

July 01, 2025

**Special Order No. 023**

Series of 2025

**SUBJECT: NEW COMPOSITION OF THE SAFETY AND HEALTH COMMITTEE  
OF DTI 12 REGIONAL OFFICE**

In the interest of the service and in compliance with the constitutional mandate to safeguard our workers/employees' social and economic well-being as well as physical safety and health, the following shall compose the Safety and Health Committee:

Chairperson:	RD Flora D. Politud-Gabunales, CESO V
Vice-Chairperson:	Mary Ann M. Morales, CESE, RN, Acting Asst. Regional Director
Members:	Hazel E. Hautea, Chief Administrative Officer
	Elbert G. Capecio, Chief TIDS, R12 EU Representative, RDRRMC Representative
	Ma. Theresa T. Chua, Chief TIDS
	Epifania L. Ealdama, RN, SupTIDS/ OIC-Division Chief
	Dagny Athena A. Martirizar, OIC-Division Chief
	Ma. Ellen T. Escalona, Admin. Officer V (HRMO)
	Jinnard B. Lubaton, Admin Aide IV, RO EU 1 <sup>ST</sup> level Representative
Secretary:	John Kenneth C. David, TIDS
	Jessa Marie O. Amaga, Admin. Officer III
	Sarah Jane T. Toledo, Admin. Officer III
	Ma. Cristine B. Vilbar, TIDA
	Elliza C. Manalo, TIDS-CARP

The Safety and Health Committee will serve as the lead committee coordinating all safety-related activities and overseeing various committees and initiatives, including but not limited to the Drug-Free Workplace, Continuity Core Team, Incident Response Team for the Public Service Continuity Plan, National Nutrition Council, Gender and Development, Regional Disaster Risk Reduction and Management Council, Healthy Workplace Program, and Smoke and Vape-Free Workplace.

The following are the principal duties and responsibilities of the Health and Safety Committee:

**1. Policy Development:**

- Develop and implement Occupational Safety and Health (OSH) policies and standards in accordance with:
  - DOH-DOLE-CSC Joint Administrative Order No. 2023-001 : National Policy Framework on the Promotion of Healthy Workplace

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- DOH Administrative Order 2021-0063: Health Promotion Framework Strategy 2030
  - CSC Memorandum Circular no. 04-20 – Mental Health Program in the Public Sector
  - CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020: Occupational Safety and Health (OSH) Standards For The Public Sector
  - DOLE Department Order No. 198 Series of 2018 “Implementing rules and regulations of Republic Act No. 11058 entitled “An act strengthening compliance with occupational safety and health standards and providing penalties for violations thereof”
  - Joint DOH-DOLE-CSC Administrative Order No. 2017-0001: National Occupational Health and Safety Policy Framework
  - DOH’s Administrative Order No. 2017-0012 :Guidelines on the Adoption of Baseline Primary Health Care Guarantees for All Filipinos
  - R.A. 11058: Occupational Safety and Health Standards
2. **Training and Development:**
    - Plan and conduct health-related training and seminars to enhance safety awareness and accident prevention, in accordance with DOLE’s Occupational Safety and Health Center (OSHC) training modules.
  3. **Improvement of Working Conditions:**
    - Initiate and implement improvements to working conditions to promote a safe and healthy environment, following DOLE’s rules and guidelines on workplace safety.
  4. **Compliance and Reporting:**
    - Ensure adherence to government safety programs, report on safety meetings, inspections, and accident investigations to the agency head, and provide support to government inspection authorities.
  5. **Safety Meetings:**
    - Conduct periodic safety meetings, documenting discussions and outcomes, and submit these reports along with any recommendations to the agency head.
  6. **Contingency and Disaster Planning:**
    - Develop and maintain contingency plans, coordinate disaster response training, and ensure compliance with the National Disaster Risk Reduction and Management Council (NDRRMC) guidelines.
  7. **5S Activities:**
    - Integrate 5S activities into committee operations, promoting and supporting employee participation to ensure effective and regular implementation.
  8. **Annual Reporting:**
    - Submit an Annual Work and Financial Plan and budget to support OSH programs, ensuring alignment with DOLE’s budgetary guidelines and CSC’s standards for financial reporting.
  9. **Gender and Development Considerations:**
    - The committee shall adhere to principles of gender equality and inclusivity. Efforts will be made to ensure that both male and female employees are equally represented in all levels of the committee.
    - Gender sensitivity training shall be provided to all committee members to enhance understanding and address any specific concerns related to gender in the workplace.



- The committee shall incorporate a gender perspective in all safety and health policies and practices, ensuring that they address the unique needs of all employees.
- Regular reviews of safety and health policies will be conducted to assess their impact on different genders and to make necessary adjustments to promote equity.

#### **10. Smoke and Vape-Free Workplace Provision:**

- Establish and maintain a Smoke and Vape-Free Workplace policy to safeguard employees from the harmful effects of smoking and vaping. This includes:
- Prohibiting smoking and vaping in all indoor and designated outdoor areas of the workplace.
- Providing clear signage to indicate smoke and vape-free zones.
- Implementing measures to support and encourage employees who wish to quit smoking or vaping.
- Regularly reviewing and updating the policy to ensure its effectiveness and compliance with relevant regulations.

#### **11. Healthy Workplace Program Priority Areas:**

- **Diet and Physical Activity:** Develop and promote programs that encourage healthy eating and regular physical activity among employees, integrating nutrition education and physical wellness initiatives into the workplace.
- **Environmental Health:** Implement strategies to ensure a healthy work environment, including measures to reduce exposure to environmental hazards and promote sustainable practices.
- **Immunization:** Advocate for and facilitate access to vaccination programs to protect employees against preventable diseases and maintain a healthy workforce.
- **Substance Use:** Enforce the Drug-Free Workplace policy and provide support programs for employees dealing with substance use issues, including counseling and rehabilitation services.
- **Mental Health:** Develop and implement mental health programs and resources, including support systems and wellness initiatives, to foster a supportive environment and address mental health concerns.
- **Sexual and Reproductive Health:** Ensure that policies and programs address sexual and reproductive health, providing resources and support for employees' health needs and promoting a respectful and inclusive workplace.
- **Violence and Injury Prevention:** Implement measures to prevent workplace violence and injuries, including training, safety protocols, and resources to address and manage incidents effectively.

#### **Additional Responsibilities:**

##### **12. Coordination with Related Entities:**

- Coordinate with OSH-related Committees such as the Drug-Free Workplace, Continuity Core Team, Incident Response Team, National Nutrition Council, Gender and Development, and Regional Disaster Risk Reduction and Management Council to ensure cohesive safety and health efforts.

##### **13. Continuous Improvement:**

- Regularly review and update OSH policies and procedures based on new issuances or changes in relevant DOLE, CSC, and DOH regulations to maintain compliance and enhance workplace safety.

On the other hand, the Secretary/ Safety man shall perform the following duties:

**1. Training and Development:**

- Undergo training on Occupational Safety and Health-related programs to stay informed of the latest practices and regulations.

**2. Implementation and Monitoring:**

- Act as the focal point for eliminating hazards and correcting unsafe practices, ensuring compliance with DOLE's safety standards.

**3. Administrative Support:**

- Serve as Secretary to the Committee by:
  - i. Notifying members of meetings
  - ii. Preparing and distributing minutes
  - iii. Reporting on the Committee's activities, recommendations, and accident occurrences to the agency head

**4. Training Coordination:**

- Organize and coordinate all health and safety training programs for management and employees, ensuring they meet the requirements set forth by DOLE and other relevant agencies.

This Order does not entitle the above-mentioned personnel of any additional remuneration.

This Order shall take effect immediately and remains in force until revoked by competent authority.

All Orders inconsistent herewith are hereby revoked.

  
**FLORA D. POLITUD-GABUNALES, CESO V**  
 Regional Director

Cc: All DTI XII Staff