



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



July 30, 2024

DIVISION MEMORANDUM
No. 300, s. 2024

**COMPOSITION OF THE OCCUPATIONAL SAFETY AND HEALTH
COMMITTEE**

TO : **Assistant School Division Superintendent**
Chief Education Program Supervisor-CID & SGOD
Division and District Supervisors
OSDS & SGOD Personnel
School Heads/Administrators
Other Concerned Personnel
This Division

1. Pursuant to Joint Memorandum Circular No. 1 s. 2020, otherwise known as *Occupational Safety and Health (OSH) Standards for the Public Sector* which aims to protect all government employees from the dangers of injury, sickness, or death in the workplace through the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage of properties.
2. All government agencies are mandated to constitute their respective Safety and Health Committee (SHC) to ensure the implementation of Occupational Safety and Health (OSH) in the workplace. Relative to this, Dipolog City Schools Division Occupational Safety and Health Committee is hereby constituted as follows:

Chairperson: Nur N. Hussien, Chief-SGOD

Members: Rambelle C. Flores, SEPS-HRD
Ronillo S. Yarag, EPS-SGOD/President-NEU (Level II)
Dr. Clees Paul Z. Tabiliran, Dentist II
Alan D. Chiu, OIC-AO V/DRRM Coordinator
Nil Jane A. Baraquia, ADAS VI (Level 1 Representative)

Secretary: Neil Nonato F. Sebastian, EPSA II-SMME/OSH Officer
Marie C. Refugio, EPSA II-HRD



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3. 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 herein rule;
 - (2) Plan and develop health-related training/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 training on OSH for the agency by coordinating with appropriate training institutions;
 - (10) Develop and maintain contingency plans and provide training/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.
4. For more information, you may contact Mr. Nur N. Hussien, Chief, SGOD through his cellphone number: 0917-1346-335.
5. Immediate dissemination of this memorandum is highly desired.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



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