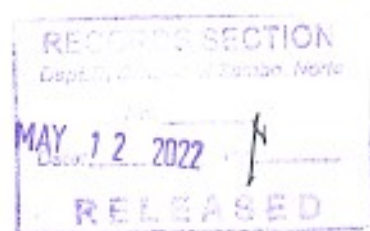




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 165, S. 2022

To: Public Schools District Supervisors/ Principal In-charge of the District  
Public/Private Elementary and Secondary School Heads/Principal  
All others concerned  
This division

From: **VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent *[Signature]*

Subject: Basic Occupational Safety and Health Training Course for Safety Officer I

Date: May 10, 2022

In consonance with the Department and Department of Health Joint Memorandum Circular No. 001, Series of 2022, the Revised Operational Guidelines on the Implementation of the Progressive Face-to-Face Learning Modality and OUA Memorandum 00-0222-0163, directing all levels of governance to conduct Basic Occupational Safety and Health (BOSH), this office in partnership with the Department of Labor and Employment, Occupational Safety and Health Center, Region IX will conduct a **Basic Occupational Safety and Health Training Course on May 17-18, 2022.**

Participants of the Basic Occupational Safety and Health BOSH Training Course for Safety Officer 1 (SO1) are the **Sixty (60) District DRRM Coordinators attached and the Division DRRM Coordinator and DRRM alternate.** All participants are required to have a laptop or computer with a stable internet connection to fully absorb the lectures.

There will be tasks to be performed and assignments for every end of a session, thus, all participants are required to the full engagement in the training. To register, kindly access the link [https://tinyurl.com/BOSHSO1\\_REU920220512-13REG](https://tinyurl.com/BOSHSO1_REU920220512-13REG) on or before May 13, 2022.

For questions and clarifications, kindly contact the Division DRRM Coordinator at 09778560352 or email us at [euice.janolino@deped.gov.ph](mailto:euice.janolino@deped.gov.ph).

For information and guidance.

SGODDRMedj/BOSH Training/DM-009-05-10-2022

N-avigating  
O-pportunities to  
R-engineer for  
T-ransformation &



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"Be and Do Much Better Each Day  
with a  
Sense of Urgency"

## DISTRICT DRRM COORDINATORS

1. La Libertad – Cerlina M. Patagoc
2. Mutia – Charlito S. Bromediano
3. Piñan – Danilo Omamalin
4. Polanco I – Alex L. Empeynado
5. Polanco II – Rogelio Ocamia
6. Polanco III – Val R. Gabucan
7. Rizal – Josephine E. Banua
8. Sergio Osmeña I – Lucio B. Caparoso
9. Sergio Osmeña II – Oscar D. Mesario
10. Sergio Osmeña III – Dexter B. Bendaño
11. Sibutad – Fe B. Josol
12. Katipunan I – Luis A. Ferolino
13. Katipunan II – Joel E. Borongan
14. Katipunan III – Gil S. Mandas
15. Katipunan IV – Jovevani S. Matias
16. Manukan I – Merry Doll O. Esolana
17. Manukan II – Michelle N. Antiquina
18. Manukan III – Mark Anthony D. Cantores
19. Ponot I – Nestor R. Recososa
20. Ponot II – Louer S. Lecera
21. Roxas I – Darven G. Cinches

22. Roxas II – Bernie O. Abrenica
23. Roxas III – Rufo Watari M. Yaco
24. Siayan I – Uldarico B. Crampatanta Jr.
25. Siayan II – Marilou P. Teope
26. Siayan III – Gemma A. Cenas
27. Sindangan Central I – Rosalie E. Paculanang
28. Sindangan Central II – Vivencio C. Bensulan Jr.
29. Sindangan Central III – Rogelia J. Lacio
30. Sindangan North I – Arnold B. Guadalquiver
31. Sindangan North II – Nathaniel H. Aban
32. Sindangan South I – Lloyd C. Culanculan
33. Sindangan South II – Maizza P. Mandih
34. Bacungan I – Jessa Mae L. Balos
35. Bacungan II – Lorena F. Endab
36. Baliguian – Jerry j. Dumajel
37. Godod I – Joseph P. Enderez
38. Godod II – Junry C. Galindo
39. Gotalc I – Arlene A. Rebecca
40. Gotalac II – Ramon S. Ensendencia
41. Kalawit I – Wilmar N. Cal
42. Kalawit II – Annie B. Dumajel
43. Labason I – Richard M. Antolin
44. Labason II – Lyndon M. Andajao

45. Labason III – Jubel James M. Wenceslao
46. Liloy I – Juanito D. Cabañog
47. Liloy II – Policarpio T. Dionaldo
48. Liloy III – Victorino G. Escuadro
49. Salug I – Tammy G. Olihe
50. Salug II – Jerry C. Brobo
51. Salug III – Dermedomie S. Abao
52. Sibuco I – Ben Faizal S. Hussin
53. Sibuco II – Montano T. Requilme Jr.
54. Siocon I – Vergel M. Marcera
55. Siocon II – Arbel John A. Teves
56. Siocon III – Michael S. Diaz
57. Sirawai I – Jaber B. Batting
58. Sirawai II – Damsel L. Gumba
59. Tampilisan I – Wenifred P. Balili
60. Tampilisan II – Jessa Mae C. Mapula





**Basic Occupational Safety and Health Training Course for Safety Officer 1 (SO1)**  
**(8-hour OSH Orientation and 2-hour Training of Trainers)**  
VIA ZOOM

May 12-13, 2022

**Revised Learning Road Map**

Time	Duration (hours/minutes)	Topics	Resource Person
<b>Day 1</b>			
7:45-8:15	AM Registration: 30 minutes	<b>Registration of Participants and Host/Co-Hosts</b> (Time consumed not included in the 10 hours)	<b>Waiting Room</b>
8:15-8:45	Lecture: 15 minutes  Questions: 15 minutes	<b>Opening Ceremony</b> <ul style="list-style-type: none"> <li>- Prayer/ National Anthem</li> <li>- Opening Remarks</li> <li>-</li> <li>- Intro of industries present</li> <li>- House Rules</li> <li>- General Course Objectives</li> <li>- Learning Road Map</li> <li>- Platform Orientation</li> </ul>	<b>OSHC</b>  John Arnnie Reyes/ Precious Macansantos OSHC-REU 9
8:45-9:00	Lecture: 15 minutes	<b>Module 1: Introduction to OSH</b> <ul style="list-style-type: none"> <li>- Importance of OSH</li> <li>- OSH Situationer Philippines Data (PSA and DOLE Inspection Data)</li> </ul>	<b>John Arnnie Reyes</b> OSHC-REU 9
9:00-10:00	Lecture: 50 minutes  Questions: 10 minutes  <b>Ergonomic Break:</b> 5 minutes	<b>Module 2: General Concepts on OSH</b> <ul style="list-style-type: none"> <li>- Accident Causation Theories</li> <li>- Accident Causation and Prevention               <ol style="list-style-type: none"> <li>1. Unsafe Act and Unsafe Conditions</li> <li>2. Accident Prevention</li> <li>3. Benefits of having Safety and Health Practices in the Workplace</li> </ol> </li> <li>I. Definition of Terms with examples               <ul style="list-style-type: none"> <li>- Safety hazards</li> <li>- Health hazards</li> <li>- Risks (low, medium, high risks)</li> </ul> </li> </ul>	<b>Engr. Eduardo Rivero</b> Accredited Safety Consultant ZAMPEN OSHNet President
10:00-11:00	Lecture: 45 minutes	<ul style="list-style-type: none"> <li>- <b>Salient features of OSH Legislations</b> <ol style="list-style-type: none"> <li>1. RA 11058 and its IRR (DO 198-18)</li> <li>2. OSH Standards as amended including related provisions of PD 626 emphasis on duties of safety officers, OSH personnel and OSH Committee</li> </ol> </li> </ul>	<b>Makaraya U. Adil</b> Supervising LEO DOLE 9

Time	Duration (hours/minutes)	Topics	Resource Person
	Lecture: 15 minutes  Questions: 15 minutes	- Administrative OSH Requirements 1. Reportorial Requirements and Prescriptive Period of Submission (R1020, AEDR, WAIR, AMR, RSO & Minutes of Meeting) 2. Mandatory OSH Programs 3. Penalties for violations	
11:00-12:00	Lecture: 45 minutes  Questions: 15 minutes	<b>Module 3a: Industrial Hygiene and Chemical Safety</b> - Health hazard identification and control measures - Proper chemical labelling and storage - Safety Data Sheet DOLE Department Order 136 s.2014	Ma. Joy Reneeli E. Enriquez DOLE 9, Nursing Unit Head
12:00-1:00	Off-cam: 40 minutes  <b>Ergonomic Break: 5 minutes</b>	<b>Lunch and Registration</b> <b>[Share Screen: Play OSHC and OSH-related media]</b>  (Time consumed not included in the 10 hours)	
1:00-2:00	Lecture: 1 hour  Questions: 10 minutes  <b>Ergonomic Break: 5 minutes</b>	<b>Module 3b: Basic Safety Rules and Measures</b> - Housekeeping and Materials Handling and Storage - Machine Safety (Types, Sources and Control) - Electrical Safety (Types, Sources, LOTO and Controls) - Fire Safety (Elements of Fire, Prevention and Control)	Engr. Dennis Toledo Accredited Safety Practitioner ZAMPEN OSHNet
2:00-3:00	Lecture: 50 minutes  Questions: 10 minutes  <b>Evaluation: 5 minutes</b>	<b>Module 5: Workplace Emergency Preparedness</b> - Roles of OSH Personnel and other persons during emergencies - Responses during Emergency Conduct of Emergency Drills (i.e. Earthquake Drill/Fire Drill/Bomb Threat)  <b>Trainers Evaluation via Google Forms as Log Out</b>	Engr. Eduardo Rivero Accredited Safety Consultant ZAMPEN OSHNet President
3:00-3:30	Lecture: 20 minutes  Questions: 10 minutes	<b>Employees Compensation Program</b>	Cerna Ahmad Ahjub Information Officer- ECC 9
<b>Day 2</b>			
7:45-8:00	AM Registration: 30 minutes	<b>Registration of Participants and Host/Co-Hosts</b> (Time consumed not included in the 10 hours)	Waiting Room
8:00-11:00	Lecture: 45 minutes  Questions: 10 minutes  <b>Ergonomic Break: 5 minutes</b>	<b>Module 4: Hazards Identification, Risk Assessment and Control (HIRAC)</b> - Key steps in recognizing and identifying safety and health hazards - Risk assessment and prioritization - Application of control measures (hierarchy) - Video Showing and Template	Renato E. Entera Accredited Safety Practitioner ZAMPEN OSHNet



<b>Time</b>	<b>Duration (hours/minutes)</b>	<b>Topics</b>	<b>Resource Person</b>
	Instructions and Workshop: <b>1 hour</b> *Reporting: <b>45 minutes</b>	- Workshop instructions shall be given during the lecture - Workshop: 4 Breakout Rooms - Reporting shall be done via Screen Share of Host	
11:00-12:00	Lecture: <b>45 minutes</b>  Questions: <b>15 minutes</b>	<b>Special Module: Control and Management of COVID-19 in the Workplace</b>	Precious Macansantos, RN OSHC - REU 9
12:00-12:45	Off-cam: <b>40 minutes</b> Ergonomic Break: <b>5 minutes</b>	<b>Lunch and Registration</b> [Share Screen: Play OSHC and OSH-related media] (Time consumed not included in the 10 hours)	
12:45-2:45	Lecture: <b>1 hour</b>  Questions: <b>10 minutes</b>  Ergonomic Break: <b>5 minutes</b>  Re-Entry Plan: <b>15 minutes</b>  Evaluation: <b>5 minutes</b>  Closing: <b>25 minutes</b>	<b>Module 6: Training of Trainers on OSH (2 hours)</b>  - Role of OSH Trainer - Basic Skills of Trainers - Presentation Materials and Delivery Techniques - Mandatory OSH Training for Workers  - HIRAC Reporting Delivery Feedback  Commitment Setting (Re-entry Plan)  Trainers and General Evaluation via Google Forms as Log Out  Closing: Reminders Awarding of Certificates  Closing Remarks	Ela Mae Bayangos OSHC-REU 1            OSH-C-REU 9       Mr.Virgilio P. Batan Jr., Schools Division Superintendent
Day 1 8:15-12:00 (3.75 hours) 12:45-3:00 (2.25 hours) Day 2 8:15-12:00 (3.75 hours) 12:45-2:45 (2 hours)	Day 1: 6 hours  Day 2: 5.75 hours  Total = 11.75 hours	Remarks: Time consumed for Registration and Lunch are not included in the 11.5 hours	

Training Duration of 11.75 Hours Rationale:

- 1 hour was added due to the COVID-19 special module
- 45 minutes was added on top of the 10 hours as adjustment to online learning