



9 December 2020

MEMORANDUM NO. 482

Series of 2020

T O: **Dr. Merlita D. Veloso** - **Chairperson**
Ms. Teresita P. Juanero - **Member**
Mr. Teodulo B. Pulminar - **Member**
Ms. Carmella D. Maliper - **Member**
Mr. Joe Marie C. Yocta - **Member**
Ms. Jolly Conversion D. Marquez - **Secretary**

R E: Safety and Health Committee – VSU Villaba Campus

In reference to DBM Circular Letter No. 2020-14 Section 3.1.2.2 on the creation of Safety and Health Committee dated November 16, 2020, and with Dr. Merlita D. Veloso as Chairperson and Ms. Jolly Conversion D. Marquez as Secretary and the rest as Members, please constitute yourselves in the Safety and Health Committee, also considered as the Special Investigation Committee of the VSU Villaba Campus, to formulate and implement plans and programs pertaining to the safety and health in the campus. 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, 2021 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, DOHA 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;
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.

The Chairperson is directed to meet the committee members to discuss your responsibilities and plans for submission to this office.

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
VSU Hospital
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OVPAF
OVPA
OVPREI
OVPSAS
OUS
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Directors
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