SAINT LOUIS UNIVERSITY



12 RESPONSIBLE CONSUMPTION AND PRODUCTION

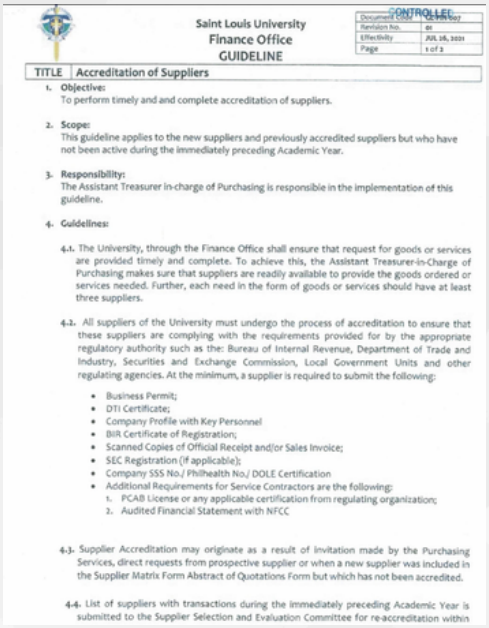
LESS WASTE, SMARTER SYSTEMS: HOW SAINT LOUIS UNIVERSITY PRACTICES RESPONSIBLE CONSUMPTION

Saint Louis University applies institutional oversight to its operations and supply chain through strict ethical procurement policies, whole-campus waste tracking, and sustainable resource recovery initiatives.

Ethical Sourcing Frameworks and Localized Community Procurement

Saint Louis University supports responsible procurement and sustainable consumption through institutional supplier accreditation guidelines and community-based local purchasing programs. Under SDG 12, Responsible Consumption and Production, this indicator measures whether the university has a policy on the ethical sourcing of food and supplies. The university maintains an active policy on this matter, with operational data and records provided by the Finance Office, its Purchasing Division, and the School of Accountancy, Management, Computing, and Information Studies.

The ethical sourcing policy of the university, reviewed and officially implemented on February 19, 2021, governs all procurement practices. The Finance Office, directed by the Vice President for Finance and the Assistant Treasurer in charge of purchasing, ensures that the institution maintains at least three accredited suppliers for each recognized need. No purchase order or contract is issued to unaccredited suppliers. Suppliers with previous transactions must undergo re-accreditation during the first quarter of every academic year. Any suppliers that are suspended, blacklisted, or non-compliant are required to complete the re-accreditation process before they can resume business with the institution.



Saint Louis University
Finance Office
GUIDELINE

CONTROLLED

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TITLE: Accreditation of Suppliers

1. Objective:
To perform timely and and complete accreditation of suppliers.

2. Scope:
This guideline applies to the new suppliers and previously accredited suppliers but who have not been active during the immediately preceding Academic Year.

3. Responsibility:
The Assistant Treasurer in-charge of Purchasing is responsible in the implementation of this guideline.

4. Guidelines:

4.1. The University, through the Finance Office shall ensure that request for goods or services are provided timely and complete. To achieve this, the Assistant Treasurer-in-Charge of Purchasing makes sure that suppliers are readily available to provide the goods ordered or services needed. Further, each need in the form of goods or services should have at least three suppliers.

4.2. All suppliers of the University must undergo the process of accreditation to ensure that these suppliers are complying with the requirements provided for by the appropriate regulatory authority such as the: Bureau of Internal Revenue, Department of Trade and Industry, Securities and Exchange Commission, Local Government Units and other regulating agencies. At the minimum, a supplier is required to submit the following:

- Business Permit;
- DTI Certificate;
- Company Profile with Key Personnel
- BIR Certificate of Registration;
- Scanned Copies of Official Receipt and/or Sales Invoice;
- SEC Registration (if applicable);
- Company SSS No./ Philhealth No./ DOLE Certification
- Additional Requirements for Service Contractors are the following:
  1. PCAB License or any applicable certification from regulating organization;
  2. Audited Financial Statement with NFCC

4.3. Supplier Accreditation may originate as a result of invitation made by the Purchasing Services, direct requests from prospective supplier or when a new supplier was included in the Supplier Matrix Form Abstract of Quotations Form but which has not been accredited.

4.4. List of suppliers with transactions during the immediately preceding Academic Year is submitted to the Supplier Selection and Evaluation Committee for re-accreditation within

To verify compliance with national and local standards, the accreditation process requires businesses to submit documentation from relevant regulatory agencies. Required documents include business permits, company profiles, and certificates from the Bureau of Internal Revenue alongside the Department of Trade and Industry. Depending on the type of supplier, additional records such as Securities and Exchange Commission registration and employment certifications from the Social Security System, PhilHealth, and the Department of Labor and Employment are mandated. Service contractors are further required to provide audited financial statements and a Philippine Contractors Accreditation Board license.

Beyond institutional procurement, the university applies ethical sourcing principles through direct community engagement.



The School of Accountancy, Management, Computing, and Information Studies organized a responsible food-sourcing initiative that connected agricultural workers directly with the campus population. Through this outreach program, the university purchased approximately 1,700 kilograms of cabbage directly from local farmers. This direct transaction provided an alternative market for the farmers and redirected agricultural produce that might have otherwise remained unsold.

The sourced agricultural goods were distributed across the university and to local partners. Recipients included students, faculty members, administrative staff, and support personnel handling security and janitorial services. A portion of the fresh produce was also allocated to community beneficiaries, specifically The Halfway Home for the Boys. By linking local farmers with consumers inside and outside the campus, the initiative modeled local sourcing and the responsible acquisition of food supplies.

Saint Louis University provides a regulated framework for ethical sourcing and implements practical local purchasing initiatives to support sustainable supply chains.

Disposable Policy: Extensions to Services

A large share of a university's waste is paper: forms, reports, memos, and copies of copies. SLU has been chipping away at this by bringing more of its services online.

In September 2025, the University updated its Paper Trail document management system and the Faculty Portal. Faculty members can now encode their Annual Faculty Activity Report, process documents, and submit administrative reports through the portal rather than printing and routing them by hand. In June 2026, SLU added the Paper Trail Facilities Management System during its Calendar Summit, so requests related to facilities can also be handled digitally. Every form that no longer needs to be printed is paper saved.
The University also recovers value from materials it no longer uses. For the reporting period, SLU earned ₱73,685.00 from the sale of recyclable waste and ₱118,989.00 from the sale of condemned items, or ₱192,674.00 in all. Instead of being thrown out, these materials were passed on for reuse or recycling.

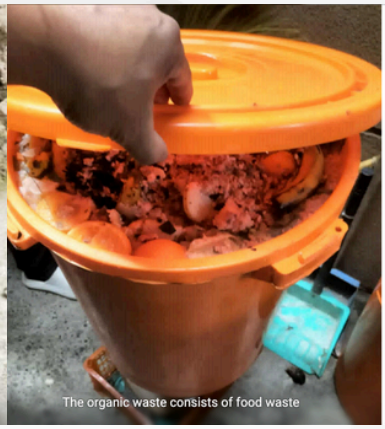




Policy Waste Disposal – Landfill Policy

SLU's solid waste rules follow Republic Act No. 9003, or the Ecological Solid Waste Management Act of 2000, as well as Baguio City Ordinance No. 18, Series of 2016, the city's Environment Code. The core rule is segregation at source. Whoever produces the waste sorts it on the spot into biodegradable, recyclable, residual, or special waste, and each type goes into its own container.


Weighing of organic waste at the Materials Recovery Facility (MRF)


The organic waste consists of food waste


The organic waste consists of leaves and branches.

Janitorial personnel collect only waste that has already been segregated, and they keep the types apart while collecting. The waste is then kept in a designated facility until the City General Services Office collects it for final disposal. SLU also keeps records of the waste it produces, including, where possible, how much goes to landfill and how much is recycled, reused, or composted. These figures help the University find ways to send less to the landfill.

School deans and heads of offices are tasked with spreading the word and seeing to it that their people comply. The Special Services Department and the outsourced janitorial providers work with the Center for Environmental Management and Sustainable Development (CEMSD) to carry out the policy.

None of these measures is dramatic on its own. Labeling a chemical bottle, filing a report online, or dropping a plastic cup into the right container takes only a moment. But when thousands of students, faculty, and staff do these things as a matter of routine, the results add up: safer handling of hazardous waste, less paper used, materials recovered and sold, and less trash headed for the landfill. There is still more to do, but the practices described here show a University that treats responsible consumption as part of its everyday work and intends to keep it that way for the generations that follow.