UNIVERSITY MEMORANDUM NO. 042, SERIES OF 2025

TO: All Vice Presidents, Deans, Directors, Heads of Offices, Faculty Members, Administrative Personnel, Students, and All Concerned

FROM : DR. THERESITA VI. ATIENZA
University President

DATE : August 04, 2025

SUBJECT : **ADOPTION OF THE QUEZON CITY CLIMATE CHANGE ACTION ROADMAP AND ESTABLISHMENT OF QUEZON CITY UNIVERSITY'S CARBON NEUTRALITY TARGET BY 2050**

In support of Quezon City's commitment to climate change mitigation, environmental sustainability, and low-carbon development, Quezon City University (QCU) hereby affirms its institutional adoption of the **Enhanced Quezon City Local Climate Change Action Plan (Enhanced QC-LCCAP) 2021–2050**, adopted through Quezon City Council Resolution No. SP-8670, Series of 2021.

This memorandum is likewise issued in recognition of Quezon City Ordinance No. SP-3009, Series of 2020, establishing the Climate Change and Environmental Sustainability Department, and Republic Act No. 9729, otherwise known as the Climate Change Act of 2009, as amended.

The Enhanced QC-LCCAP establishes the City's commitment to reducing greenhouse gas emissions by 30% by 2030 compared with the projected business-as-usual scenario and pursuing net-zero greenhouse gas emissions by 2050.

As a public higher education institution operating within Quezon City, QCU recognizes its responsibility to contribute to these climate objectives through sustainable campus operations, energy conservation, responsible resource management, climate-responsive infrastructure, environmental education, research, and community engagement.

Accordingly, the following institutional directives are hereby established:

1. Institutional Carbon Neutrality Target

Quezon City University hereby establishes the year 2050 as its institutional target date for achieving carbon neutrality, with the long-term objective of net-zero greenhouse gas emissions, consistent with the Enhanced Quezon City Local Climate Change Action Plan 2021–2050.

The target shall cover greenhouse gas emissions arising from University-controlled operations and shall be progressively expanded to include relevant indirect emissions across the University's value chain.

QCU shall prioritize actual and sustained emissions reductions through operational efficiency, renewable energy, responsible procurement, and other appropriate mitigation measures.

Any residual emissions addressed through carbon removals or credits shall be transparently accounted for using credible methodologies and shall not substitute for feasible direct emissions reductions.

2. Adoption of Greenhouse Gas Protocol Standards

QCU shall develop and maintain an institutional greenhouse gas inventory using internationally recognized greenhouse gas accounting principles.

The University shall adopt the relevant standards of the Greenhouse Gas Protocol, particularly:

a. **GHG Protocol Corporate Accounting and Reporting Standard** – for institutional greenhouse gas accounting and reporting.

b. **GHG Protocol Scope 2 Guidance** – for accounting for emissions associated with purchased electricity and other applicable purchased energy.

c. **GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard** – for assessing relevant indirect emissions associated with procurement, transportation, waste, business travel, and other applicable activities.

Institutional greenhouse gas emissions shall be measured and reported in metric tons of carbon dioxide equivalent (tCO_2e).

3. Institutional Greenhouse Gas Emissions Inventory

The University shall establish a greenhouse gas emissions inventory covering the following categories:

Scope 1 – Direct Emissions

Emissions from sources owned or controlled by the University, including applicable fuel combustion, University-operated vehicles, generators, and refrigerant leakage.

Scope 2 – Indirect Energy Emissions

Emissions associated with purchased electricity and other applicable purchased energy consumed by University facilities.

Scope 3 – Other Indirect Emissions

Relevant emissions associated with University activities, including purchased goods and services, waste disposal, employee and student commuting, official travel, and other material categories.

The initial inventory shall establish the University's emissions baseline using a complete and reliable reporting year, subject to data availability and verification.

The designated coordinating office shall recommend the baseline year and document the inventory's organizational boundaries, operational boundaries, emission factors, assumptions, and data limitations.

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4. Institutional Climate Action Targets and Milestones

To support the 2050 carbon neutrality commitment, QCU shall adopt the following institutional implementation milestones:

Target year	Institutional milestone
2027	Establish an institutional greenhouse gas inventory, determine the baseline year, and prepare the initial QCU Carbon Management and Climate Action Plan
2030	Implement the first major phase of greenhouse gas reduction initiatives and establish a quantified institutional emissions reduction target informed by the verified baseline
2035	Conduct a comprehensive assessment of emissions reductions, renewable energy integration, and resource efficiency measures
2040	Implement advanced decarbonization measures across major University operations and relevant indirect emission sources
2045	Assess remaining emissions, identify technically feasible mitigation measures, and prepare a verified pathway toward the 2050 target
2050	Achieve the institutional carbon neutrality target, subject to credible greenhouse gas accounting, verification, and transparent reporting

The University's interim reduction targets shall be quantified following completion of the baseline inventory and appropriate technical assessment.

The City's 30% reduction target for 2030 shall serve as a reference for institutional planning. It shall not automatically be represented as an achieved or formally quantified QCU reduction target without an approved University baseline and methodology.

5. Campus Climate Change Mitigation Measures

All concerned University offices shall support the development and implementation of appropriate climate mitigation initiatives, including:

a. Energy efficiency and conservation in classrooms, laboratories, offices, and other University facilities.

b. Progressive adoption of energy-efficient lighting, equipment, and building systems.

c. Assessment and integration of renewable energy technologies, including solar energy where feasible.

d. Water conservation and resource-efficient campus operations.

e. Waste prevention, segregation, recycling, and responsible disposal.

f. Sustainable procurement and reduced consumption of unnecessary single-use materials.

g. Sustainable transportation, mobility, and commuting initiatives.

h. Environmentally responsible construction, renovation, and infrastructure management.

i. Campus greening, biodiversity protection, and appropriate climate-resilient landscaping.

j. Climate change awareness, research, extension, and community engagement activities.

All initiatives shall be implemented in accordance with applicable laws, approved budgets, and institutional development priorities.

6. Preparation of the QCU Carbon Management and Climate Action Plan

The University shall develop a **QCU Carbon Management and Climate Action Plan 2027–2050** aligned with the Enhanced QC-LCCAP.

The plan shall include:

a. Institutional greenhouse gas inventory and baseline.

b. Identification of major emission sources.

c. Quantified greenhouse gas reduction objectives and interim targets.

d. Priority mitigation programs and projects.

e. Energy efficiency and renewable energy strategies.

f. Sustainable transportation and waste management initiatives.

g. Resource requirements and implementation responsibilities.

h. Performance indicators and monitoring arrangements.

i. Periodic assessment and reporting procedures.

j. Strategies for addressing residual emissions consistent with recognized carbon accounting principles.

The plan shall be reviewed periodically to incorporate updated emissions data, relevant technologies, and applicable regulatory requirements.

7. Institutional Coordination and Implementation

The Office of the Vice President for Administration, or the appropriate designated office, shall coordinate implementation of this memorandum in collaboration with:

- Physical Facilities and Engineering Office or equivalent unit;
- Planning and Development Office;
- Institutional Quality Assurance Office;
- Finance and Budget Office;
- Procurement Office;
- Research and Extension Offices;
- Academic Colleges and Departments;
- Student Affairs and Services Office; and
- Other relevant University units.

The University President may designate a **QCU Climate Action and Carbon Management Technical Working Group** to coordinate greenhouse gas accounting, climate action planning, implementation, and reporting.

The University shall seek appropriate technical coordination with the **Quezon City Climate Change and Environmental Sustainability Department** to promote alignment with the City's climate action roadmap.

8. Monitoring, Measurement, and Reporting

QCU shall establish a monitoring and reporting mechanism to assess progress toward its carbon neutrality target.

The monitoring framework shall include:

a. Annual greenhouse gas emissions inventory.

b. Electricity and fuel consumption monitoring.

c. Renewable energy generation and utilization.

d. Waste generation and management indicators.

e. Water consumption and conservation indicators.

f. Relevant transportation and commuting emissions.

g. Implementation status of mitigation projects.

h. Progress toward approved emissions reduction targets.

The designated coordinating office shall prepare an **Annual QCU Greenhouse Gas Emissions and Climate Action Progress Report** for submission to the University President.

The report shall distinguish actual emissions reductions from estimated, projected, or offset emissions and shall disclose material methodological limitations.

9. Integration into Institutional Planning and Operations

All concerned University offices shall incorporate relevant climate mitigation and sustainability considerations into institutional planning, operational management, procurement, infrastructure development, research, instruction, and extension activities.

Where appropriate, climate-related programs and projects shall be integrated into the University's annual operational plans, investment priorities, and approved budget proposals.

10. Institutional Transparency and Public Disclosure

To demonstrate QCU's commitment to climate action and environmental accountability, the University shall publicly communicate its institutional carbon neutrality target of **2050** through appropriate official communication channels.

The University shall also make available suitable summaries of its greenhouse gas inventory, approved climate action plan, and periodic progress reports, subject to applicable information disclosure and data protection requirements.

Public statements concerning carbon neutrality, net-zero progress, emissions reductions, and carbon offsets shall be supported by appropriate documentation and shall not overstate institutional achievements.

11. Compliance and Effectivity

All concerned University officials, academic units, administrative offices, faculty members, employees, and students are hereby enjoined to support the implementation of this memorandum.

The designated coordinating offices shall initiate the necessary planning, data collection, coordination, and implementation activities consistent with their respective mandates.

This memorandum shall take effect immediately upon approval and issuance.

For information, guidance, and compliance.

DR. THERESITA V. ATIENZA
University President

Date Approved: August 04, 2025

Cc: *Office of the Vice President for Academic Affairs*
Office of the Vice President for Administration and Finance
Records Management Office