

MEMORANDUM

TO : ALL TPB EMPLOYEES

DATE : 01 October 2024

SUBJECT : Issuance of Stainless Trash Bins

Please be informed that the Procurement and General Services Division (PGSD) will be distributing small stainless trash bins to all TPB personnel.

To maintain office cleanliness and to adhere to Five E-Com Building rules for garbage segregation, kindly avoid throwing wet / food wastes in the said bins.

Please use our trash bins located in the pantry for your wet / food wastes and other large dry wastes.

In addition, kindly surrender your old garbage bins to PGSD for proper disposition.

Thank you.



JANET W. CANOY

Officer-in-Charge

Office of the Deputy Chief Operating Officer for Corporate Affairs