



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

23 August 2021

MEMORANDUM NO. CCDP 2021

TO : Prof. Marohren C. Tobias-Altura, CPH
Asst. Prof. Samuel M. Go, CAS
Asst. Prof. Josephine E. Carioso, CN
Inst. Ralph Keven M. Genoguin, CAMP
Ms. Maricar B. Paras-Ong, CD
Ms. Lucia L. Juguan, CM
Ms. Elisa J. San Diego, CP
Ms. Lilibeth E. Manganip, NIH
Mr. Jorel A. Manalo, HRDO

THROUGH : The Deans, Directors, Heads of Units and Offices


SUBJECT : Designation as Safety Officers

You are hereby designated as Safety Officers in your college / unit effective 01 September 2021. Your main function is to act as Focal Persons in your respective units in the implementation of programs to eliminate hazards in the workplace.

Specifically, you shall:

1. Serve as the Secretary to the college / unit Health and Safety Committee;
2. Act in an advisory capacity on all matters pertaining to health and safety for the guidance of the employer and workers;
3. Conduct investigation of accidents as a member of the Health and Safety Committee and submit separate report and analysis of accidents to the college/unit;
4. Coordinate all health and safety training programs for the constituents;
5. Conduct health and safety inspection as a member of the committee;
6. Maintain or help in the maintenance of an efficient accident record system and coordinate actions taken by supervisors to eliminate accident causes;
7. Provide assistance to UP Manila other government agencies in the conduct of safety and health inspection, accident investigation or any other related programs

For your information and guidance.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor