



16 December 2020

**MEMORANDUM NO. 492**  
Series of 2020

**T O: Shella S. Salamia**

**R E: Designation as Safety and Health Officer - VSU Alangalang**

In reference to DBM Circular Letter No. 2020-14 Section 3.1.2.1 on the appointment of Safety and Health Officer dated November 16, 2020 and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Safety and Health Officer effective December 4, 2020 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Safety and Health Officer, you are directed to:

1. Undergo training on Occupational Safety and Health related programs
2. Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and or amend risky and or unsafe work practices.
3. Serve as secretary to the safety and health committee, and as such he/she shall:
  - o Notify members of the meetings
  - o Prepare minutes of the meeting
  - o Submit to the head of agency a report of the activities of the committee the recommendations made thereof.
4. Report on the occurrence of accidents.
5. Coordinate all safety and health training programs for the agency management and employees.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

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| cc: OVPAF  | Records   | ODHRM/RSPPRO |
| OVPA       | File      | ODF/Budget   |
| OVPREI     | OVPSAS    | ODAS         |
| OVPPRGEA   | OUS       | COA          |
| Deans      | Directors |              |
| Accounting | IASO      |              |