


MEMORANDUM NO. 383
Series of 2025

TO: Dr. Moises Neil V. Serioño - Chairperson
Mr. Christian Vie P. Baldonado - Co-Chairperson & University Safety Officer
Ms. Honey Sofia V. Colis - Member
Ms. Cindy Fruto - Member, AdPA Representative
Prof. Ernesto F. Bulayog - Member, Faculty Association Representative
Mr. Ryan C. Ilaida - Member, Student Representative
Atty. Rysan C. Guinocor - Member
Dr. Merry Christ'I S. Guinocor - Member
Engr. Marlon G. Burlas - Member
Mr. Gerald M. Rivera - Member
Ms. Alicia M. Flores - Member
Ms. Ma. Roberta S. Miraflor - Secretary

RE: Reconstitution to the Safety and Health Committee and/or
Special Investigation Committee

FROM: DR. PROSE IVY G. YEPES
University President

For and on behalf of the University President:



ROTACIO S. GRAVOSO, PhD
Vice President for Academic Affairs

DATE: February 18, 2025

In reference to DBM Circular Letter No. 2020-14 Section 3.1.2.2 on the creation of Safety Health Committee dated November 16, 2020, and with Dr. Moises Neil V. Serioño as Chairperson, Ms. Christian Vie P. Baldonado as Co-Chairperson, Ms. Ma. Roberta S. Miraflor as Secretary, you are hereby designated as Member to 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, 2025 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.