



**VSU EXTENSION PROJECT
ANNUAL ACCOMPLISHMENT REPORT**

CY 2022-2023

I. Basic Information

1. Program/Project Title: Basic Occupational Safety and Health (BOSH) Training for Micro and Small Enterprises (MSEs) in Isabel Leyte
Program/Project Leader: Engr. Anna Marie R. De Asis
2. Project Component (s): Engr. Darry Mhei L. Morales
Staff Involved: Engr. Sherelyn G. Naldoza
Engr. Fritzie H. Ferolino
3. Implementing Unit: Department of Industrial Engineering
4. Cooperating Agencies:

Name of Agency: Negosyo Center-Isabel, Department of Trade and Industry (DTI)- Leyte

Nature of Involvement: Implementing Partner Agency

Address: LGU-Isabel, Isabel, Leyte

Contact Number: +63 936 962 4160

Email Address: ncisabel.leyte@gmail.com

Name of Agency: Department of Labor and Employment –Occupational Safety and Health Center Regional Office

Nature of Involvement: Implementing Partner Agency

Address: #182 Salazar St., Barangay 43, Tacloban City, Leyte

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5. Program/Project Sites: Visayas State University Isabel, Quality Assurance Center
6. Duration
 - a. Date Started: June 1, 2022
 - b. Date Terminated: December 31, 2022
7. Financial report: Php 17,400.00
 - A. Travel and Communication: Php 4, 800.00
 - B. Tutorial Sessions/ Meetings, Workshops: Php 10, 800.00

C. Office supplies: Php 1,800.00

II. Technical Report (not more than 25 pages including the tables and charts)

A. Executive Summary (1 to 2 pages only)

The Negosyo Center carefully picked the participants falling under the priority MSE category with a focus on helping Micro and Small Enterprises (MSEs) at the forefront. These chosen candidates will now go through a thorough training course, which will be delivered in three separate batches to guarantee the best learning results and individualized care.

Basic Occupational Safety and Health (BOSH), is an important endeavor designed to give participants the knowledge and abilities they need to ensure their coworkers' safety and well-being. This intensive program takes place over the course of three days, with each day featuring a variety of educational lectures, hands-on exercises, and practical demonstrations.

However, it became evident during the BOSH training that the participants' enthusiasm and excitement exceeded even the most optimistic expectations. The fact that the actual number of participants per day was exceeded demonstrates the strong level of interest in and acceptance of the benefits that the BOSH course offers. This surge of participants not only highlights the MSEs' commitment to promoting workplace safety but also highlights the potency and standing of the Negosyo Center's programs.

B. Rationale

Safety is beneficial to a business's bottom line. In a safe and healthy workplace, accidents are reduced, absenteeism is reduced, employee morale is enhanced, and productivity is increased. Because the state recognizes labor as a fundamental mover in national development, it assures that all working people have a safe and healthy workplace. Occupational safety and health regulations are strictly enforced and followed by companies.

With the cases mentioned above, President Rodrigo Roa Duterte approved the Republic Act 11058 dated August 17, 2018, which is also known as "An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violation Thereof." Likewise, the Department of Labor and Employment (DOLE) issued department order (DO) 198 s. 2018 as the Implementing Rules and Regulation (IRR) of RA 11.58 to strengthen the enforcement of OSH policies and programs for private companies. The DO states that companies must establish safety and health

policies and programs regardless of what line of business and install safety officers to ensure these programs are enforced.

The DOLE-Occupational Safety and Health Center (OSHC) targets to increase the number of MSMEs participating in the OSH Training they conducted and make this training available to as many workers as possible. Even amidst the pandemic, the DOLE-OSHC made hundreds of free online BOSH for SO1 training for financially distressed MSMEs with 50 or fewer workers until December 2021 as part of the Department of Labor and Employment's assistance for business establishments adversely affected by the Covid-19 pandemic. However, despite the free service offered by the OSHC, these benefits were not fully implemented in the provinces.

The Isabel Local Government Unit's Business Permit and Licensing Office currently have seven hundred fifty-one (751) firms registered. These companies were categorized based on their line of business. As of April 2022, three (103) business line types were recorded. According to the initial interview, many MSE owners, attendees, or representatives are unaware of and do not grasp the Republic Act 11058's obligatory compliance.

In this regard, the Department of Industrial Engineering of Visayas State University-Isabel, in partnership with the Department of Labor and Employment-Occupational Safety and Health Center and Department of Trade and Industry-Leyte Provincial Office-Negosyo Center-Isabel, will provide assistance and training to MSEs in Isabel, Leyte in their compliance to the mandates stated in RA 11058.

C. Logical Framework

Title: Basic Occupational Safety and Health (BOSH) Training for Micro and Small Enterprises in Isabel, Leyte

Input	Activities	Output	Outcome	Impact
Budget: Php 95,000 Personnel: 1 Project Leader	1. provide develop Information, Education, and Communication (IEC) materials	100 flyers or brochures	Expand the scope of reach Researchers trained served as trainers in their respective institutions	Increased awareness, confidence, knowledge, and skills

1 Study Leader	2. conduct Basic Occupational Safety and Health (BOSH) training	Re-echo training	More capacity-building activities	Increased awareness of MSEs owners/ representatives
2 Project Members		Skilled trainers		Increased accredited Safety Officers
Pool of experts				
Research Staff	3. development of training manual	At least two training manuals developed	Increased skill in socio-economics methods or analytics	Improved career opportunities/ employment outcomes of personnel

D. Methodologies Employed

Request consent to conduct the project

The project leader writes a letter of request addressed to the VSU-Isabel Campus Chancellor for permission to conduct the project. After the chancellor's approval, the team will send another letter of request to the municipal mayor for permission to conduct the project in the municipality of Isabel. Crafting a memorandum of agreement by and between VSU and LGU-Isabel will follow after the approval of the request.

Convene the team to finalize the plan

Project proponents meet to review the timetable of activities and conduct potential problem analysis on project implementation.

Courtesy visit to Collaborating Agencies

A meeting with them will be set before project implementation to discuss the purpose and details of the project. Their support and cooperation will be sought in this meeting. Crafting of a memorandum of agreement by and between VSU-Isabel and these collaborating agencies will follow.

Prepare the IEC materials

The project leader and member develop and organize the content of the IEC materials, while the staff does the layout and encoding. Three selected experts will be asked to proofread and validate the developed IEC materials.

Schedule a project orientation to target beneficiaries

Through the help of the Negosyo Center Isabel, DTI-Leyte representative and LGU-Isabel, the project implementor will invite the target beneficiaries to attend a meeting for project orientation. The overall plan will be presented, and participants will also be encouraged to raise their concerns relevant to the project. The said meeting will pave the way for a better understanding of target beneficiaries, resulting in a smoother working relationship and active participation. Assessment and evaluation of their awareness of MSEs in RA 11058.

Conduct training on Basic Occupational Safety and Health

In the conduct of training workshops, there shall be a pre- and post-training assessment test to determine the change in participants' level of awareness, confidence, knowledge, and skills after the training. Profile of participants, as well as training evaluations, shall be well documented. The target clientele of this extension activity is owners or representatives of MSEs registered in the Isabel Leyte, especially those who have not yet attended any BOSH training.

During training proper, there shall be safety demonstrations, safety videos, lectures, and an open forum to answer the participants' questions. Workshops can be done in groups or batches, enabling the participants to fully grasp and apply what is taught during lecture sessions. Training materials shall be given to the participants. Outputs shall be passed to the secretariat for filing purposes.

Write report

Progress and terminal report will be made and submitted to the VSU-Isabel Office of Research, Extension, Innovation and Commercialization during a specific period to monitor and update the progress of the extension project.

Conduct post-project conference

A post-project conference will be done at the end of the project to assess and evaluate whether the project can accomplish the objectives and examine the areas needing improvement.

E. Results/Accomplishments

The participants' pre-test mean score of 17/30 indicates that they already have some awareness about safety and health. When their post-test scores were compared using the paired sample T-test ($\text{Alpha}=0.05$), the results revealed a substantial improvement in knowledge following the training session.

Furthermore, the participant's general rating of the training is five (5) which is understood as excellent, as are the ratings for preparation, material delivery, training facilitator, facilities, and housing.

F. Problems Met and Recommendations

The DIE's extension project, in partnership with DTI Negosyo Center Isabel and DOLE OSHRC REU 8, was able to capacitate one hundred thirty-five (135) new DOLE accredited Safety Officers (SO1). The accreditation of these MSE representatives helps these industries to be RA 11058 compliant. With this accomplishment, it can be acknowledged that the objectives of the project were met.

Additionally, the result of the T-test indicated that the trainers were able to deliver the topic comprehensively and were able to capture the attention of the participants. Moreover, the participant's general rating also implies that those minor problems during the training session have not negatively affected the participant's level of satisfaction.

In general, the project became an avenue to help the government promote its advocacy of safety and a healthy workplace.

To ensure the improvement and sustainability of this safety and health advocacy, the following are hereby recommended:

- a. To address the minor problems identified in the post-project conference which specifically involves the budget allocation and venue registration of the participants.
- b. To develop a training manual for the next training.
- c. To conduct a post-survey on the MSE's compliance with the other pertinent and important statutory requirements of DOLE's safety accreditation to MSEs.
- d. To create an extension project to address the need identified from the post-survey.