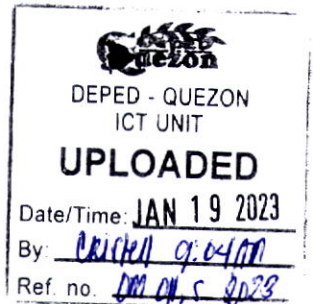




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



13 January 2023

**OFFICE MEMORANDUM**  
OM No. 011, s. 2023

**RE-ORGANIZATION OF DESIGNATED SAFETY OFFICERS PER OFFICE AND  
CREATION OF A FIRE BRIGADE TEAM IN SDO QUEZON**

**TO:** Assistant Schools Division Superintendent  
Division Chiefs  
Unit Heads  
Section Heads  
All Personnel

This Memorandum, by virtue of RA 9514 or The Revised Fire Code of the Philippines, is in reference with JMC 01, s. 2020 of the Civil Service Commission (CSC), the Department of Health (DOH) and the Department of Labor and Employment (DOLE) on Occupational Safety and Health Standards for Public Sector.

All Section Heads are advised to identify two (2) personnel from their respective offices who shall be designated as Safety Officers, and one (1) personnel as Member of the SDO Quezon Fire Brigade Team. See Enclosure Nos. 1 and 2 for the Terms of Reference.

Kindly have your designated Safety Officers and Member of the SDO-Quezon Fire Brigade Team register on or before January 20, 2023 through this link: **[tinyurl.com/SDOSafetyOfficerFBT](http://tinyurl.com/SDOSafetyOfficerFBT)**.

The Orientation on Occupational Safety and Health Standard, and the Training for the Fire Brigade Team will be announced in a separate Memorandum.

Immediate dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division  
Superintendent-Officer-In-Charge  
Office of the Schools Division Superintendent

drmapr01/13/2023

DEPEDQUEZON-TM-SDS-04-010-005



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[Enclosure No. 1 to DM No. 01, s. 2023]

**Roles and Responsibilities of the Safety Officer**

1. To develop, implement and promote occupational safety and health programs in the workplace;
2. To advise and assist the Top Management of SDO Quezon through their immediate head in complying with the provisions of the standard, especially in the submission of report requirements;
3. To perform at least a quarterly appraisal/assessment of the implementation of the occupational safety and health programs in the workplace;
4. To help in the preparation of the annual safety and health programs of SDO Quezon;
5. To be present during the scheduled safety inspections by the authorized government agents, and as requested during regular health and safety committee meetings;
6. To participate in the conduct of relevant trainings and activities, and
7. To do other tasks as may be assigned by the Top Management or immediate head.

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[Enclosure No. 2 to DM No. 01, s. 2023]

**Roles and Responsibilities of the Fire Brigade Team Member**

1. To formulate a fire escape plan;
2. To ensure the presence of FIRE ESCAPE ROUTES and EXIT PATHS which personnel/guests/clients should be aware of;
3. To ensure that the escape routes and exit paths are free from obstructions;
4. To inspect doors and windows of offices, and ensure they are easy to open;
5. To conduct regular electrical safety inspection and take necessary actions to repair or replace defective wiring, light bulb, etc.;
6. To encourage fellow personnel to unplug electrical wiring when not in use, and turn off lights when leaving the office;
7. To conduct monthly inspections on the installed fire safety fire devices, such as fire extinguishers and smoke detectors;
8. To undergo series of trainings to learn fire fighting techniques; and
9. To do other tasks as may be assigned by the Top Management or immediate head.

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