Resource Development Office, Student Services Office, Guidance Office, academic departments, and appropriate institutional committees. CCDC shall ensure that anti-harassment provisions in the Student Handbook, Employees Manual, Safe Spaces Policy, and related institutional regulations are consistent and accessible. Suggested records: approved policies, committee designations, orientation and training materials, confidential case logs, and annual review.

II. Environment, Health, Energy and Climate

8. Water Conservation, Reuse and Sustainable Water Management

Cordillera Career Development College (CCDC) is committed to promoting responsible water consumption, efficient water management, and environmental sustainability across its campus operations. It recognizes that water is an essential but limited natural resource that must be conserved and managed responsibly to protect the environment and ensure its availability for future generations.

CCDC promotes water conservation through rainwater harvesting, responsible groundwater extraction, efficient water use, water quality monitoring, and the preservation of natural water infiltration areas. The College also recognizes the importance of reducing dependence on freshwater sources by utilizing alternative water supplies for appropriate non-potable purposes.

Core provisions. CCDC shall uphold the following commitments:

1. **Efficient Water Consumption.** Promote responsible water use across classrooms, laboratories, offices, restrooms, food service areas, and other campus facilities to reduce unnecessary consumption and wastage.

2. **Rainwater Harvesting and Reuse.** Encourage the collection, storage, and utilization of rainwater for appropriate non-potable purposes, such as cleaning, irrigation, and other suitable maintenance activities, subject to water quality and safety requirements.

3. **Responsible Groundwater Extraction.** Ensure that groundwater extraction and utilization are undertaken responsibly and in accordance with applicable permits, regulations, and environmental requirements, including those of the National Water Resources Board (NWRB).

4. **Water-Efficient Facilities.** Promote the installation and maintenance of water-saving fixtures, efficient plumbing systems, and other technologies that reduce water consumption and prevent unnecessary water loss.

5. **Water Quality and Safety.** Conduct appropriate water quality monitoring and ensure that water intended for drinking and other domestic uses meets applicable health and safety standards. Water from non-potable sources shall be clearly identified and used only for appropriate purposes.

6. **Maintenance and Leak Prevention.** Regularly inspect water pipelines, faucets, storage tanks, pumps, and other water facilities to detect leaks, prevent wastage, and maintain efficient operations.

7. **Protection of Natural Water Resources.** Preserve appropriate permeable ground areas, vegetation, and drainage systems to support rainwater infiltration, reduce surface runoff, and protect the surrounding environment.

8. **Water Conservation Awareness.** Encourage students, faculty, employees, concessionaires, and other campus stakeholders to practice responsible water consumption through awareness campaigns, institutional advisories, and environmental initiatives.

9. **Monitoring and Continuous Improvement.** Maintain appropriate records of water consumption, groundwater extraction, rainwater utilization, and water conservation measures to support planning and continuous improvement.

Implementation and evidence. The implementation of the Water Conservation, Reuse, and Sustainable Water Management Policy shall be coordinated through the College Administration, General Services Office, Facilities and Maintenance personnel, and designated environmental personnel, including the Pollution Control Officer, where applicable. Suggested records: meter readings, pumping logs, rainwater volumes, water-quality tests, fixture inventory, repair logs, and annual water-use totals.

9. Smoke-Free, Vape-Free and Moma-Free Campus Policy

Cordillera Career Development College (CCDC) is committed to maintaining a healthy, clean, safe, and environmentally responsible learning and working environment through the implementation of its Smoke-Free, Vape-Free, and Moma-Free Campus Policy.

The College recognizes the harmful effects of smoking, vaping, and chewing or spitting of betel nut, locally known as *moma* or *momma*, on individual health, public sanitation, and campus cleanliness. As provided under Article 8, Section 1.8 of the CCDC Student Handbook, smoking, vaping, and chewing or spitting of betel nut and tobacco are prohibited at all times within school premises. These restrictions have formed part of the College's student disciplinary provisions since 2018.

Through this policy, CCDC promotes responsible behavior, protects students and employees from exposure to tobacco smoke and other health risks, and maintains a clean and healthy campus environment.

Core provisions. CCDC shall uphold the following commitments:

1. **Smoke-Free Campus.** Prohibit cigarette smoking and the use of other smoking products within school premises, including classrooms, offices, laboratories, restrooms, corridors, open spaces, and other campus facilities.

2. **Vape-Free Campus.** Prohibit the use of electronic cigarettes, vaping devices, and similar products within the campus to protect students, employees, and visitors from exposure to potentially harmful substances.

3. **Moma-Free Campus.** Strictly prohibit the chewing and spitting of betel nut or *moma*, including tobacco-containing preparations, within school premises to promote public health, sanitation, and campus cleanliness.

4. **Clean and Healthy Environment.** Prevent the improper disposal of cigarette butts, vaping-related waste, moma residues, and other materials that contribute to environmental pollution and unsanitary conditions.

5. **Protection of Campus Stakeholders.** Communicate the College's smoke-free, vape-free, and *moma*-free requirements to students, faculty, administrative personnel, visitors, concessionaires, contractors, and other individuals entering the campus.

6. **Information and Awareness.** Promote awareness of the health, sanitation, and environmental effects of smoking, vaping, and *moma* chewing through orientations, institutional advisories, and health education activities.

7. **Visible Prohibition Signages.** Maintain appropriate "No Smoking," "No Vaping," and "No Chewing or Spitting of Moma" signs at campus entrances, common areas, and other strategic locations.

8. **Consistent Enforcement.** Implement the policy through appropriate monitoring and disciplinary procedures in accordance with the Student Handbook, Employee Manual, and other applicable institutional regulations.

Implementation and evidence. The implementation of the Smoke-Free, Vape-Free, and Moma-Free Campus Policy shall be coordinated through the College Administration, Student Services Office, Human Resource Development Office, General Services Office, and designated campus security and safety personnel. Suggested records: approved policy, signage photos, orientation materials, incident logs, and compliance checks.

10. Divestment from Carbon-Intensive Energy Industries

Cordillera Career Development College (CCDC) recognizes the importance of responsible financial management and environmental sustainability in addressing climate change and promoting a cleaner energy future.

As part of its commitment to sustainable development, the College seeks to align its investment decisions, financial policies, and institutional partnerships with responsible environmental practices and the transition toward renewable and low-carbon energy sources.

Through its proposed Divestment from Carbon-Intensive Energy Industries Policy, CCDC aims to discourage investments in industries heavily dependent on fossil fuels, particularly coal and oil extraction, while encouraging environmentally responsible investment alternatives.

The policy recognizes that financial sustainability and environmental responsibility should complement each other. Accordingly, any divestment decisions shall consider the College's financial obligations, fiduciary responsibilities, applicable laws, and long-term institutional interests.

Core provisions. CCDC shall seek to uphold the following commitments upon approval of the policy:

1. **Responsible Investment Practices.** Consider environmental sustainability and climate-related risks when making institutional investment and financial decisions.

2. **Avoidance of Carbon-Intensive Investments.** Avoid new direct investments in coal extraction, oil extraction, and other highly carbon-intensive industries, subject to applicable laws, financial obligations, and approved institutional investment guidelines.

3. **Review of Existing Investments.** Assess existing investments, if any, to determine their exposure to carbon-intensive industries and identify opportunities for responsible divestment.

4. **Promotion of Sustainable Investment Alternatives.** Consider financially sound investments and partnerships that support renewable energy, energy efficiency, environmental protection, and other sustainable development initiatives.

5. **Responsible Financial Partnerships.** Encourage consideration of environmental sustainability when evaluating financial institutions, investment providers, and other relevant business partners.

6. **Transparency and Accountability.** Maintain appropriate documentation of institutional investment decisions, sustainability considerations, and approved divestment measures.

7. **Periodic Policy Review.** Review investment practices and related policies periodically to ensure consistency with institutional financial objectives and environmental commitments.

Implementation and evidence. Finance and authorized governance bodies should first inventory investments and relevant contracts. Suggested records: approved divestment resolution, portfolio review, investment criteria, risk assessment, and periodic progress reports.

11. Clean Energy Technology and Energy-Efficiency Policy

Cordillera Career Development College (CCDC) is committed to promoting energy conservation, energy efficiency, and the responsible use of renewable energy as part of its institutional sustainability initiatives. Recognizing the environmental impacts of conventional energy consumption, the College supports the adoption of clean energy technologies, energy-efficient facilities, and sustainable practices that reduce electricity consumption, minimize carbon emissions, and contribute to environmental protection.

CCDC recognizes the importance of solar energy and continues to explore opportunities to improve its existing solar power system and expand the use of renewable energy technologies. The College also promotes responsible energy consumption among students, faculty, employees, and other campus stakeholders.

Through this policy, CCDC seeks to strengthen its contribution to climate action, sustainable campus operations, and the transition toward cleaner and more efficient energy systems.

Core provisions. CCDC shall uphold the following commitments:

1. **Energy Conservation and Efficiency.** Promote responsible electricity consumption across classrooms, laboratories, offices, libraries, and other campus facilities through energy-saving practices and efficient operations.

2. **Utilization of Renewable Energy.** Support the use and improvement of renewable energy technologies, particularly solar power systems, to reduce dependence on conventional electricity sources.

3. **Energy-Efficient Facilities and Equipment.** Encourage the installation and use of LED lighting, energy-efficient appliances, and other technologies that minimize electricity consumption without compromising institutional operations.

4. **Sustainable Campus Development.** Incorporate energy efficiency and renewable energy considerations into campus development, building improvements, equipment procurement, and facilities maintenance.

5. **Energy Monitoring and Management.** Monitor electricity consumption and, where applicable, renewable energy generation to identify opportunities for conservation, cost reduction, and improved energy performance.

6. **Clean Energy Awareness and Education.** Promote awareness of renewable energy, climate change, energy conservation, and sustainable practices through institutional campaigns, seminars, academic activities, and community extension programs.

7. **Partnerships and Knowledge Sharing.** Encourage collaboration with government agencies, industry partners, educational institutions, and community organizations in promoting clean energy technologies and sustainable energy practices.

8. **Support for Clean Energy Policies.** Where appropriate and officially authorized, participate in consultations, research activities, and policy discussions that promote renewable energy development and the long-term transition toward sustainable energy systems, including the national aspiration for greater renewable energy utilization.

Implementation and evidence. The implementation of the Clean Energy Technology and Energy-Efficiency Policy shall be coordinated through the College Administration, General Services Office, Facilities and Maintenance personnel, Finance Office, and other designated institutional units. Suggested records: utility bills, energy audits, solar generation data, training reports, submissions to government consultations, and any formally approved public pledge.

12. Ethical Sourcing of Food and Supplies

Cordillera Career Development College (CCDC) is committed to promoting responsible, ethical, and environmentally sustainable procurement practices in the acquisition of food, goods, equipment, and services used in campus operations.

The College recognizes that responsible sourcing contributes to environmental protection, public health, fair business practices, and sustainable economic development. Accordingly, CCDC seeks to prioritize suppliers and service providers that comply with applicable laws, observe ethical business practices, and support environmental sustainability.

As part of its sustainability initiatives, CCDC promotes the reduction of single-use plastics and unnecessary packaging, proper waste management, and responsible practices among campus food concessionaires, suppliers, and institutional partners.

Through this policy, the College aims to ensure that its purchasing decisions consider not only cost and quality but also health, safety, social responsibility, and environmental impact.

Core provisions. CCDC shall uphold the following commitments:

1. **Ethical and Responsible Procurement.** Promote transparency, fairness, accountability, and integrity in selecting suppliers, contractors, and service providers.

2. **Compliance with Food Safety and Labor Standards.** Require food concessionaires and suppliers to comply with applicable food safety, sanitation, labor, and occupational health and safety regulations.

3. **Environmentally Responsible Purchasing.** Encourage the procurement of durable, reusable, recyclable, energy-efficient, and environmentally friendly products whenever practical and economically feasible.

4. **Reduction of Single-Use Plastics.** Implement institutional restrictions on single-use plastics, Styrofoam, and other prohibited disposable materials, consistent with CCDC's existing environmental policies.

5. **Healthy and Affordable Food Choices.** Encourage campus food concessionaires to provide safe, nutritious, reasonably priced, and accessible food and beverage options for students and employees.

6. **Support for Local Suppliers.** Give appropriate consideration to locally sourced food, products, and services to support local enterprises, reduce unnecessary transportation, and contribute to community economic development, consistent with fair procurement practices.

7. **Responsible Packaging and Waste Management.** Encourage suppliers and concessionaires to minimize unnecessary packaging, practice proper waste segregation, and use environmentally responsible alternatives.

8. **Fair and Transparent Supplier Selection.** Apply appropriate procurement standards based on quality, cost, reliability, legal compliance, ethical conduct, and environmental considerations.

9. **Supplier Accountability.** Communicate relevant institutional sustainability requirements to suppliers, concessionaires, contractors, and service providers, and monitor compliance with applicable contractual obligations.

Implementation and evidence. The implementation of the Ethical Sourcing of Food and Supplies Policy shall be coordinated through the College Administration, Finance Office, Procurement or Purchasing Office, General Services Office, and other concerned institutional units. It shall integrate sustainability clauses into procurement documents and

concession contracts. Suggested records: procurement criteria, supplier assessments, lease clauses, food safety checks, and vendor compliance reviews.

13. Hazardous Materials and Hazardous Waste Disposal

Cordillera Career Development College (CCDC) is committed to the safe handling, storage, and disposal of hazardous materials and waste generated from its academic, laboratory, maintenance, and other campus operations.

Through College Memorandum No. 8, series of 2019, CCDC established procedures for the proper disposal of hazardous and unserviceable materials, including broken fluorescent bulbs, electronic components, laboratory chemicals, and other hazardous waste.

The College implements responsible waste management practices to protect human health, maintain campus safety, prevent environmental contamination, and comply with applicable Department of Environment and Natural Resources (DENR) regulations.

Core provisions. CCDC shall uphold the following:

1. **Proper Waste Segregation.** Identify, classify, and separate hazardous waste from ordinary solid waste.
2. **Safe Storage and Labeling.** Ensure that hazardous waste is properly labeled, contained, and stored in designated secure areas.
3. **Responsible Disposal.** Engage DENR-authorized waste transporters and treatment, storage, and disposal facilities for the proper management of hazardous waste.
4. **Waste Monitoring and Documentation.** Maintain records of hazardous waste generation, storage, collection, transportation, and disposal.
5. **Environmental and Occupational Safety.** Implement measures to prevent spills, contamination, and exposure to hazardous substances.
6. **Regulatory Compliance.** Comply with applicable DENR-Environmental Management Bureau (EMB) requirements, including hazardous waste registration, monitoring, and reporting.
7. **Training and Awareness.** Provide appropriate safety instructions and training to personnel handling hazardous materials and waste.

Implementation and evidence. The implementation of this policy shall be coordinated through the College Administration, Pollution Control Officer (PCO), General Services Office, and concerned laboratory and maintenance personnel. CCDC shall Implement College Memorandum No. 8, s. 2019, on the proper handling and disposal of hazardous and unserviceable materials. Suggested records: hazardous-waste generator registration, self-monitoring reports, manifests, hauling agreements, inspection logs, and staff training.

14. Waste Disposal, Recycling and Landfill Measurement

Cordillera Career Development College (CCDC) is committed to promoting responsible solid waste management, recycling, and waste reduction as part of its environmental sustainability initiatives. The College implements waste segregation, recycling, material recovery, and responsible disposal practices to minimize waste sent to landfills and reduce environmental pollution.

CCDC recognizes that effective waste management requires the active participation of students, faculty, employees, concessionaires, and other campus stakeholders. The College promotes waste segregation at source, recycling partnerships, and proper disposal procedures to maintain a clean, healthy, and environmentally responsible campus.

Core provisions. CCDC shall uphold the following commitments:

1. **Waste Segregation at Source.** Require proper separation of biodegradable, recyclable, residual, and hazardous waste using designated and clearly labeled waste containers.

2. **Waste Reduction and Recycling.** Promote waste minimization, reuse, recycling, and resource recovery to reduce the volume of waste requiring final disposal.

3. **Material Recovery Facilities (MRF).** Maintain appropriate collection and temporary storage areas for segregated recyclable materials prior to collection or transfer to recycling partners.

4. **Responsible Waste Disposal.** Ensure that residual waste is collected and transported to authorized waste management or disposal facilities, consistent with applicable local government regulations.

5. **Landfill Waste Monitoring.** Measure or reasonably estimate the quantity of residual waste sent for final disposal and maintain appropriate records to monitor waste reduction performance.

6. **Recycling Partnerships.** Strengthen collaboration with authorized waste collectors, recycling organizations, and local partners to support material recovery and responsible recycling.

7. **Prevention of Environmental Pollution.** Prohibit open dumping, open burning, and improper disposal of waste within the campus.

8. **Waste Management Awareness.** Promote environmental responsibility through student orientations, institutional advisories, awareness campaigns, and participation in campus cleanliness and recycling initiatives.

Implementation and evidence. The implementation of the Waste Disposal, Recycling, and Landfill Measurement Policy shall be coordinated through the College Administration, General Services Office, Pollution Control Officer, and other concerned institutional units. Suggested records: waste audit sheets, collection receipts, recycler records, landfill receipts, MRF inventories, and annual totals.

15. Minimization of Plastic and Disposable Items Across Campus and Supply Chain

Cordillera Career Development College (CCDC) is committed to reducing plastic waste and promoting environmentally responsible consumption through the minimization of single-use plastics, Styrofoam, and other disposable materials across campus operations.

Through College Memorandum No. 7, series of 2019, CCDC established restrictions on the use of single-use plastics and Styrofoam within the campus. These measures extend to students, faculty, employees, food concessionaires, suppliers, and other campus stakeholders.

The College recognizes that reducing plastic consumption, encouraging reusable alternatives, and promoting responsible waste management are essential to protecting the environment and maintaining a clean and sustainable campus.

Core provisions. CCDC shall uphold the following commitments:

1. **Restriction of Single-Use Plastics and Styrofoam.** Implement institutional restrictions on disposable plastic bags, Styrofoam food containers, plastic utensils, and other covered single-use materials in accordance with approved campus regulations.

2. **Promotion of Reusable Alternatives.** Encourage the use of reusable food containers, drinking bottles, utensils, shopping bags, and other environmentally responsible alternatives.

3. **Sustainable Food and Beverage Services.** Require campus concessionaires to comply with institutional restrictions on single-use plastics and Styrofoam and encourage environmentally responsible food packaging and serving practices.

4. **Regulation of Disposable Beverage Containers.** Implement applicable campus restrictions on soft drinks and colored beverages sold in disposable plastic containers, while promoting the use of drinking water stations and reusable bottles.

5. **Responsible Procurement and Supply Chain Practices.** Encourage suppliers, contractors, and service providers to minimize unnecessary plastic packaging and adopt reusable, recyclable, or lower-impact materials whenever feasible.

6. **Plastic Waste Segregation and Recycling.** Ensure proper segregation, collection, and recycling of permissible plastic waste through established campus waste management procedures.

7. **Environmental Awareness and Participation.** Promote responsible consumption and plastic waste reduction among students, employees, concessionaires, and visitors through orientation, awareness campaigns, and institutional advisories.

8. **Monitoring and Compliance.** Conduct periodic monitoring of compliance with plastic reduction regulations and implement appropriate corrective measures for violations.

Implementation and evidence. The implementation of the policy shall be coordinated through the College Administration, General Services Office, Pollution Control Officer, Student Services Office, and other concerned institutional units. Suggested records: memorandum, concession agreements, inspection reports, vendor notices, event guidelines, and procurement records.

16. Sustainable Land Use, Conservation and Restoration

Cordillera Career Development College (CCDC) recognizes the importance of responsible land use, environmental conservation, and ecological restoration in maintaining a safe, healthy, and sustainable campus environment.

As an educational institution located in the mountainous region of Benguet, CCDC acknowledges the importance of protecting natural landscapes, vegetation, soil, and water resources while ensuring that campus facilities support academic activities and institutional development. The College seeks to integrate environmental considerations into campus planning, construction, landscaping, maintenance, and infrastructure development.

The policy aims to minimize environmental disturbance, prevent soil erosion, preserve green spaces, and promote responsible land management that balances institutional growth with ecological protection.

Core provisions. CCDC shall seek to uphold the following commitments:

1. **Sustainable Campus Land Use.** Integrate environmental sustainability, safety, accessibility, and ecological considerations into campus development and land-use planning.

2. **Protection of Trees and Green Spaces.** Preserve existing trees, vegetation, and suitable green areas whenever feasible, particularly those contributing to environmental protection, natural drainage, and campus well-being.

3. **Prevention of Soil Erosion and Land Degradation.** Implement appropriate drainage, slope protection, and erosion control measures during construction, landscaping, and maintenance activities.

4. **Responsible Construction and Infrastructure Development.** Consider potential environmental impacts before undertaking construction, excavation, landscaping, or major campus improvements.

5. **Conservation of Natural Water Infiltration Areas.** Maintain suitable permeable surfaces, vegetation, and drainage systems that facilitate rainwater infiltration and reduce excessive surface runoff.

6. **Environmentally Responsible Landscaping.** Encourage the planting and maintenance of native, locally adapted, or climate-appropriate trees and plants that support biodiversity and minimize unnecessary water consumption.

7. **Restoration of Disturbed Areas.** Undertake appropriate rehabilitation, revegetation, and site restoration following construction, excavation, or other activities that disturb campus land and vegetation.

8. **Prevention of Land and Soil Pollution.** Ensure proper waste disposal, control of hazardous substances, and responsible maintenance practices to prevent soil contamination and environmental degradation.

9. **Environmental Awareness and Participation.** Encourage students, faculty, employees, and community partners to participate in tree planting, campus greening, environmental conservation, and restoration initiatives.

Implementation and evidence. The implementation of the policy shall be coordinated through the College Administration, General Services Office, Facilities and Maintenance personnel, Pollution Control Officer, and other concerned institutional units. CCDC shall Incorporate environmental conservation measures into campus development and facilities improvement plans. Suggested records: site plans, tree and planting inventories, erosion controls, restoration photos, and project environmental reviews.

17. Monitoring of IUCN-Listed and Other Conservation-Sensitive Species

Cordillera Career Development College (CCDC) recognizes the importance of protecting biodiversity, conserving natural habitats, and preventing activities that may threaten endangered, vulnerable, or other conservation-sensitive species.

As an educational institution located in Benguet, a province characterized by mountainous landscapes and diverse ecosystems, CCDC acknowledges its responsibility to promote environmental stewardship and consider the potential effects of campus operations, construction, landscaping, and maintenance activities on local biodiversity.

Through its proposed Monitoring of IUCN-Listed and Other Conservation-Sensitive Species Policy, the College seeks to identify, monitor, and protect plant and animal species of conservation concern that may be present within or near its campus.

The policy supports evidence-based biodiversity conservation, responsible land management, and collaboration with appropriate environmental agencies and conservation organizations.

Core provisions. CCDC shall seek to uphold the following commitments:

1. **Biodiversity Assessment and Monitoring.** Conduct appropriate assessments to identify plant and animal species within campus grounds and determine whether any are classified as threatened or conservation-sensitive.

2. **Protection of Threatened Species.** Promote the protection of species listed under the International Union for Conservation of Nature (IUCN) Red List and applicable Philippine lists of threatened wildlife and plants.

3. **Habitat Conservation.** Preserve trees, vegetation, green spaces, and other natural features that may provide habitats for local wildlife.

4. **Environmentally Responsible Campus Development.** Consider potential impacts on biodiversity before undertaking construction, landscaping, tree removal, or major maintenance activities.

5. **Prevention of Ecological Disturbance.** Discourage activities that may unnecessarily damage habitats, disturb wildlife, or threaten conservation-sensitive species.

6. **Collaboration with Environmental Agencies.** Coordinate with the Department of Environment and Natural Resources (DENR), local government units, academic institutions, and conservation organizations when technical assistance or biodiversity assessment is needed.

7. **Environmental Education and Awareness.** Promote biodiversity conservation through student activities, research, environmental awareness campaigns, and community extension programs.

8. **Evidence-Based Documentation.** Maintain reliable records of species identified, their conservation status, and appropriate protection measures, without claiming the presence of threatened species unless supported by credible assessment or verified observations.

Implementation and evidence. The implementation of the proposed policy shall be coordinated through the College Administration, General Services Office, Facilities and Maintenance personnel, designated environmental personnel, and relevant academic departments. Suggested records: site survey, species checklist, consultation notes, incident reports, and mitigation plans.

18. Prevention and Management of Invasive Alien Species

Cordillera Career Development College (CCDC) recognizes the importance of protecting local biodiversity and preventing the introduction and spread of invasive alien species that may threaten native plants, animals, and natural ecosystems.

As part of its commitment to environmental sustainability, the College seeks to promote responsible landscaping, appropriate plant selection, and environmentally sound management of campus grounds. CCDC aims to prevent the introduction and uncontrolled spread of invasive plants and animals while encouraging the use of native and non-invasive species in campus landscaping and environmental conservation activities.

Core provisions. CCDC shall uphold the following commitments:

1. **Prevention of Invasive Species.** Avoid introducing or spreading plant and animal species identified as invasive or potentially harmful to local ecosystems.

2. **Preference for Native and Non-Invasive Plants.** Encourage the use of native, locally adapted, and non-invasive plant species in campus landscaping, tree planting, and greening activities.

3. **Responsible Plant Procurement.** Inspect plants, seedlings, and landscaping materials purchased or donated to the College to minimize the risk of introducing invasive species, pests, or plant diseases.

4. **Monitoring and Early Detection.** Conduct periodic inspections of campus vegetation and grounds to identify potentially invasive species and prevent their uncontrolled spread.

5. **Safe and Responsible Management.** Implement appropriate removal or control measures for confirmed invasive species using environmentally responsible and lawful methods.

6. **Responsible Use of Chemicals.** Minimize unnecessary pesticide and herbicide use and prioritize safe, practical, and environmentally appropriate control measures.

7. **Protection of Local Biodiversity.** Promote the conservation of native vegetation and habitats that support local biodiversity.

8. **Environmental Awareness.** Encourage students, faculty, employees, and campus maintenance personnel to participate in biodiversity protection and invasive species prevention initiatives.

Implementation and evidence. Facilities and grounds personnel should maintain a planting and control log. Suggested records: approved plant list, supplier information, inspections, removal records, and awareness materials.

19. Plastic Waste Reduction Policy

Cordillera Career Development College (CCDC) is committed to reducing plastic waste, promoting responsible consumption, and strengthening recycling and waste management practices across campus operations.

Through College Memorandum No. 7, series of 2019, CCDC established restrictions on single-use plastics and Styrofoam. These measures, together with the College's waste segregation and recycling initiatives, support its commitment to minimizing plastic pollution and maintaining an environmentally sustainable campus.

While Policy No. 15 (Minimization of Plastic and Disposable Items Across Campus and Supply Chain) focuses on preventing plastic waste through restrictions on disposable materials and responsible procurement, Policy No. 19 focuses on managing and reducing plastic waste actually generated, particularly through segregation, collection, recycling, and monitoring.

Core provisions. CCDC shall uphold the following commitments:

1. **Reduce Plastic Waste Generation.** Promote responsible consumption and minimize unnecessary plastic use across campus operations.
2. **Implement Plastic Waste Segregation.** Provide designated collection bins and ensure proper separation of recyclable plastics from other waste.
3. **Promote Recycling and Resource Recovery.** Facilitate the collection and recycling of recoverable plastic materials through appropriate recycling partners.
4. **Encourage Reusable Alternatives.** Promote reusable bottles, food containers, utensils, and other environmentally responsible alternatives.
5. **Strengthen Supplier and Concessionaire Compliance.** Require compliance with applicable campus plastic reduction and waste segregation regulations.
6. **Monitor Plastic Waste.** Maintain appropriate records of plastic waste collected, recycled, and disposed of to evaluate waste reduction efforts.
7. **Promote Environmental Awareness.** Encourage students, employees, concessionaires, and other campus stakeholders to participate in plastic waste reduction initiatives.

Implementation and evidence. Measure plastic waste where feasible and align procurement and concession requirements. Suggested records: plastic waste audits, purchasing data, event checklists, recycling receipts, and vendor compliance reviews.

20. Safe Handling and Disposal of Hazardous Waste

Cordillera Career Development College (CCDC) is committed to ensuring the safe handling, storage, transportation, and disposal of hazardous waste generated through its academic, laboratory, maintenance, and other campus operations.

Through College Memorandum No. 8, series of 2019, CCDC established procedures for the proper management and disposal of hazardous and unserviceable materials, including laboratory chemicals, broken fluorescent bulbs, electronic waste, and other potentially harmful substances.

While Policy No. 13 (Hazardous Materials and Hazardous Waste Disposal) establishes the College's broader commitment to hazardous waste management and environmental protection, Policy No. 20 focuses on the operational procedures for safely handling, storing, monitoring, and disposing of hazardous waste.

Core provisions. CCDC shall:

1. **Proper Waste Identification and Classification.** Identify hazardous waste according to applicable Department of Environment and Natural Resources (DENR) classifications.
2. **Safe Handling and Segregation.** Separate hazardous waste from ordinary waste and segregate incompatible hazardous materials to prevent accidents and contamination.
3. **Secure Storage and Labeling.** Use appropriate containers, clear labels, and designated storage areas with restricted access.

4. **Proper Collection and Disposal.** Ensure that hazardous waste is collected, transported, treated, and disposed of through DENR-authorized service providers and facilities.

5. **Emergency Preparedness.** Maintain appropriate procedures for responding to spills, leaks, exposure, and other hazardous waste incidents.

6. **Personnel Safety and Training.** Provide appropriate protective equipment, safety instructions, and training to personnel responsible for hazardous waste handling.

7. **Monitoring and Documentation.** Maintain accurate records of waste generation, storage, collection, transportation, and disposal.

Implementation and evidence. The implementation of this policy shall be coordinated through the College Administration, Pollution Control Officer (PCO), Safety Officer, General Services Office, laboratory personnel, and other concerned institutional units. Suggested records: waste inventory, labels, manifests, emergency procedures, inspection logs, and DENR submissions.

III. Decent and Safe Work

21. Employment Policy Against Modern Slavery and Child Labor

Cordillera Career Development College (CCDC) is committed to maintaining a fair, safe, ethical, and lawful working environment that respects the dignity, rights, and welfare of all employees.

The College upholds a zero-tolerance approach to forced labor, modern slavery, human trafficking, unlawful child labor, and other forms of labor exploitation. It also recognizes the importance of fair compensation, reasonable working hours, adequate rest periods, and compliance with Philippine labor standards.

Through its Employee Handbook and institutional employment policies, CCDC seeks to protect employees' rights by observing lawful working hours, overtime compensation, statutory benefits, occupational safety requirements, and fair employment practices.

This policy reinforces the College's commitment to decent work, responsible employment, and sustainable institutional operations.

Core provisions. CCDC shall uphold the following commitments:

1. **Prohibition of Forced Labor and Modern Slavery.** Strictly prohibit forced or compulsory labor, human trafficking, debt bondage, coercion, and other forms of involuntary employment. All employment relationships shall be entered into voluntarily and in accordance with applicable laws.

2. **Prohibition of Unlawful Child Labor.** Prohibit the employment of children in violation of Philippine labor laws, particularly hazardous work and the worst forms of child labor. The College shall observe applicable age restrictions and employment safeguards.

3. **Maximum Normal Working Hours.** Observe the normal working-hours standard of **not more than eight (8) hours per day** for covered employees, consistent with Article 83 of the Labor Code of the Philippines. Work beyond eight hours shall be subject to applicable overtime rules, coverage requirements, and lawful exceptions.

4. **Overtime Work and Compensation.** Ensure that covered employees who render authorized or otherwise compensable overtime work receive the overtime pay required by law. Overtime on an ordinary working day shall be compensated at a minimum of 125% of the applicable hourly wage, while overtime on rest days and holidays shall follow the corresponding statutory premium rates.

5. **Rest Periods and Meal Breaks.** Provide employees with appropriate meal breaks and weekly rest periods in accordance with applicable labor standards and approved institutional working schedules.

6. **Fair Compensation and Statutory Benefits.** Comply with applicable minimum wage requirements, holiday pay, premium pay, night shift differential, 13th-month pay, statutory leave benefits, and mandatory government contributions, subject to employee eligibility and legal coverage.

7. **Lawful Recruitment and Employment.** Ensure that recruitment, hiring, employment contracts, and termination procedures comply with applicable labor laws. Prohibit recruitment practices involving deception, coercion, unlawful fees, or improper retention of employees' personal documents.

8. **Safe and Healthy Working Conditions.** Maintain appropriate occupational health and safety measures, provide necessary safety training, and protect employees against workplace hazards, harassment, discrimination, and abuse.

9. **Protection of Employee Rights.** Respect employees' rights to lawful employment conditions, fair treatment, freedom of association, and access to appropriate grievance and complaint mechanisms.

10. **Responsible Supplier and Contractor Practices.** Encourage and, where contractually appropriate, require suppliers, contractors, and service providers to comply with applicable labor standards and prohibit forced labor, human trafficking, and unlawful child labor.

Implementation and evidence. The implementation of this policy shall be coordinated through the Administration, Human Resource Development Office, Finance Office, and other concerned institutional units. Resources, Procurement, and contract managers should review hiring and supplier controls. Suggested records: signed policy, employment contracts, supplier declarations, due diligence checklists, training records, and incident-response procedures.

22. Pay-Scale Equity and Gender Pay-Gap Review

Cordillera Career Development College (CCDC) is committed to promoting fair compensation, equal employment opportunities, and nondiscriminatory salary practices for all faculty, administrative personnel, and other employees. The College recognizes that equitable compensation is essential to employee welfare, professional motivation, institutional accountability, and the promotion of decent work.

Through its proposed Pay-Scale Equity and Gender Pay-Gap Review Policy, CCDC seeks to ensure that salaries, allowances, benefits, and compensation adjustments are determined through fair, transparent, and consistently applied institutional standards.

The policy promotes equal pay for work of equal value and seeks to prevent unjustified compensation differences based on sex, gender, or other characteristics unrelated to legitimate job requirements.

Core provisions. CCDC shall uphold the following commitments:

1. **Fair and Equitable Compensation.** Establish and implement appropriate salary structures based on job classifications, qualifications, responsibilities, experience, performance, and other legitimate employment criteria.

2. **Equal Pay for Work of Equal Value.** Promote equitable compensation for employees performing work of equal value, regardless of sex or gender, consistent with applicable Philippine labor laws.

3. **Transparent Salary Standards.** Maintain documented salary classifications, compensation guidelines, and procedures for salary adjustments, allowances, and other employment benefits.

4. **Gender Pay-Gap Monitoring.** Periodically review salary and compensation data to identify potential gender-based disparities among employees performing comparable work.

5. **Fair Hiring and Promotion Practices.** Apply objective and consistent criteria in determining starting salaries, promotions, salary increases, and performance-based incentives.

6. **Compliance with Labor Standards.** Observe applicable minimum wage requirements, statutory benefits, and other compensation-related provisions of Philippine labor laws.

7. **Correction of Unjustified Pay Disparities.** Review identified compensation differences and recommend appropriate corrective measures when disparities cannot be justified by legitimate employment factors.

8. **Confidentiality of Employee Information.** Protect individual salary records and personal information during compensation reviews in accordance with the Data Privacy Act of 2012.

Implementation and evidence. The implementation of this policy shall be coordinated through the Human Resource Development Office, Finance Office, and other authorized institutional bodies. CCDC shall Maintain an updated salary structure and job classification system for academic and non-academic personnel. Suggested records: salary structure, job evaluation criteria, anonymized analysis, corrective action plan, and review dates.

23. Maternity Policy

Cordillera Career Development College (CCDC) is committed to protecting the rights, health, and welfare of female employees during pregnancy, childbirth, and recovery from childbirth.

Through its Employee Handbook and institutional policies, CCDC recognizes the importance of maternity leave, appropriate financial benefits, breastfeeding support, and a family-friendly working environment. Also, in accordance with Republic Act No. 11210, or the 105-Day Expanded Maternity Leave Law, the College provides maternity-related benefits to eligible employees and promotes equal employment opportunities without discrimination based on pregnancy, childbirth, or motherhood.

Core provisions. CCDC shall uphold the following commitments:

1. **Maternity Leave Entitlement.** Provide eligible female employees with 105 days of maternity leave with full pay for live childbirth, regardless of the mode of delivery, in accordance with applicable law.

2. **Additional Leave for Solo Parents.** Grant an additional 15 days of paid maternity leave to eligible female employees who qualify as solo parents under applicable laws.

3. **Leave for Miscarriage or Emergency Termination of Pregnancy.** Provide 60 days of maternity leave with full pay to eligible employees in cases of miscarriage or emergency termination of pregnancy.

4. **Optional Extension of Maternity Leave.** Allow eligible employees to extend maternity leave for an additional 30 days without pay, subject to the notification requirements prescribed by law.

5. **Maternity Benefits and Salary Differential.** Ensure the proper processing of Social Security System (SSS) maternity benefits and payment of applicable salary differentials in accordance with statutory requirements.

6. **Protection Against Discrimination.** Prohibit discrimination, unjustified dismissal, or unfavorable employment treatment based on pregnancy, childbirth, or maternity leave.

7. **Breastfeeding and Lactation Support.** Provide appropriate lactation facilities and compensable breastfeeding or milk-expression breaks in accordance with Republic Act No. 10028 and applicable regulations.

8. **Family-Friendly Work Arrangements.** Consider reasonable work arrangements and appropriate assistance for returning mothers, subject to operational requirements and institutional policies.

9. **Confidentiality and Employee Welfare.** Ensure that maternity-related applications and medical records are handled with confidentiality, sensitivity, and respect for employee privacy

Implementation and evidence. The implementation of the Maternity Policy shall be coordinated through the Human Resource Development Office, Finance and Accounting Office, and other concerned institutional units. Suggested records: approved policy, anonymized utilization statistics, leave forms, and information on lactation facilities.

24. Paternity and Family Leave Policy

Cordillera Career Development College (CCDC) is committed to promoting employee welfare, family well-being, and work-life balance through the provision of paternity leave and other family-related benefits. Through its Employee Handbook and institutional employment policies, CCDC recognizes the importance of supporting employees in fulfilling their family responsibilities while maintaining their employment rights and professional commitments.

In accordance with Republic Act No. 8187, or the Paternity Leave Act of 1996, and other applicable Philippine labor laws, CCDC provides eligible employees with statutory leave benefits and promotes a family-friendly and nondiscriminatory working environment.

Core provisions. CCDC shall:

1. **Provide Paternity Leave.** Grant eligible married male employees seven (7) working days of paternity leave with full pay for the first four deliveries of their lawful spouses, including childbirth or miscarriage, subject to statutory requirements.

2. **Support Family Responsibilities.** Recognize employees' responsibilities in caring for their spouses, children, and dependent family members through applicable leave benefits and institutional policies.

3. **Provide Solo Parent Leave.** Grant eligible solo parent employees up to seven (7) working days of paid parental leave annually, subject to the requirements of Republic Act No. 11861.

4. **Ensure Fair Access to Leave Benefits.** Apply approved leave policies consistently and without unlawful discrimination based on sex, gender, marital status, or family circumstances.

5. **Promote Work-Life Balance.** Consider reasonable work arrangements and appropriate employee assistance in addressing significant family responsibilities, subject to institutional requirements.

6. **Protect Employee Rights.** Ensure that employees are not subjected to unlawful discrimination or adverse treatment for exercising their statutory leave entitlements.

7. **Maintain Confidentiality.** Protect personal and family-related information submitted in support of leave applications.

Implementation and evidence. The implementation of the policy shall be coordinated through the Human Resource Development Office, Finance and Accounting Office, and other concerned institutional units. Suggested records: approved leave provisions, anonymized utilization data, HR advisories, and employee orientation materials.

IV. Stakeholders, Integrity and Public Governance

25. Stakeholder Identification and Engagement Policy

Cordillera Career Development College (CCDC) is committed to strengthening partnerships and promoting meaningful stakeholder participation in institutional development, community engagement, and sustainable development initiatives.

Through its published Stakeholder Engagement Policy, the College recognizes the importance of collaboration with students, employees, alumni, local communities, government agencies, civil society organizations, industry partners, educational institutions, suppliers, and other stakeholders.

As an accredited and recognized Civil Society Organization (CSO) of the Municipal Government of La Trinidad, Benguet, CCDC also participates in local governance, policy consultations, and discussions concerning proposed ordinances and development programs affecting the community.

Through this policy, CCDC seeks to promote inclusive decision-making, transparency, accountability, and collaborative initiatives that respond to institutional and community needs.

Core provisions. CCDC shall uphold the following commitments:

1. **Stakeholder Identification.** Identify relevant internal and external stakeholders, including students, employees, alumni, local communities, government agencies, civil society organizations, industry partners, suppliers, and other affected groups.

2. **Inclusive Stakeholder Participation.** Promote meaningful consultation and participation in institutional programs, community development initiatives, and relevant decision-making processes.

3. **Partnerships and Collaboration.** Establish appropriate partnerships with government agencies, educational institutions, industries, professional organizations, and community groups to support education, research, extension, and sustainability programs.

4. **Participation in Local Governance.** Exercise its role as a recognized CSO by participating in consultations, public hearings, policy discussions, and deliberations on proposed ordinances and local development initiatives in La Trinidad, Benguet.

5. **Transparency and Accountability.** Maintain open communication with stakeholders and appropriately document consultations, agreements, commitments, and project outcomes.

6. **Community Responsiveness.** Consider stakeholder feedback, community needs, and local development priorities in planning institutional programs and extension activities.

7. **Sustainable Partnerships.** Encourage long-term collaborations that promote social inclusion, environmental protection, quality education, and sustainable community development.

Implementation and evidence. The implementation of this policy shall be coordinated through the Office of the President, Academic Affairs, Research and Extension Offices, institutional linkages personnel, and other concerned units. Suggested records: stakeholder register, consultation minutes, MOAs, project reports, feedback, and periodic policy review.

26. Integrity Policy on Corruption, Bribery and Organized Crime

Cordillera Career Development College (CCDC) is committed to maintaining honesty, integrity, transparency, and accountability in all academic, administrative, financial, and institutional operations.

Through its published misconduct guidelines and institutional disciplinary procedures, CCDC recognizes corruption, bribery, fraud, and other dishonest practices as serious violations of institutional standards. These include the exchange of money, gifts, favors, or other benefits in return for grades, academic privileges, employment advantages, or favorable institutional decisions.

The College upholds a zero-tolerance approach to corruption, bribery, fraud, and participation in organized criminal activities, while ensuring that reported violations are handled fairly and in accordance with due process.

Core provisions. CCDC shall uphold the following commitments:

1. **Prohibition of Corruption and Bribery.** Prohibit offering, soliciting, accepting, or giving money, gifts, favors, or other benefits intended to improperly influence academic, employment, procurement, or administrative decisions.

2. **Academic Integrity.** Prohibit the exchange of money, favors, or other benefits for grades, academic recognition, admission, or other educational privileges.

3. **Prevention of Fraud and Misappropriation.** Prohibit falsification of records, fraudulent transactions, misuse of institutional funds, theft, and unauthorized use of college resources.

4. **Transparent Procurement and Financial Management.** Promote fair supplier selection, honest financial reporting, proper documentation, and accountability in purchasing and financial transactions.

5. **Prevention of Conflicts of Interest.** Require employees and authorized decision-makers to disclose actual or potential conflicts of interest that may compromise impartiality in institutional transactions.

6. **Prohibition of Organized Criminal Activities.** Prohibit the use of institutional facilities, resources, or official positions to facilitate criminal activities, including fraud, extortion, trafficking, and other unlawful conduct.

7. **Confidential Reporting and Protection.** Provide appropriate channels for reporting suspected corruption or misconduct while protecting good-faith complainants and witnesses against retaliation.

8. **Fair Investigation and Accountability.** Ensure that allegations are investigated impartially, with appropriate confidentiality and due process, and that established violations are addressed through lawful disciplinary or corrective measures.

Implementation and evidence. The implementation of this policy shall be coordinated through the Office of the President, Human Resource Development Office, Finance and Accounting Office, Student Services Office, and other authorized institutional units**.** Suggested records: approved code of conduct, procurement controls, declarations of conflict of interest, audit findings, training, and case outcomes kept confidential.

27. Academic Freedom Policy

Cordillera Career Development College (CCDC) is committed to upholding academic freedom as a fundamental principle of higher education, promoting intellectual inquiry, independent thinking, responsible research, and the free exchange of ideas.

The College recognizes the rights of faculty members, researchers, and students to engage in teaching, learning, research, scholarly discussions, and publication without undue interference, subject to academic standards, professional ethics, and institutional responsibilities.

CCDC recognizes that academic freedom is essential to advancing knowledge, encouraging innovation, developing critical thinking, and strengthening the institution's contribution to education and sustainable development.

Core provisions. CCDC shall uphold the following commitments:

1. **Freedom in Teaching and Learning.** Support faculty members in discussing academic subjects, selecting appropriate teaching approaches, and encouraging critical inquiry, consistent with approved curricula and academic standards.

2. **Freedom of Research and Inquiry.** Encourage faculty members, researchers, and students to pursue scholarly investigations and explore diverse perspectives within established ethical and academic requirements.

3. **Freedom of Publication and Dissemination.** Respect the right of researchers and faculty members to publish and communicate scholarly findings, subject to research ethics, confidentiality, intellectual property rights, and applicable institutional policies.

4. **Respect for Diverse Perspectives.** Promote open discussion, academic debate, and respectful exchange of ideas without discrimination, intimidation, or inappropriate interference.

5. **Research Integrity and Ethics.** Uphold honesty, objectivity, proper acknowledgment of sources, protection of research participants, and responsible conduct in academic and research activities.

6. **Protection of Academic Rights.** Provide appropriate mechanisms for addressing concerns involving academic freedom, research independence, and academic disputes, consistent with due process.

7. **Academic Responsibility and Accountability.** Ensure that the exercise of academic freedom respects the rights, dignity, privacy, and safety of students, colleagues, research participants, and other stakeholders.

Implementation and evidence. The implementation of the Academic Freedom Policy shall be coordinated through the Office of the President, Academic Affairs, Research Office, academic departments, and other concerned institutional units. Suggested records: policy, research agenda, approved proposals, ethics reviews, publications, and faculty development records.

28. Policy on Academic Advice to Government and Other Organizations

Cordillera Career Development College (CCDC) is committed to contributing its academic expertise, research findings, and institutional experience to government agencies, local government units (LGUs), civil society organizations, industries, and other institutions to support evidence-based policy-making and sustainable development.

As an accredited and recognized Civil Society Organization (CSO) of the Municipality of La Trinidad, Benguet, CCDC actively participates in local governance through stakeholder consultations, policy discussions, and deliberations concerning proposed municipal ordinances and community development initiatives.

The College recognizes that higher education institutions play an important role in improving public policies through research, technical advice, professional expertise, and community engagement. Through this policy, CCDC seeks to strengthen its contribution to informed decision-making, responsive governance, and sustainable community development. should use its teaching, research, and extension capacity to support relevant public-sector learning and capacity building.

Core provisions. CCDC shall uphold the following commitments:

1. **Evidence-Based Academic Advice.** Provide research-informed recommendations, technical insights, and professional expertise to government agencies, LGUs, civil society organizations, industries, and other institutions within the College's areas of competence.

2. **Participation in Local Policy-Making.** Participate in consultations, public hearings, and discussions concerning proposed ordinances, development plans, and public policies, particularly through its recognized CSO status in La Trinidad.

3. **Research and Knowledge Sharing.** Communicate relevant research findings and academic knowledge that may support improvements in education, governance, environmental protection, public health, social welfare, and community development.

4. **Academic Independence and Integrity.** Ensure that institutional advice is objective, evidence-based, and free from improper influence, with appropriate disclosure of conflicts of interest and limitations of available evidence.

5. **Institutional Partnerships.** Strengthen collaboration with government agencies, professional organizations, industries, and community stakeholders through research, technical consultations, and advisory activities.

6. **Authorized Institutional Representation.** Ensure that official policy recommendations and institutional positions are communicated through duly authorized representatives and appropriate administrative procedures.

7. **Documentation and Accountability.** Maintain appropriate records of consultations, advisory engagements, recommendations, and institutional contributions to policy development.

Implementation and evidence. The implementation of this policy shall be coordinated through the Office of the President, Administration, Academic Affairs, Research and Extension Offices, institutional linkages personnel, and other concerned academic units. Suggested records: training proposals, attendance, materials, evaluation results, partner requests, and post-training reports.

29. Policy on Outreach, Education and Capacity Building for Policymakers

Cordillera Career Development College (CCDC) is committed to sharing its academic expertise, research findings, and institutional resources to strengthen the knowledge, skills, and competencies of government officials, policymakers, civil society organizations, and community leaders.

Through its research, extension, and community engagement programs, the College recognizes its role in supporting evidence-based policy-making, responsive governance, and sustainable community development.

As an accredited and recognized Civil Society Organization (CSO) of the Municipality of La Trinidad, Benguet, CCDC participates in local governance consultations and seeks to contribute to the capacity development of local government officials and other stakeholders through relevant educational programs, seminars, workshops, and technical assistance.

Core provisions. CCDC shall uphold the following commitments:

1. **Capacity Building for Policymakers.** Offer or participate in seminars, workshops, training programs, and educational activities that strengthen the knowledge and competencies of government officials, policymakers, and community leaders.

2. **Evidence-Based Policy Education.** Share relevant research findings, professional expertise, and technical knowledge to support informed policy-making and public administration.

3. **Training on Sustainable Development.** Promote educational and capacity-building initiatives on governance, law, economics, technology, environmental management, climate change, public health, social inclusion, and sustainable development, consistent with institutional expertise.

4. **Partnerships with Government and Civil Society.** Collaborate with LGUs, national government agencies, professional organizations, and civil society groups in planning and implementing relevant training and educational initiatives.

5. **Community-Responsive Programs.** Design capacity-building activities based on identified needs, institutional capabilities, and local development priorities.

6. **Inclusive Participation.** Encourage equitable access to training opportunities for local officials, community representatives, and other relevant stakeholders.

7. **Monitoring and Evaluation.** Document training activities, participant feedback, learning outcomes, and recommendations to improve future capacity-building programs.

Implementation and evidence. The implementation of this policy shall be coordinated through the Office of the President, Administration, Academic Affairs, Research and Extension Offices, institutional linkages personnel, and other concerned academic units. Suggested records: training proposals, attendance, materials, evaluation results, partner requests, and post-training reports.

30. Academic Institution as a Neutral Platform for Political Dialogue

Cordillera Career Development College (CCDC) recognizes the importance of open dialogue, academic freedom, civic participation, and informed public discussion in strengthening democratic governance and responsible citizenship.

As an educational institution and an accredited Civil Society Organization (CSO) of the Municipality of La Trinidad, Benguet, CCDC recognizes its role in providing opportunities for constructive discussions on political, social, economic, environmental, and community development issues.

Through its proposed Policy on Academic Institutions as Neutral Platforms for Political Dialogue, the College seeks to provide a safe, respectful, inclusive, and nonpartisan environment where students, faculty, government representatives, political stakeholders, civil society organizations, and community members may exchange ideas and discuss public concerns.

The College upholds political neutrality in its institutional activities while respecting academic freedom, freedom of expression, and the rights of individuals to hold diverse political opinions.

Core provisions. CCDC shall uphold the following commitments:

1. **Political Neutrality.** Maintain institutional impartiality in political discussions and public forums without endorsing or opposing particular political parties or candidates.

2. **Freedom of Expression and Academic Discussion.** Encourage lawful and respectful discussions of political, social, and public policy issues, consistent with academic freedom and applicable laws.

3. **Inclusive and Balanced Dialogue.** Provide fair opportunities for different perspectives to be presented in educational forums, public consultations, and other institutional discussions.

4. **Respectful and Safe Participation.** Prohibit harassment, intimidation, discrimination, threats, coercion, and other inappropriate behavior during political discussions and institutional activities.

5. **Civic Education and Responsible Citizenship.** Promote awareness of democratic processes, public policies, governance, electoral systems, and responsible civic participation through academic and educational activities.

6. **Participation in Public Policy Discussions.** Support institutional participation in local governance consultations, including discussions on proposed ordinances and development initiatives, through CCDC's recognized CSO status.

7. **Compliance with Election Laws.** Ensure that political forums and related activities comply with applicable election laws and institutional regulations, and distinguish civic education from partisan election campaigning.

8. **Transparent Event Management.** Apply fair and consistent procedures for approving activities, inviting speakers, conducting discussions, and managing institutional facilities.

Implementation and evidence. The implementation of this policy shall be coordinated through the Office of the President, Administration, Academic Affairs, Student Services Office, and other concerned institutional units. It shall require events approval, transparent invitations, moderation guidelines, and equal application of rules. Suggested records: event proposals, invitations, ground rules, speaker selection rationale, attendance, and feedback.

Implementation, Monitoring and Review

To move from a consolidated booklet to an auditable policy portfolio, CCDC shall use the following implementation cycle:

1. Policy validation: The Office of the President and responsible offices confirm the latest approved version, issuance number, date, scope, and legal basis for each policy.
2. Gap assessment: Identify topics where a formal policy is absent, outdated, or only partially documented. Mark proposed items as drafts until approved.
3. Assignment of accountability: Name the lead office, supporting offices, implementation timetable, and reporting frequency for every policy.
4. Evidence management: Maintain an organized digital repository of signed policies, memoranda, handbooks, contracts, training materials, logs, monitoring data, and reports.
5. Performance indicators: Where relevant, track participation and outcomes using measurable indicators such as water consumption, waste recycled, waste sent to landfill, energy use, renewable generation, complaints resolved, accommodation requests addressed, and stakeholder engagements.
6. Annual review: Review implementation at least annually and whenever laws, institutional operations, or material risks change. Record revisions and approvals.

Policy Register

No.	Policy area	Lead office	Review / evidence
1	Poverty and policy participation	President / Research / Extension	Consultations, policy briefs
2	Smoke-free campus	Administration / Student Affairs	Current memo, signage, logs
3	Lifelong learning	Academic Affairs / Extension	Program and participation data
4–5	Gender equality, admissions, safe spaces	Registrar / HR / Student Affairs	Handbooks, disaggregated data
6–8	Maternity, paternity, reporting protection	HR / Student Affairs	Leave rules, confidential procedures
9	Water conservation and reuse	Facilities / Pollution Control Officer	Meter and rainwater records
10–11	Divestment, clean energy	Finance / Administration	Portfolio review, energy data
12–15	Labor, pay equity, disability, harassment	HR / Administration	Employment rules, audits, training
16	Ethical sourcing	Procurement / Business Office	Supplier criteria, contracts
17–19, 23–24	Hazardous waste, recycling, plastics	GSO / Pollution Control Officer	Waste records, hauling documents
20–22	Land and biodiversity	Facilities / Grounds	Plans, surveys, planting records
25	Stakeholder engagement	Linkages / Extension	Register, MOAs, minutes
26	Integrity and anti-corruption	President / HR / Finance	Code, controls, audit records
27	Academic freedom	Academic Affairs / Research	Policy, research records
28–30	Policy advice, capacity building, dialogue	President / Research / Extension	Briefs, training, event records