



Republic of the Philippines  
**MANILA INTERNATIONAL AIRPORT AUTHORITY**

MIAA Administration Building, MIA Road Pasay City, Metro Manila

**JAN 08 2010**

**MEMORANDUM CIRCULAR NO. 01**  
Series of 2010

TO : **All Concerned**

FROM : **The General Manager/Director General**

SUBJECT : **Clean, Healthy & Environmental Friendly Airport**

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**GENERAL**

1. Consistent with the Manila International Airport Authority's thrust of promoting orderliness and cleanliness through the MIAA 5S Program "**NAIA A Litter and Clutter-Free Zone**", measures shall be adopted to prevent environmental pollution, safeguard sanitary condition of the airport complex and promote the health and welfare of all airport users.

**PURPOSE**

2. This MC sets the policy and guidelines in maintaining a "Litter and Clutter-Free Zone" Airport; defines prohibited acts, and prescribes fines and penalties for their violation, pursuant to Section 2 and 4, Pasay City Ordinance No. 1572, s-1999.

**SCOPE**

3. This Circular shall apply to government and private employees, concessionaires, contractors and other persons/entities doing business within the airport complex, the general public and other airport users.

**POLICY**

4. NAIA Complex shall be a litter and clutter-free area at all times. Littering or acts of unsanitary conduct, neglect, and all forms of vandalism is prohibited and shall be penalized.

## **DEFINITION OF TERMS**

Airport complex – refers to Terminals 1, 2,3, MDPT, International and Domestic Cargo Terminals, General Aviation Area and the outlying areas over which the Authority exercises jurisdiction.

Concessionaire – A company or an individual allowed by the MIAA, through a contract to operate and maintain business activity within the airport complex.

Contractor – A company or an individual that provides service to the MIAA, other government and private offices, through a contract of service within the airport complex.

## **GUIDELINES**

5. All government and private employees, concessionaires, contractors and other individual/entity within the airport complex shall be responsible for the cleanliness and upkeep of their respective establishments or work areas and immediate surroundings.
6. Garbage must be properly disposed of, placed in proper receptacles and delivered to the Material Recovery Facility (MRF) or designated trash collection site.
7. Service providers assigned to MIAA and other government and private agencies shall have the continuing responsibility of ensuring the efficiency of their personnel in maintaining the cleanliness in their respective areas, garbage collection and disposal of the same.
8. The general public (passengers, visitors, well-wishers, etc) is enjoined to observe the prohibition against littering, unsanitary conduct, neglect and all forms of vandalism while at the airport complex.

## **PROHIBITED ACTS**

9. The following acts are strictly prohibited within the airport complex:
  - a. Littering, defecating, urinating, spitting;
  - b. Writing or defacing of walls, lamp posts or perimeter fences
  - c. Posting bills, posters, signage, banners and the likes without permit from the MIAA.
  - d. Any other act of vandalism perpetrated on any areas, walls, pavement and properties of the MIAA.

## FINES AND PENALTIES

10. 1<sup>st</sup> Offense – Any person found to be violating this MC shall be penalized by an administrative fine of FIVE HUNDRED PESOS (Php500.00) plus EVAT or to community service for one (1) day.  
  
In case of failure to pay the administrative fine, the violator shall be penalized, after conviction by a fine of ONE THOUSAND PESOS (Php 1,000.00) or imprisonment of three (3) to seven (7) days of arresto menor or both at the discretion of the court.
11. 2<sup>nd</sup> Offense- Offenders, under Item 10 (a) (b) and (c) shall be meted an administrative fine of ONE THOUSAND PESOS (Php1,000.00) plus EVAT. If the violator is a government employee, he/she shall be endorsed to the Head of Agency, for appropriate administrative charges, based on CSC Rules and Regulations. If the violator is an employee of a private entity, he/she shall be endorsed for administrative sanctions by his/her respective agency.
12. 3<sup>rd</sup> Offense- Any of the abovementioned offenders shall be meted an administrative fine of TWO THOUSAND PESOS (Php2,000.00) plus EVAT. If the violator is a government employee he/she shall be endorsed to the Head of Agency, for appropriate administrative charges, based on CSC Rules and Regulations. If the violator is an employee of a private entity, he/she shall be endorsed for administrative sanctions by his/her respective agency.
13. 4<sup>th</sup> Offense – Any of the abovementioned offenders shall be meted an administrative fine of FOUR THOUSAND PESOS (Php4,000.00) plus EVAT. He/she shall be considered a recidivist and his/her name shall be included in the MIAA Security Stop List (barred from entering the NAIA premises). He/she shall be endorsed to the Head of his/her the Agency for appropriate sanctions.
14. The 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Offenders who failed to pay the corresponding administrative fine shall be charged for violation of Pasay Ordinance No. 1572-s-1999, further penalties shall be upon the court's discretion.
15. Departing or arriving passenger committing any of the prohibited acts shall be warned, their violation recorded and endorsed to IID for database purposes. However, passengers who have committed succeeding offenses shall be penalized of a fine equivalent to the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> offense, whichever is applicable.
16. In addition to the imposition of a fine, the MIAA ID or pass of the violator shall be confiscated. The said ID or pass shall be returned to the owner after payment of administrative fine at the MIAA Collection Division located at the G/F MIAA Administration Building.



17. Offender/s shall be brought to the Intelligence and Investigation Division (IID) for appropriate action. The apprehending office shall, thereafter, issue an Anti-Littering/Vandalism Violation Receipt (Annex A), addressed to the MIAA Collection Division, for the payment of prescribed fines.
18. In case of non-payment or refusal to pay the administrative penalty prescribed in this Circular, appropriate charges shall be filed against the person, in accordance with Pasay City Ordinance No. 1572 (Anti-Littering), Series of 1999.
19. The IID shall keep a database of the Anti-Littering violation, action taken and report submitted to the MIAA General Manager, copy furnished the Chairperson, MIAA 5S Committee.

### **RESPONSIBILITIES**

20. The non-compliance or non-conformity of an office or work area to this MC will be considered negligence or inefficiency on the part of the immediate supervisor and/or the Manager, without need for further proof.
21. The MIAA 5S Committee and Sub-Committees shall conduct regular inspection of the airport complex to ensure that the 5S Standards are complied with consistently.
22. The members of the Airport Police Department are specifically charged with the enforcement of this MC. Terminal Managers and other officials of the Terminals are designated Agents or Deputies of the Airport Police Department in the enforcement of this MC within the Terminal.
23. The Airport Police Department (through the corporate office) shall implement this Circular in areas not covered by the Terminal Management Concept. Further, the APD, in coordination with the Barangay Officials and other local government units in the underlying communities and areas within the airport complex, shall implement this Circular.
24. All MIAA employees must be compliant with the policy and guidelines prescribed hereunder, ensure the widest dissemination of this Circular and shall set a good example to visitors and other airport users.
25. The Business Development and Concessions Management Department shall include a provision in all concession contracts for the observance of the guidelines in maintaining a "Litter and Clutter-Free Zone" airport.

### **SUPERSESSION CLAUSE**

26. MIAA issuances inconsistent with this policy are hereby superseded or modified accordingly.

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## EFFECTIVITY

27. This Circular shall take effect thirty (30) days after its publication in newspaper of general circulation.

For strict compliance.

  
ALFONSO G. CUSI