



Office of the President

24 April 2023

ADMINISTRATIVE ORDER

No. 255 series of 2023

TO: PROF. EDUARDO THADDEUS M. LIVICA JR.
Assistant Professor IV, Bicol University

THRU: DR. JEAN ANNETTE S. IBO
Dean, BUCN

**SUBJECT: DESIGNATION AS NSTP DIRECTOR AND OCCUPATIONAL
SAFETY OFFICER OF BICOL UNIVERSITY**

To ensure effective and efficient delivery of services and implementation of the National Service Training Program (NSTP) and the effective implementation of the Occupational and Safety Program of the University, you are hereby designated as **Director of the NSTP, University Occupational Safety Officer, and Secretary of the University Occupational Safety and Health Committee** for the School Year 2023-2024, effective 2 May 2023 until revoked by a subsequent issuance from this Office in accordance with the Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as NSTP Director, University Occupational Safety Officer, and Secretary of the University Occupational Safety and Health Committee, you shall perform the following duties and functions:

As NSTP Director, you shall:

- (a) Take the lead in the formulation and implementation of policies, rules and standards and basic procedures of NSTP in the University in coordination with concerned offices;
- (b) Represent the school authorities in the exercise of academic and administrative supervision of the different NSTP components;
- (c) Work for new linkages through memoranda of Agreement to harness volunteer work of BU-NSTP students for community development;
- (d) Plan, implement, and monitor activities that focus on the development of values of good citizenship with emphasis on industry, nationalism and integrity with concrete community engagement in the areas of environment protection, education and health, introduce special programs on boy and girl scouting;
- (e) Render periodic reports to CHED Regional Office and other regulatory bodies through this Office; and
- (f) Review and recommend amendments to the established NSTP policies and guidelines.

As Occupational Safety Officer, you shall:

- (a) Take the lead in monitoring and assessing risks, hazards, and unsafe situations in the workplace;
- (b) Develop measures to assure university personnel safety;
- (c) Correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required;
- (d) Ensure the site safety and maintain awareness of and developing situations in the workplace;
- (e) Acts as Secretary of the Health and Safety Committee of the University with the following functions:
 - i. Prepare minutes of meetings'
 - ii. Report status of recommendations made;
 - iii. Notify members of the committee; and

- iv. Submit to this Office a report of the activities of the committee.
- (f) Assist the University Safety and Health Committee in your capacity as adviser on all matters pertaining to health and safety for the guidance of the management, employees and other University constituents;
 - (g) Conduct investigation of accidents and submit separate report and analysis of accident to this office;
 - (h) Coordinate all health and safety training programs for the employees and the management, conduct health and safety inspection as member of the committee;
 - (i) Maintain an efficient accident record system and coordinate actions taken by this office to eliminate accident causes;
 - (j) Provide assistance to government agencies in the conduct of safety and health inspection, accident investigation or any other related programs as identified and as directed by the University President or his authorized representative; and
 - (k) Perform other tasks that may be assigned by higher authorities.

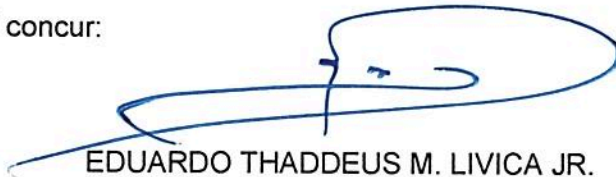
This designation entitles you to twelve (12) units Workload Equivalent Credit (WEC) and to Reimbursable Office Representation not to exceed Ten Thousand Pesos (P 10,000.00) per month in accordance with government accounting and auditing rules and regulations. You shall also be on accrued leave status for the duration of your designation, subject to regular assessment of your performance.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



EDUARDO THADDEUS M. LIVICA JR.

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NSTP
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