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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA
Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 15
Series of 2023

**PROVIDING AMENDMENTS TO EXECUTIVE ORDER NO. 09, SERIES OF 2018,
ON THE RECREATION OF THE OCCUPATIONAL SAFETY AND HEALTH COMMITTEE
OF THE CITY OF MUNTINLUPA,
ITS RE-COMPOSITION AND FUNCTIONS**

WHEREAS, Section 15, Article II of the 1987 Philippine Constitution provides that “(t)he State shall protect and promote the right to health of the people and instill health consciousness among them;”

WHEREAS, Section 3, Article XIII, *supra*, provides further that “(t)he State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all;”

WHEREAS, Paragraph 2, Section 3, Article XIII, *supra*, guarantees “(t)he rights of all workers to decent and humane conditions of work;”

WHEREAS, the Civil Service Commission (CSC), the Department of Health (DOH) and the Department of Labor and Employment (DOLE) recognize the need for all government agencies to establish a set of Occupational Safety and Health (OSH) Standards to protect all government employees from the hazards of injury, sickness or death, through the adoption of safe and healthy working conditions to assure the conservation of human life and the prevention of loss of resources and damage to properties.

WHEREAS, the Civil Service Commission (CSC), Department of Health (DOH) and the Department of Labor and Employment (DOLE) issued Joint Memorandum Circular No. 1, Series of 2020, establishing the Occupational and Health Standards in the Public Sector. It seeks to establish a Safety and Health Committee within government agencies;

WHEREAS, Executive Order No. 09, Series of 2018, issued on 24 May 2023, provided for the creation of the Muntinlupa City Occupational Safety and Health Committee, its composition and functions;

WHEREAS, there is a need to introduce amendments thereto in order to reflect changes in its composition and other allied matters;



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NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Recreation and Re-composition.

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

- | | | |
|-----|---|-------------------|
| (a) | Rozzano Rufino B. Biazon,
City Mayor | Chairperson; |
| (b) | Erwin O. Alfonso, Ph. D.,
Department of Disaster Resilience and Management | Vice Chairperson; |
| (c) | Paul Andrew L. Manalo,
Department of Disaster Resilience and Management | Secretariat; |
| (d) | Juancho H. Bunyi, MD, MPH,
City Health Office | Member; |
| (e) | Elizabeth Agdon-Gaviola,
City Human Resources Management Department | Member; |
| (f) | Engr. Dynadelle N. Aranda,
City Engineering Department | Member; |
| (g) | Efren A. Villanueva,
City Security Office,
Motorpool Section | Member; |
| (h) | Danidon M. Nolasco,
Muntinlupa Traffic Management Bureau | Member; |
| (i) | Lorna B. Misa,
Environmental Protection and Natural Resources
Environmental Sanitation Center
Lake Management Office | Member; |
| (j) | Catherine I. Marinas,
First Level Employee Representative | Member; and |
| (k) | Josephine Ong-Suitado,
Second Level Employee Representative | Member. |

Section 2. Individuals on Basic Occupational Safety and Health.





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Furthermore, the OSHC shall oversee, monitor and manage the following individuals from each department and office duly trained on Basic Occupational Safety and Health (BOSH), namely:

- | | | |
|------|---------------------------|--|
| (a) | Cyril R. Reyes | City Accounting Department; |
| (b) | Arnold T. Bolanos | Office of the City Administrator; |
| (c) | Edward E. Hukom | Anti-Graft Division; |
| (d) | Manuelo Rogelio Jr. | Office of the City Assessor; |
| (e) | Jojo P. Pineda | Assets Management Office; |
| (f) | Eleazer V. Diaz | Office of the City Attorney; |
| (g) | Thames S. Lastimoso | City Budget and Management Department; |
| (h) | Engr. Don Ryan Presnedi | Office of the City Building Official; |
| (i) | SF04 Ramil Samson | Bureau of Fire Protection, Muntinlupa; |
| (j) | Aljan E. Dumandan | Business Permits and Licensing Office; |
| (k) | Alberto Dulay | City Planning and Development Office; |
| (l) | Melissa O. Maliksi | City Security Office, Motorpool Section; |
| (m) | Maria Sheena B. Rabino | Commission on Elections, Muntinlupa; |
| (n) | Eljohn P. Gito | Community Affairs Development Office; |
| (o) | Florencio I. Vibora | City Cooperative Development Office; |
| (n) | Neil Patrick D. Belbes | Tourism, Culture and the Arts Department; |
| (p) | Jose Salvador S. Parawan | Department of the Interior and Local Government, Muntinlupa; |
| (q) | Paul Andrew L. Manalo | Department of Disaster Resilience and Management; |
| (r) | Renato Bustamante | Drug Abuse Prevention and Control Office; |
| (s) | Amadeo Jove B. Gaspar Jr. | City Engineering Department; |
| (t) | Siegfred B. Gapuz | Environmental Protection and Natural Resources Office; |
| (u) | Mario Jeorge O. Andico | Environmental Sanitation Center; |
| (v) | Evan J. Sadia | Department of Agriculture – Extension Services Office; |
| (w) | Fortunata P. Sarmiento | Gender and Development Office; |
| (x) | Steven L. Si | General Services Office; |
| (y) | Alfredo C. Jandoc, Jr. | City Human Resources Management Department; |
| (z) | Mark Kenneth Acosta | Department of Internal Audit; |
| (aa) | Arvin Christian Reforma | Muntinlupa Entrepreneurship Financing Division; |
| (bb) | Christian Allen A. Osma | Lake Management Office; |



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(cc) Daniel Chito C. Valerio	Local Civil Registry, Muntinlupa;
(dd) Christian C. Pascua	Management Information Systems;
(ee) Joselito Brabante	Office of the City Mayor;
(ff) Allan Glenn R. Moldez	Muntinlupa City Library Office;
(gg) Maximo G. Abas	Alabang Public Market Administration Office;
(hh) Antonio Serafin D. Terrenal	Muntinlupa City Technical Institute;
(ii) Renato Santos	Muntinlupa City Muslim Affairs Office;
(jj) Jedd Anthony B. Rocha	Muntinlupa Scholarship Division;
(kk) Samuel C. Unay	Muntinlupa Traffic Management Bureau;
(ll) Alberto L. Pararagan	National Bureau of Investigation, Muntinlupa;
(mm) Harold John G. De Mesa	Office of Senior Citizens Affairs;
(nn) Jamie Galiz	Ospital ng Muntinlupa;
(oo) Lorenzo N. Guzman	Pamantasan ng Lungsod ng Muntinlupa;
(pp) Bernard L. Perez	People's Coordinating and Monitoring Office;
(qq) Nestor B. Martinez, Jr.	Plaza Central Administration Office;
(rr) Arthur G. Quiamco	Public Employment Service Office;
(ss) Aaron Niño Adamos	Public Information Office;
(tt) Glenn Lopez	Public Order and Safety Office;
(uu) Allan Lopena	Records Management Office;
(vv) Luisa Limon	Saklolo at Gabay ng Ina at Pamilya;
(ww) Roxane R. Dumag	Sangguniang Panlungsod Secretariat;
(xx) Eduardo Kondo	Schools Division Office, Muntinlupa;
(yy) Alma T. Sta. Maria	Social Services Department;
(zz) Menilea C. Satore	Early Childhood Education Division;
(aaa) Maria Cristina Ivana P. Argamacilla	Office of the City Treasurer;
(bbb) Ricky H. Timoteo	Urban Poor Affairs Office;
(ccc) Marivic C. Abrilla	Office of the City Veterinarian;
(ddd) Jefferson P. Zaballero	Office of the City Vice Mayor;
(eee) Conrado M. Reyes II	Youth Affairs and Sports Development Office;
(fff) George S. Gallano	City Zoning Administration Office;
(ggg) Edgardo O. Argana	City Health Office;
(hhh) Pat Richard Magcawas	Colegio De Muntinlupa; and
(iii) Ceferino B. Melo	Office of the City Architect.

Membership in the OSHC and in the subsequent list of individuals trained in the Basic Occupational Safety and Health is a direct function each one occupies in his or her department or office. As such, the resignation, removal, retirement, transfer, termination, severe incapacity, grave illness, death, or any other similarly-situated circumstance of the





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member shall entitle the successor to assume membership without the need for the issuance of another instrument or order. To guarantee the smooth and continuous discharge of the functions, the Office of the City Mayor shall issue an order designating the new member, subject to the provision of training, as mandated by law and regulations, all within thirty (30) calendar days from the date of departure of the predecessor.

Section 3. Safety Officer in Charge of Buildings, City Hall Complex.

In order to streamline the discharge of functions, each building of the City Hall Complex shall be led by an individual from among the respective sets of departments and offices, namely:

- | | | |
|-----|-------------------|--|
| (a) | Aljan E. Dumandan | Main Building, City Hall Complex; |
| (b) | Arthur G. Quiamco | Annex Building, City Hall Complex; and |
| (c) | Roxane R. Dumag | People's Center, City Hall Complex. |

Section 4. Functions of the OSHC.

The OSHC shall perform the following functions, namely:

- (a) Develop OSH policies and standards internal to the City Government, which should be in accordance with the Civil Service Commission (CSC), the Department of Health (DOH) and the Department of Labor and Employment (DOLE) Joint Memorandum Circular No. 1, Series of 2020;
- (b) Plan and develop health related trainings and seminars to promote accident prevention programs in the workplace;
- (c) Initiate and implement improvement of working conditions related to a safe and healthy working environment;
- (d) Ensure the health promotion and accident prevention efforts of the City Government are in compliance with the national government safety programs to maintain healthy work habits and safety practices in the workplace;
- (e) Conduct periodic safety meetings;
- (f) Submit reports on its meetings and other activities to the head of the agency to the proper competent authority;
- (g) Review reports of inspection, accident investigations and implementation of programs;
- (h) Provide the necessary support to government inspection authorities in the proper conduct of the said activities;
- (i) Initiate safety trainings on OSH for the City Government by coordinating with appropriate training institutions;





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- (j) Develop and maintain contingency plans and provide trainings and seminars in handling disaster situations;
- (k) Submit to the head of the agency an Annual Work and Financial Plan and budget needed to support the OSH programs; and
- (l) Serve as Officer-In-Charge in their respective departments and offices during the simulation exercises and actual onslaught of disaster, with continuous reporting to the primary Disaster Control Group (DDRM).

Section 5. Duties of the City Government of Muntinlupa.

Through the Office of the City Administrator, the City Human Resources and Management Department, the Department of Disaster Resilience and Management, and other allied departments and offices, the City Government shall ensure the following acts, namely:

- (a) Provide a reasonable working condition and ensure that the workplace is free from hazardous conditions that will cause death, illness or physical injury/ies to its workers/employees;
- (b) Ensure the conduct of occupational safety awareness; work hazards analysis sessions; identification of hazards and measures to be undertaken by all their employees in case of emergency and other analogous incidents/circumstances;
- (c) Comply with the requirements of the OSH Standards;
- (d) Provide Personal Protective Equipment (PPE), whenever warranted, at no cost to the worker and ensure that the appropriate and approved devices and equipment used are only those that passed the Philippine quality standards whether local or international.
- (e) Establish and adopt policies on safety, peculiar to its environment and in conformity with the provisions of the Civil Service Commission (CSC), the Department of Health (DOH), and the Department of Labor and Employment (DOLE) Joint Memorandum Circular No. 1, Series of 2020, outlining therein accountable persons and the scope of their delegated authority;
- (f) Appoint or designate, as the case may be, a Safety and Health Officer, and ensure that the needed OSH trainings are undertaken;
- (g) Create a Safety and Health Committee and/or a Special Investigation Committee that will conduct regular meetings and/or investigation on occupational related accidents, injuries, illness and/or death; and acts on measures recommended by the Safety and Health Committee and/or Special Investigation Committee;
- (h) Provide annual report and documentation on the health and safety program of the City Government, including, but not limited, to the following:





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- (i) OSH related activities;
- (ii) Safety performance;
- (iii) OSH Committee recommendations and measures taken to implement such recommendations;
- (iv) Survey Report of approved sick leave applications due to work related sickness/diseases;
- (v) Incident report on work related injuries;
- (i) Provide emergency medical services for all employees for occupational related accidents, injury, illness and or death, including, but not limited to, emergency hospitalization, medical supplies and emergency kits;
- (j) Ensure that institutional contractors or service providers have functional OSH policy and program, which will cover employees, deployed in government agencies, and meet the requirement as provided in the CSC-COA-DBM Joint Circular No. 1, Series of 2017, dated 15 June 2017, as amended by CSC-COA-DBM Joint Circular No. 1, Series of 2018; and
- (k) Ensure that emergency OSH related services will be provided for job order, contract of service and/or individual contract employees such as first aid, emergency medical supplies and emergency hospitalization assistance; and that confinement and other related expenses shall be borne by the said contracting agency/individual and shall be stipulated in the terms and conditions of the contract.

Section 6. Duties of the Employees.

- (a) Cooperate with the City Government in carrying out the provisions of Civil Service Commission (CSC), Department of Health (DOH) and the Department of Labor and Employment (DOLE) Joint Memorandum Circular No. 1, Series of 2020, and report to the Safety and Health Committee any work hazard that may be observed in the workplace;
- (b) Follow all instructions on work safety given by the City Government in compliance with the provisions of the Standards and make use of all safeguard and safety devices provided by the City Government;
- (c) Participate/Cooperate with the Safety and Health Committee on OSH programs, initiatives and activities; and
- (d) Support other government agencies in the conduct of health and safety inspection or other programs.

Section 7. Duties of the Safety and Health Officer.

- (a) Undergo training on Occupational Safety and Health and related programs;





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- (b) Act as the focal person of the City Government Department/Office in the implementation of programs to eliminate hazards in the workplace and to correct, amend risky and/or unsafe work practices;
- (c) Serve as Secretariat to the Safety and Health Committee, and shall:
 - (i) Notify members of the periodic meetings;
 - (ii) Prepare the minutes of the meeting;
 - (iii) Submit to the head of agency a report of the activities of the OSHC, including the recommendations made thereof;
- (d) Report on the occurrence of accidents; and
- (e) Coordinate all safety and health training programs of the City Government.

Section 8. Funding support.

To effectively carry out the functions of the committee, all programs and activities shall be funded out of the Local Disaster and Risk Reduction and Management Fund the City, in conformity with the guidelines stipulated in the Joint Memorandum Circulars and other issuances relative to the disbursement of the Local DRRM Fund.

Section 9. Repealing Clause.

All previously issued orders inconsistent with provisions found herein shall be deemed repealed, revoked, or amended accordingly.

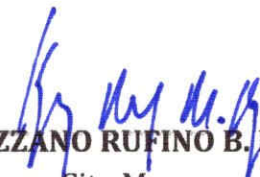
Section 10. Separability Clause.

In the event any of the provisions found herein is judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 11. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this third day of May 2023 in the City of Muntinlupa


ROZZANO RUFINO B. BIAZON
City Mayor *at*

