



23 February 2023

**MEMORANDUM NO. 532**  
Series of 2023

**T O: Dr. Elwin Jay V. Yu**

**R E: Designation as Occupational Safety and Health Officer**

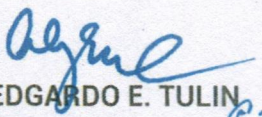
In reference to DBM Circular Letter No. 2020-14 Section 3.1.2.1 on the appointment of Safety and Health Officer dated November 16, 2020 and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Occupational Safety and Health Officer effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Occupational 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 Health Committee, 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.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: USHER	OUS
OVPAF	ODAHRM/RSPPRO
OVPPRGAS	Deans
OVPREI	Directors
OVPA	Records
OVPSAS	File