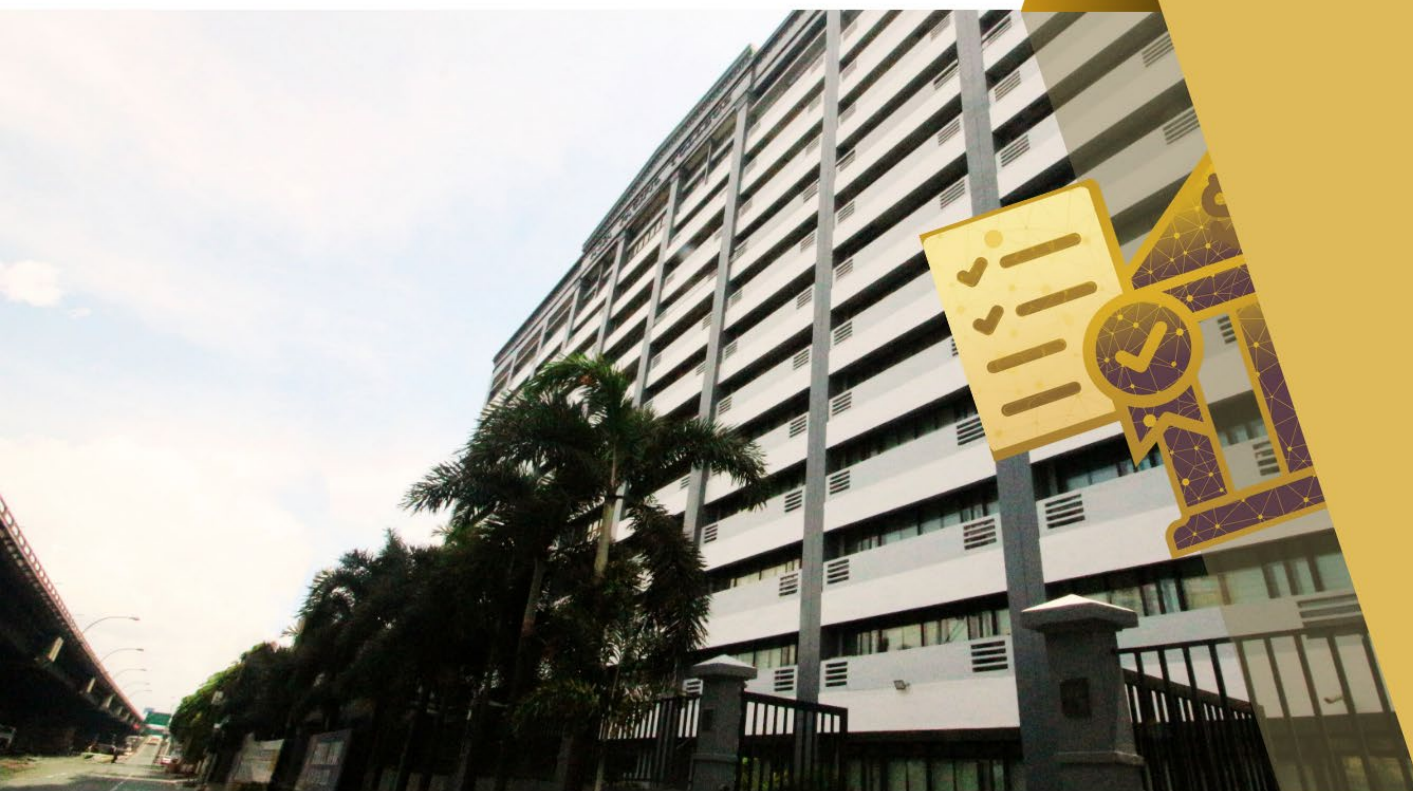




2025

INSTITUTIONAL **SUSTAINABILITY**

POLICY FRAMEWORK



REAL PROJECTS. REAL LEARNING.®

www.apc.edu.ph

INSTITUTIONAL SUSTAINABILITY POLICY FRAMEWORK

(ESG-Aligned Governance and Quality Framework)

IV. Sustainability Governance and Leadership Structure

A. Institutional Oversight and Policy Leadership

1. Office of the President

Overall oversight of this Institutional Sustainability Policy Framework shall reside with the Office of the President. The President shall provide executive direction, ensure institutional alignment, and approve major sustainability policy actions, priorities, and reviews.

2. Sustainability Steering Committee

APC shall maintain or designate a Sustainability Steering Committee to coordinate the implementation of this Framework and its three pillars. The Committee shall serve as the principal cross-functional body for sustainability planning, coordination, review, and institutional alignment. For the Environmental pillar, specialized technical coordination may be undertaken through the APC Energy Management Committee (EMC) or an equivalent institutionally designated committee. The EMC shall function as the energy-focused technical coordination mechanism supporting the Environmental pillar and shall coordinate with the Sustainability Steering Committee on matters requiring institutional integration, review, reporting, or policy direction.

3. Quality Assurance as Central Coordinating and Monitoring Office

The Quality Assurance Office shall serve as the central coordinating and monitoring office for this Framework. It shall support policy integration, tracking of targets and indicators, documentation, consolidation of reports, monitoring of implementation status, and facilitation of periodic review and continual improvement.

B. APC Pillar Leads and Implementing Structure

Implementation of the three pillars shall be led by the following responsible offices:

Pillar	Lead Office
Environmental Sustainability	Executive Director for Technical Services
Social Sustainability	Executive Director for Academic Services
Governance for Sustainability	Director for Quality Assurance

These lead offices should coordinate with the concerned offices, units, and officers necessary for effective implementation. For the Environmental pillar, implementation may be carried out through supporting implementing policies, guides, systems, and technical procedures, including the APC Energy Policy, the APC Energy Program Implementation Guide, and the Energy Management System (EnMS), as applicable.

For employee-related aspects of the Social Sustainability pillar, the Human Resources Office shall serve as the primary implementing office in relation to fair employment practices, labor standards compliance, compensation and benefits administration, employee relations, training and development, occupational safety and health, performance management, diversity, equity, and inclusion, and related workplace sustainability initiatives, in coordination with the Executive Director for Academic Services, Quality Assurance, Technical Services, and other concerned offices.

C. Steering Committee Composition and Support Offices

Consistent with APC's institutional structure and policy development process, the Sustainability Steering Committee or equivalent working group may include, as appropriate:

- Executive Director for Academic Services
- Executive Director for Technical Services
- Director for Quality Assurance
- Director, Research and Creative Works Office
- Director, Logistics
- Director, Finance and Accounting
- Director, Human Resources
- Energy Manager
- and such other offices or representatives as may be designated by the President.

Technical Services shall cover the relevant operational functions under its supervision, including Building Maintenance Office and IT Resources, insofar as these support implementation of the Environmental pillar and related monitoring systems.

D. Role of the Energy Manager and Other Support Offices

The Energy Manager shall serve as a key technical implementer and adviser under the Environmental pillar, particularly in relation to energy performance, monitoring, efficiency initiatives, alignment with institutional energy management systems and practices, and implementation of the APC Energy Program Implementation Guide, the EnMS, and related energy programs approved by APC.

Other offices concerned, including Research and Creative Works, Logistics, Finance and Accounting, Human Resources, and other administrative or academic units, shall support implementation within their respective mandates and in accordance with the applicable pillar, policy, guide, or program concerned.

E. Relationship to Existing Policies and Institutional Bodies

This Framework shall be read in harmony with all related APC policies and institutional issuances relevant to sustainability, quality assurance, health and safety, procurement, finance, human resource management, student welfare, compliance, operational management, and applicable labor and occupational safety regulations, including the APC Energy Policy, the APC Energy Program Implementation Guide, and other approved implementing guides, procedures, or memoranda issued under the Environmental, Social, or Governance pillars.

F. ESG Pillar Structure

- Part A - Environmental Sustainability Policy
- Part B - Social Sustainability Policy
- Part C - Governance for Sustainability Policy