



9 December 2020

MEMORANDUM NO. 481

Series of 2020

T O: Mrs. Jolly Conversion D. Marquez

R E: Designation as Safety and Health Officer – VSU Villaba Campus

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 of the VSU Villaba Campus effective immediately 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 VSU Villaba Campus 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 Health Committee of VSU Villaba Campus, and as such he/she shall:
 - Notify members of the meetings
 - Prepare minutes of the meeting
 - 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.

Attached is a copy of DBM Circular Letter No. 2020-14 and CSC, DOH and DOLE Joint Memorandum Circular No. 1, s. 2020 for your reference.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU Villaba Campus	OUS	OVPREI	Deans	File
	VSU Hospital	OVPAF	OVPPRGAS	Directors	
	ODAHRM/RSPPRO	OVPAAs	OVPSAS	Records	