



FEB 07 2024

OFFICE ORDER No. 2024-050  
Series of 2024

**SUBJECT : Reconstitution of Health, Wellness, Welfare and Safety Committee**

Effective immediately and in the exigency of service, the Health, Wellness, Welfare and Safety Committee is hereby reconstituted with the following members:

**HEALTH, WELLNESS, WELFARE AND SAFETY COMMITTEE**

- Chair : Deputy Administrator  
Corporate Resources and Financial Services
- Members : Gwen P. Enciso-Kyamko  
Eric B. Campoto  
Rainer Noel P. Ramos  
Ilugen P. Mabansag  
Joel C. Somera  
Virginia P. Cabonce  
Geverglo S. Sotto  
Erwin John V. Calica  
Tranquilino Charles M. Rubis III  
Naida A. Devilles - SK Representative for Second Level  
Maritess R. Martinez - SK Representative for First Level
- Secretariat : Precious Honnielyn S. Decena - Health and Safety Officer  
NEA Nurse

Duties and Functions:

The Safety and Health Committee is the policy making body on matters pertaining to safety and health. The Committee is tasked to:

1. Develop OSH policy and standards internal to the agency which should be in accordance with the CSC-DOH-DOLE Joint Memorandum Circular 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.

This supersedes Office Order No. 2023 – 101, s. 2023.

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.

  
**ANTONIO MARIANO C. ALMEDA**  
Administrator

