



22 September 2022

**MEMORANDUM NO. 697**  
Series of 2022

**T O: Ms. Ma. Roberta S. Miraflor**

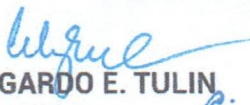
**R E: Membership to the Safety and Health Committee and/or Special Investigation Committee - Secretariat**

You are hereby designated as Member to the Secretariat of the Safety and Health Committee also considered as the Special Investigation Committee to formulate and implement plans and programs pertaining to the safety and health in the university. The committee will conduct regular meetings and/or investigation on occupational related accidents, injuries, illness and/or death, and acts on measures recommended by the said committee, effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

Specifically, the committee is tasked to do the following:

1. Develop Occupational Safety and Health policy and standards internal to the agency which should be in accordance with the rules provided by OCCUPATIONAL SAFETY AND HEALTH (OSH) STANDARDS FOR THE PUBLIC SECTOR – a joint memorandum circular of CSC, DOH and DOLE No. 1, s. 2020;
2. Plan and develop health related trainings/seminars for the furtherance of promotion and accident prevention programs in the workplace;
3. Initiate and implement improvement of working conditions relative to a safe and healthy working environment;
4. Ensure the health promotion and accident prevention efforts of the agency in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;
5. Conduct periodic safety meetings;
6. Submit reports on its meetings and other activities to the head of the agency and to the University President;
7. Review reports of inspection, accident investigations and implementation of programs;
8. Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
9. Initiate safety trainings on OSH for the agency by coordinating with appropriate training institutions;
10. Develop and maintain contingency plans and provide trainings/seminars in handling disaster situations; and
11. Submit to the Head of the Agency an Annual Work and Financial Plan and budget needed to support the OSH programs.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAF  
OVPA  
OVPREI  
OVPPRGAS  
OVPSAS  
Records  
File