



January 27, 2021

OFFICE ORDER No. 2021-12
Series of 2021

Effective immediately, in accordance with this agency's continuous improvement to effect order, safety, cleanliness and wellness in the workplace and achieve job efficiency and productivity through proper communication and coordination, a Committee on Safety and Conservation is hereby reconstituted with the following members:

SAFETY AND CONSERVATION COMMITTEE

Chair : Deputy Administrator, Corporate Resources & Financial Services
Co-Chair : Deputy Administrator, Technical Services
Member : Manager, General Services Division

Sub-Committee on Physical Facilities

Chair : Department Manager, Engineering

Office Building and Premises

Team A : Electrical/ Mechanical

Chair : Edmundo P. Aguilar
Co-Chair : Hernando N. Gabotero
Member : Ulysses C. Bibon

Team B : Civil/Structural

Chair : Shirley J. Salvador
Co-Chair : Cynthia E. Lisondra
Member : Marcelino D. Cacdac

Team C : Transportation

Chair : Joel C. Somera
Co-Chair : Emmanuel B. Sarmiento
Member : Fernando L. Aquino

Responsibilities:

1. Oversee the conduct of regular inspection and check-up on the electrical, civil, and mechanical infrastructures of the NEA Building;
2. Recommend appropriate measure to ensure that NEA building is Building Code compliant;

3. Monitor the implementation of necessary maintenance works in infrastructure works found to be deteriorated and defective; and
4. Formulate a NEA Building Maintenance Manual.

Sub-Committee on Human Resources

Chair : Department Manager, Human Resources and Administration

Team A : Health and Wellness

Chair : Anastacia B. Suasi
 Co-Chair : Ma. Theresa M. Mallanao-Pangan
 Member : Precious Honnielyn S. Decena
 Jon Patrick Sean T. Barnedo
 Erwin John V. Calica
 Andrei Camille C. Alberto
 Zoilo C. Soteraña


Team B : Brigada Ahensiya 6-S

Chair : Estrellita S. Volante
 Co-Chair : Estanislao D. Laxa, Jr.
 Member : Efren B. Marcelino
 Ulysses C. Bibon
 Mark Rogelio V. Cabrera
 Jubane P. De Pedro

Responsibilities:

1. Recommend measures and monitor the implementation of Rule 1040 of the Philippine Occupational Safety and Health Standard in pursuant to Civil Service Commission, Memorandum No. 33, S-1197 and related guidelines;
2. Direct implementation and monitor the Occupational Safety and Wellness programs of this office;
3. Ensure operationalization and monitor the programs on Green Building Efficiency and 6-S (Good Housekeeping);
4. Oversee the conduct of the annual clean-up program to instill cleanliness and orderliness and beautification in the workplace.

All expenses to be incurred on the performance of their function shall be charged against proper funds of this office, subject to the usual accounting and auditing rules and regulations.


EDGARDO R. MASONGSONG
 Administrator

NATIONAL ELECTRIFICATION
 ADMINISTRATION
 Office of the Administrator



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