



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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JUN 02 2023

**SPECIAL ORDER**  
**NO. 2023 - 330**

**SUBJECT: CREATION OF SAFETY AND HEALTH COMMITTEE FOR DENR  
CENTRAL OFFICE**

In the interest of service, to promote a safe and healthy workplace, and to ensure the preservation of human lives and resources and prevent loss/damage of properties, the Safety and Health Committee for DENR Central Office is hereby created pursuant to the following issuances/policies:

1. Republic Act No. 11058: "**An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof**", whereas the State shall ensure that the provisions of the Labor Code of the Philippines, all domestic laws, and internationally-recognized standards on occupational safety and health are being fully enforced and complied with by the employers;
2. CSC,DOH,DOLE Joint Memorandum Circular No. 1, s. 2020: "**Occupational Safety and Health (OSH) Standards for the Public Sector**", whereas, OSH standards for the public sector must be strictly complied with, implemented, diligently monitored, and evaluated to facilitate future policy innovations and/or initiatives.

In order to implement the above-cited issuances/policies, the DENR Central Office Safety and Health Committee shall be composed of the following:

Chairperson: Undersecretary Supervising Human Resource  
Vice-Chairperson: Assistant Secretary Supervising Human Resource  
Members:  
Director, Human Resource Development Service  
Director, Administrative Service  
Director, Financial and Management Service  
Director, Legal Affairs Service  
Director, Strategic Communication and Initiatives Service  
Director, Foreign-Assisted and Special Projects Service  
Director, Climate Change Service  
Representative from the Office of the Secretary  
Gender and Development Focal Person  
Incident Commander-DENR Disaster Response Team  
Representative from DENREU

Ex-officio Member:

Medical Officer

Secretariat:

Engr. Jeffrey Bancifra

Engr. Paul Anthony Billiones

Mr. Jack Victor Neyra

Ms. Ma. Leana Manabag

Ms. Revihilda Cendaña

Ms. Jesah Lou Cabañero, RN

The DENR Safety and Health Committee, being the planning and policy making body on all matters pertaining to safety and health shall:

1. Develop OSH policy and standards internal to the agency in accordance with CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020;
2. Plan and develop OSH programs as stipulated on Section VI (JMC no.1, s.2020) and other related accident prevention programs in the workplace;
3. Initiate and implement improvement of working conditions relative to safe and health working environment through consultation with DENR personnel to address current and recurring concerns;
4. Ensure the health promotion and accident prevention efforts of the Department in compliance with the government safety programs to maintain healthy work habits and safety practices in the workplace;
5. Conduct periodic safety meetings;
6. Review reports of inspection, accident investigations, and implementation of programs;
7. Provide necessary support to government inspecting authorities in the proper conduct of their activities;
8. Initiate safety trainings for the agency by coordinating with appropriate training institutions;
9. Develop and maintain contingency plans and provide trainings in handling disaster situations;
10. Submit annual report and documentation on the health and safety program of the Department, including but not limited to the following:
  - OSH related activities;
  - Safety Performance;
  - SHC meetings;
  - SHC recommendations and measures taken to implement such recommendations;
  - Survey report of approved sick leave applications due to work related sickness/disease; and
  - Incident report on work related injuries.
11. Submit to the undersigned a consolidated Annual Work and Financial Plan and budget needed to support the OSH programs.

Further, the members of the secretariat shall:

1. Undergo training on Occupational Safety and Health related programs;
2. Act as focal person of the agency in implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices;
3. Serve as Secretary to the Safety and Health Committee, and as such he/she shall:
  - (a) Notify members of the meetings
  - (b) Prepare minutes of meetings
  - (c) Submit to the head of agency a report of activities of the Committee including recommendations made thereof;
4. Report on the occurrence of incidents; and,
5. Coordinate all safety and health training programs for the agency management and employees.

To ensure effective implementation of the committee's plans, activities, and programs, and to empower the working committee with appropriate skills and knowledge to execute their responsibilities, the corresponding budget for trainings/workshops, coordination, meetings and other expenses shall be provided, subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately.

MARIA ANTONIA CUBLO LOYZAGA  
Secretary

