



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**TRAINING FOR BASIC OCCUPATIONAL SAFETY AND HEALTH FOR
SAFETY OFFICER II**


To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
All Others Concerned

1. Attached is a letter from Dr. Erwin O. Alfonso, Department Head, DDRM, dated November 12, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the attached list of participants for reference.

Basic Occupational Safety and Health Participants

Name	Designation
Mr. Jerome M. Tagapan	Engineer III
Mr. Doyle E. Delantar	Administrative Assistance II

3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

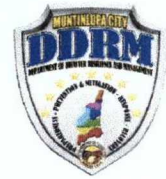
Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

SAFETY EDUCATION COMMUNICATIONS

ELK/DM/TRAINING FOR BASIC OCCUPATIONAL SAFETY AND HEALTH FOR SAFETY OFFICER II
483 /November 18, 2025



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
City of Muntinlupa



DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT
(Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City
Tel. No.: 8925-43-82

November 12, 2025

RECEIVED BY
11/14/25 11:47am
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent
Schools Division Officer – Muntinlupa City

Madam,

The Department of Disaster Resilience and Management through the Occupational Safety and Health Committee will be conducting **Basic Occupational Safety and Health Training for Safety Officers 2 of MRBE participants and representatives from Schools Division Office on November 17-20, 2025 at the DDRM Research Center, 4th Floor, Resiliency Building.**

The training is in line with the guidelines stated in Section V(2)(b) of Joint Memorandum Circular (JMC) No. 1, Series of 2020 of DOLE, for the Provision of Reasonable Working Conditions by conducting Emergency Preparedness Programs through the conduct of trainings and drills on Disaster Risk Reduction and Management and ensuring employees are prepared during emergencies. The training and workshop aims to enhance the Safety Officers' basic knowledge and skills necessary to mitigate workplace hazards and minimize or eliminate potential risks to the health and safety of responders and clients.

In this regard, we are respectfully requesting two (2) of your personnel to attend the capacity building of the aforementioned program. Attached herewith the **confirmation slip** to be submitted on or before **November 17, 2025 (Monday)**.

Thank you very much.

Very truly yours,

ERWIN O. ALFONSO, Ph.D.
Department Head

/paul

0422



DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT
 (Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City
 Tel. No.: 8925-43-82

CONFIRMATION SLIP

Basic Occupational Safety and Health for Safety Officer 2

Date of Submission	
Name of School	
Name of Personnel	

I hereby confirmed the participation in the training of the above-mentioned name:

Name of Supervisor/Head	
Signature of Supervisor	
Date and Time of Signature	

Kindly submit via email (paulandrewmanalo007@gmail.com) and name the subject to NAME OF THE HOTEL_BLS/OFA_Participants.

(eg. DDRM_BLS/OFA_Participants)



DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT
 (Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City
 Tel. No.: 8925-43-82

CONFIRMATION SLIP

Basic Occupational Safety and Health for Safety Officer 2

Date of Submission	
Name of School	
Name of Personnel	

I hereby confirmed the participation in the training of the above-mentioned name:

Name of Supervisor/Head	
Signature of Supervisor	
Date and Time of Signature	

Kindly submit via email (paulandrewmanalo007@gmail.com) and name the subject to NAME OF THE HOTEL_BLS/OFA_Participants.

(eg. DDRM_BLS/OFA_Participants)