



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



Executive Order No. **09**
Series of 2018

PROVIDING FOR THE CREATION OF THE MUNTINLUPA CITY OCCUPATIONAL SAFETY AND HEALTH COMMITTEE, ITS COMPOSITION AND FUNCTIONS

WHEREAS, the Department of Labor and Employment, by virtue of Article 162 of the Labor Code of the Philippines, promulgated the Occupational Safety and Health Standards;

WHEREAS, Occupational Safety and Health Standards aims to protect every working person against the dangers of injury, sickness or death. This will be through safe and healthful working conditions, thereby assuring the conservation of valuable manpower resources and the prevention of loss or damage to lives and properties. This is consistent with the national development goals and with the State's commitment for the total development of every worker as a complete human being;

WHEREAS, Rule 1040 of the Occupational Safety and Health Standards mandates that there should be a Health and Safety Committee in every place of employment;

WHEREAS, the City Government of Muntinlupa, as a Highly Urbanized City (HUC), has its utmost desire to initiate the creation of Muntinlupa City Occupational Safety and Health Committee to promote safe and healthy working environment and practices in all its departments and offices;

NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, hereby decree and order that:

Section 1. Creation and Composition.

The Muntinlupa City Occupational Safety and Health Committee (Committee, *for brevity*) is hereby created, and it shall be composed of the following individuals duly trained on Basic Occupational Safety and Health (BOSH):

- a. Jaime R. Fresnedi,
City Mayor Chairperson;



ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

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- | | | |
|----|---|-------------------|
| b. | Erwin O. Alfonso,
MCDRRMO | Vice Chairperson; |
| c. | Christopher D. Lorica
MCDRRMO | Secretary; |
| d. | Maria Teresa R. Tuliao,
City Health Office | Member; |
| e. | Engr. Dynadelle N. Aranda,
City Engineering Department | Member; |
| e. | Atty. Roderick B. Tagnia,
City Human Resources Management Department | Member; |
| f. | Danidon M. Nolasco,
Muntinlupa Traffic Management Bureau | Member; |
| g. | Efren Villanueva,
City Security Office | Member; |
| h. | Lorna B. Misa,
Environmental Protection and Natural Resources Office | Member; |
| i. | Rosalinda N. Dy Contreras,
Lake Management Office | Member |

Section 2. Auxiliary Composition.

The Committee shall be ably assisted by the following individuals from each department and office, namely:

- | | | |
|-------|--|--|
| 2.1. | Cyril R. Reyes | City Accounting Office; |
| 2.2. | Arnold T. Bolaños | City Administrator's Office; |
| 2.3. | Cesar E. Karunungan | Anti-Graft Division; |
| 2.4. | Ariel J. Perez and Manuel G. Rogelio, Jr. | City Assessor's Office; |
| 2.5. | Gerard A. Comia | Assets Management Office; |
| 2.6. | Eleazer V. Diaz | City Attorney's Office (Legal); |
| 2.7. | John Jover L. Medina | City Budget Management Department; |
| 2.8. | Enrico M. Alipit | City Building Official Office; |
| 2.9. | Insp. Arcadio F. Vite and
FO1 JQ Jessim B. Miraflores | Bureau of Fire Protection; |
| 2.10. | Aljan E. Dumandan | Business Permits and Licensing Office; |
| 2.11. | Alberto H. Dulay | City Planning and Development Office; |
| 2.12. | Melissa O. Maliksi | City Security Office; |
| 2.13. | Maria Sheena B. Rabino | Commission on Elections; |





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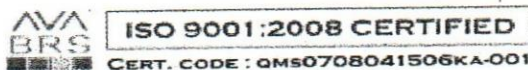


- 2.14. Wenida D. Castillo and
Maria Precy B. Lemetares
2.15. Paulo P. de la Cruz
2.16. Ricky L. Matalam
2.17. Jose Salvador S. Parawan
2.18. Wilfredo I. Gomez and
Maria Leila G. Grecia
2.19. Francisco J. Viacrusis
2.20. Amadeo Jove B. Gaspar, Jr.
2.21. Siegfried B. Gapuz
2.22. Mario George O. Andico
2.23. Evan J. Sedia
2.24. Fortunata P. Sarmiento
2.25. Steven L. Si
2.26. Alfredo C. Jandoc, Jr.
2.27. Grace D. Benito
2.28. Allen-J E. Bautista
2.29. Christian Allen A. Osma
2.30. Daniel Chito C. Valerio
2.31. Christian C. Pascua
2.32. Joselito O. Brabante
2.33. John Lord G. Vivo
2.34. Lenie T. Espinosa
2.35. Maximo G. Abas and
Liwana E. Arciaga
2.36. Antonio Serafin D. Terrenal and
Michael R. Pensaber
2.37. Renato V. Santos
2.38. Jedd Anthony B. Rocha
2.39. Samuel C. Unay
2.40. Virgilio A. Pili
2.41. Joselito C. Flores
2.42. Venus Jayne G. Felix
2.43. Lorenzo N. Guzman
2.44. Bernard L. Perez
2.45. Nestor B. Martinez, Jr.
2.46. Arthur G. Quiamco
2.47. Fidel F. Landrito
2.48. Wilfredo G. Sunico
2.49. Allan N. Lopena
2.50. Luisa G. Limon
- Community Affairs Development Office;
City Cooperative Office;
City Cultural and Tourism Development Office;
Department of the Interior and Local Government;

Disaster Risk Reduction Management Office;
Drug Abuse Prevention and Control Office;
City Engineering Department;
Environmental Protection & Natural Resources Office;
Environmental Sanitation Center;
Extension Services Office, Department of Agriculture;
Gender and Development Office;
General Services Office;
Human Resources Management Department;
Internal Audit Unit;
Joint Resources Financing Office;
Lake Management Office;
Local Civil Registry;
Management Information Systems;
City Mayor's Office;
Motorpool;
Muntinlupa City Library;

Muntinlupa City Public Market;

Muntinlupa City Technical Institute;
Muntinlupa Muslim Affairs Office;
Muntinlupa Scholarship Program;
Muntinlupa Traffic Management Bureau;
National Bureau of Investigation;
Office for Senior Citizens Affairs;
Ospital ng Muntinlupa;
Pamantasan ng Lungsod ng Muntinlupa;
People's Coordinating Office;
Plaza Central Administrative Office;
Public Employment Service Office;
Public Information Office;
Public Order and Safety Office;
Records Management Office;
Saklolo at Gabay ng Ina at Pamilya;



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|---------------------------------------|--|
| 2.51. Celinda G. Aporongao | Sangguniang Panlungsod Secretariat; |
| 2.52. Alma T. Santa Maria | Social Services Department |
| 2.53. Menilea C. Satore | SSD Early Childhood Education Division; |
| 2.54. Mark L. Juliano | City Treasurer's Office; |
| 2.55. Ricky H. Timoteo | Urban Poor Affairs Office; |
| 2.56. Marivic C. Abrilla | City Veterinarian's Office; |
| 2.57. Aldrin R. Capacia | Office of the City Vice Mayor; |
| 2.58. Conrado M. Reyes II | Youth Affairs and Sports Development Office; |
| 2.59. George S. Gallano | City Zoning Administration Office; |
| 2.60. | City Health Office; |
| Kenneth Paul A. de la Cruz | Main Building GF; |
| Edgardo O. Angara III | Main Building 2F; |
| Edwin E. Ong | Main Building 3F; |
| Julius D. Unira | Main Building 4F; |
| Lady Angelica Ramishaun B. Blanquisco | Victoria; |
| Felipe A. Argana | Tunasan; |
| Gerome C. Cimafranca | Poblacion; |
| Ryan C. Ramos | Southville; |
| Edison V. Belda | ECC; |
| Magnolia R. Eugenio | Putatan A; |
| Adalbert Kehn C. Alon | Putatan M; |
| Jasmin C. Santiago | Bayanan A; |
| Ronaldo D. Vasquez | Bayanan M; |
| Perlita U. Cartago | Alabang; |
| Onofre C. Monterde, Jr. | Ayala Alabang; |
| Rod Aureo F. Babera | Cupang; |
| Marilyn A. Asantor | Sitio Santo Niño; |
| Porfirio D. Tagle | Buli; |
| Eduardo J. Prado | Sucac; |
| Lilian B. Reyes | Bagong Silang; |
| Earl Ron B. Fernandez | Lying-In Putatan; |
| 2.61 Amiel K. Pili and | |
| Jonathan L. Miranda | Colegio de Muntinlupa; |
| 2.62. John Emmanuel I. Chan | City Architect's Office. |

Section 2. Functions.

The Committee shall perform the following functions, namely:

- a. Plan and develop accident prevention programs for the offices and buildings owned and controlled by the City Government;



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- b. Direct the accident prevention effort for the foregoing in accordance with the safety programs, safety performance and government regulations in order to prevent accidents from occurring in the workplace;
- c. Conduct safety meetings at least once a month;
- d. Review reports of inspection, accident investigations and implementations of program;
- e. Submit reports to the City Mayor on its meetings and activities;
- f. Provide necessary assistance to national government inspecting authorities in the proper conduct of the activities such as enforcement of the provisions of the standards set forth;
- g. Initiate and supervise safety trainings for employees;
- h. Develop and maintain a disaster contingency plan, and organize such emergency service units, as may be necessary, to handle disaster situations pursuant to the emergency preparedness manual of the Office of Civil Defense (OCD).

Section 3. Term of Office.

For the purpose of involving other employees and allowing them to participate in safety program planning, a periodic change in membership should be done. The term of the members of the committee are as follows:

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|---|---|---------------|
| a. Chairperson, Vice Chairperson, Physician and Safety Man | : | permanent; |
| b. Department Heads | : | one (1) year |
| c. Representatives from City Government Departments and Offices | : | one (1) year. |

Section 4. Duties of the City Government, the Employer.

Health and Safety committees play very important roles in eliminating work hazards. Developing employees' interest and participation in the planning and development of safety program is the responsibility of the employer. The employer must exercise the necessary leadership and provide support to make the program work. The principal duties of the employer are:

- a. Establish and adopt in writing administrative policies on safety in conformity with the provisions of the Standards outlining therein the responsibilities and authority delegated;
- b. Report to the enforcing authority in two (2) copies of the policies adopted and the health and safety organization established to carry out the program on safety and health within one (1) month after the organization or reorganization of the health and safety committee;



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- c. Report to the enforcing authority having jurisdiction at least once in every three (3) months, counting from January, the health and safety program of the organization outlining the activities undertaken including its safety performance, health and safety committee meetings and its recommendations and measures taken to implement such recommendations; and
- d. Act on recommended measures by the health and safety committee by adopting the elements of the health and safety program in the production process or workplace, and, in case of non-adoption of the Health and Safety Committee's recommendation, inform the committee of the reasons therefor.

Section 5. Duties of the Employees.

- a. Work in accordance with accepted safety practices and standards established by the Muntinlupa Safety and Health Program in compliance with the provisions of Occupational Safety and Health Standards;
- b. Report unsafe conditions and practices to the Department Head and/or the Safety Officer by making suggestions for correction or removal of accident hazards; and
- c. Cooperate actively with the Health and Safety Committee.

Section 6. Duties of the Safety Man.

The primary function of the Safety Man is to act as the employer's principal assistant and consultant in the application of programs to remove the hazards from the workplace and to correct unsafe work practices. For this purpose, the Safety Man has the following duties:

- a. Serve as Secretary of the Health and Safety Committee. As such, he shall:
 - a.1. Prepare minutes of meetings;
 - a.2. Report status of recommendations made;
 - a.3. Notify members of the meetings; and
 - a.4. Submit to the City Mayor, through the Vice Chairman, the activities of the committee, including the recommendations made.
- b. Act in an advisory capacity on all matters pertaining to health and safety for the guidance of the employer and the workers;
- c. Conduct investigation of accidents as members of the Committee and submit his separate report and analysis of accidents to the Chairman;
- d. Coordinate all health and safety training programs for the employees and employer;
- e. Conduct health and safety inspection as members of the committee;
- f. Maintain or help in the maintenance of an efficient accident record system and coordinate action taken by supervisors to eliminate accident causes;
- g. Provide assistance to national government agencies in the conduct of safety and health inspection, accident investigation or any related programs;



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- h. Lead in the conduct of earth drills, fire drills, and other safety programs and activities.

Section 7. Funding support.

To effectively carryout the functions of the committee, all programs and activities shall be funded out of the LDRRMF of the City, in conformity with the guidelines stipulated in the Joint Memorandum Circulars and other issuances relative to the disbursement of Local DRRM fund.


Section 8. Separability Clause.

In the event any of the provisions contained herein be found or held illegal, invalid or infirm, the untouched provisions shall remain in full force and subsisting.

Section 8. Effectivity.

This executive order shall take effect immediately and shall remain subsisting until revoked, rescinded, modified or altered accordingly.

DONE AND EXECUTED on this 24th day of May 2018 in the City of Muntinlupa.


JAIME R. FRESMEDI
City Mayor



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