



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

November 5, 2025

DIVISION MEMORANDUM

NO: 794 s. 2025

**40 HOUR ONLINE TRAINING COURSE IN BASIC OCCUPATIONAL SAFETY AND
HEALTH FOR SAFETY OFFICER 2**

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates communication from Michelle Cruz, Corporate Team, Actsafe Health and Environmental Corp. on the Online Training Course in Basic Occupational Safety and Health for Safety Officer 2, the contents of which are self-explanatory.
2. Participation to the said training is **voluntary** and payment will be charged against **personal funds**.
3. Please see attached communication for more details.
4. For your information.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

10-317

TRAINING INVITATION

DEPED TAGBILARAN CITY DIVISION
SDS OFFICE

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BY

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From actsafe corp. <actsafecorp.safetytraining@gmail.com>
Date Tue 10/28/2025 4:34 PM
To TAGBILARANCITY DIVISION <tagbilarancity.division@deped.gov.ph>

3 attachments (1 MB)

BOSH SO2 - Government Invites.pdf; BOSH SO2 Government Course Outline-5 days.pdf; ACTSAFE REGISTRATION AND CONSENT FORM rev.docx;

You don't often get email from actsafecorp.safetytraining@gmail.com. [Learn why this is important](#)

Dear Sir/Ma'am,

Greetings!

The **ACTSAFE, HEALTH AND ENVIRONMENTAL CORP.**, a DOLE-OSHC Accredited Safety Training Organization and First Aid Training Provider would like to invite you and your personnel/employees for a 40-hour **Online Training course in Basic Occupational Safety and Health for Safety Officer 2 (BOSH SO2) for Government Sector on November 17-21, 2025 from 8:00 am to 5:00 pm.**

Please see the attached Invitation Letter, Course Outline and Registration form for your reference.

Kindly confirm your attendance at your earliest convenience.

For further assistance you may contact us at 09669967243/09985875531.

Hoping to hear from you. Thank you very much.

Best Regards,

Michelle Cruz
Corporate Team

Actsafes, Health and Environmental Corp.
121 JMK Bldg. West Ave. Brgy. Bungad Quezon City
09669967243/09985875531



ACTSAFE
HEALTH AND ENVIRONMENTAL CORP.
DOLE-OSHC Accreditation No.:1030-090320-121

121 JMK BLDG., West Avenue, Bungad, Quezon City
Email: actsafe2019@yahoo.com Contact Nos.: 09615018330
aresafe@yahoo.com 09669967243



October 22, 2025

Dear Sir/Madam,

Greetings!

The **ACTSAFE, HEALTH AND ENVIRONMENTAL CORP.** a DOLE-OSHC Accredited Safety Training Organizations will be having an approved Online Training on **Basic Occupational Safety & Health Course (BOSH) 40 Hour for Safety Officer 2-Exclusive for Government Employees on November 17-21, 2025** from **8:00am to 5:00 pm** via webinar (Zoom Pro).

The **Basic Occupational Safety & Health Course (BOSH) 40 Hour** is a Training Course required for Safety Officers 2 (SO2) under **Joint Memorandum Circular (JMC) No.1-2020** by **Civil Service Commission, Department of Labor and Employment (DOLE), Department of Health (DOH), Department Order 198-18 the Implementing Rules and Regulation of Republic Act 11058** "An Act Strengthening Compliance with the Occupational Safety & Health Standards and Providing Penalties in Violation thereof", and **Occupational Safety and Health Standards (OSHS)** as amended. The **JMC 1-20** is a Guidelines on Occupational Safety and Health Standards for the Public Sector is aimed at protecting all government employees from the dangers of injury, sickness or death in the workplace through the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage of properties.

This shall also guide the government agencies in the development, implementation, monitoring and evaluation of Occupational Safety and Health for government employees.

Training Fee is **Four Thousand Pesos (Php 4,000.00)** to cover the Training Certificate, Tax, Student ID, Shipping Fee and Training Manual (Digital Copy). For inquiry, please contact us at Corporate Mobile No.: 09669967243/09615018330.

Email at: actsafe2019@yahoo.com/actsafe2019@gmail.com

For bank transactions, please deposit your payment through our Bank Account /Check payment to: **ACTSAFE, HEALTH AND ENVIRONMENTAL CORP.** for **BDO Account No.: 003638013927** or **Chinabank Account No.: 141700003771**. Please scan your Deposit Slip and send to our email for verification. We also accept GCASH, Palawan Pawnshop Padala, Cebuana Lhullier, M Lhullier and Western Union.

Thank you and we look forward to your participation.

Very truly yours,

ARLES A. JANABAN
President/OSH Consultant



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Basic Occupational Safety & Health for Safety Officer 2 (BOSH-SO2)-40 Hours

Government Sector Course Outline

Time	Duration	Topic
Day 1		
8:00am-10:30am	2 hours & 30 minutes	Participants Registration Prayer National Anthem Opening message House Rules Pretest Introduction of Participants and Expectations Introduction to Course
10:30am-10:45am	15 minutes	Life Break
10:45am-12:00pm	1 hour & 15 minutes	Unit 1: Foundation of Occupational Safety and Health Elements 1: OSH Situationer Element 2: Unsafe Acts and Unsafe Conditions Element 3: Workplace Hazard Identification, Risk Assessment & Control Elements 4: Role of Safety Officer
12:00pm-1:00pm	1 hour	Lunch Break
1:00pm-3:30pm	2 hours & 30 minutes	Unit 2: Workplace Safety & Health Element 1: Safety Hazards (Identification) Element 1.1 Poor Housekeeping Hazards

ACTSAFE HEALTH & ENVIRONMENTAL CORP.

Version: 1

Revision: 1

Course: Basic Occupational Safety & Health (BOSH) SO2-Government Sector

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Time	Duration	Topic
		Element 1.2: Improper Materials Handling & Storage Hazards Element 1.3 Machine Hazards Element 1.4: Fire Hazards Elements 1.5 Electrical Hazards
3:30pm-3:45pm	15 minutes	Life Break
3:45pm-5:00pm	1 hour & 15 minutes	Workshop on Safety Hazards Identification
Day 2		
8:00am-8:15am	15 minutes	Learning Review
8:15am-9:30am	1 hour & 15 minutes	Element 2: Health Hazards Element 2 .1 : Industrial Hygiene-Health Hazards Identifications
9:30am-9:45am	15 minutes	Life Break
9:45am-10:45am	1 hour	Workshop on Health Hazards Identification
10:45am-12:15pm	1 hour & 30 minutes	Element 2.2: Industrial Hygiene-Evaluation of Health Hazards
12:15pm-1:00pm	45 minutes	Lunch Break
1:00pm-3:15pm	2 hours & 15 minutes	Element 2.3: Occupational Health (Medical Surveillance)
3:15pm-3:30pm	15 minutes	Life Break
3:30pm-5:00pm	1 hour & 30 minutes	Element 2.4: Risk Assessment Process With Workshop

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Time	Duration	Topic
Day 3		
8:00am-8:15am	15 minutes	Learning Review
8:15am-10:00am	1 hour & 45 minutes	Element 2.5: Control of Measure of Health Hazards
10:00am-10:15am	15 minutes	Life Break
10:15am-12:00pm	1 hour & 45 minutes	Element 2.6: Control Measures Safety Hazards
12:00pm-1:00pm	1 hour	Lunch Break
1:00pm-2:00pm	1 hour	Workshop on Safety and Health Hazards Control
2:00pm-5:00pm	3 hours (Include 15 minute break)	Unit 3: OSH Inspection and Accident Investigation Element 1: Accident and Incident Investigation with Workshop
Day 4		
8:00am-8:30am	30 minutes	Learning Review & Training Games
8:30am-12:00am	3 hours & 30 minutes (Include 15 minutes break)	Element 2: Safety Inspection Conduct safety inspection (workshop) Presentation Critique and Evaluation
12:00am-1:00am	1 hour	Lunch Break
1:00am-3:00am	2 hours	Unit 4: OSH Communications & TOT Element 1: OSH Communication and Trainer
3:00am-3:15am	15 minutes	Life Break
3:15am-5:00am	1 hour & 45 minutes	Unit 5: ERP, OSH Legislation and Other OSH Related Issuances Element 1: Workplace Emergency Preparedness

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Time	Duration	Topic
Day 5		Speaker:
8:00am-8:30am	30 minutes	Learning Review & Training Games
8:30am-10:00am	1 hour & 30 minutes	Element 2: PD 626 (Employees Compensation Commission)
10:00am-10:15am	15 minutes	Life Break
10:15am-12:00pm	1 hour & 45 minutes	Element 3: Occupational Safety and Health Legislation
12:00pm-1:00pm	1 hour	Lunch Break
1:00pm-2:30pm	1 hour & 30 minutes	Element 4: Occupational Safety & Health Programming
2:30pm-3:30pm	1 hour	Commitment Setting (Re-entry)
3:30pm-3:45pm	15 minutes	Life Break
3:45pm-4:15pm	30 minutes	Final Examination
4:15pm-4:45pm	30 minutes	Course Conclusion Training Evaluation Trainers Evaluation
4:45pm-5:00pm	15 minutes	Graduation and closing remarks



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PARTICIPANT REGISTRATION FORM

Name of Participant: (First Name Middle Name Last Name)		<input type="text"/>
Address:		<input type="text"/>
Facebook Account Name:		<input type="text"/>
Email:		<input type="text"/>
Contact No.:	<input type="text"/>	Age & Date of Birth: <input type="text"/>
Company Name (If Applicable):		<input type="text"/>
Address:		<input type="text"/>
TIN No.:	<input type="text"/>	Indust <input type="text"/>
Contact No.:	<input type="text"/>	No. of Worker <input type="text"/>
Position:		<input type="text"/>
Training Course DOLE-BWC Prescribed: (Please check)		
Basic OSH Training SO1 & SO2		Advance OSH Training for SO3 & SO4
BOSH 40 Hours	<input type="checkbox"/>	LCM 40 Hours <input type="checkbox"/>
COSH 40 Hours	<input type="checkbox"/>	SPHA 40 Hour <input type="checkbox"/>
OSH SO1 10 Hours	<input type="checkbox"/>	TOT 24 Hours <input type="checkbox"/>
For 1 Day and 2 Days OSH Training:		<input type="text"/>
For International OSH Training:		<input type="text"/>
Mode of Payment: (Please check)		
Cash:	<input type="checkbox"/>	Bank Transfer: <input type="checkbox"/> Other method: <input type="text"/> (GCASH,PPS Padala,etc)
Account Name: ACTSAFE, HEALTH AND ENVIRONMENTAL CORP. BDO Account No.: 003638013927		<input type="text"/>
GCASH: 09663614959 (Michelle I. Cruz) Palawan Pawnshop Pera Padala: Michelle I. Cruz (Anywhere in the Philippines)		

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ACTSAFE, HEALTH & ENVIRONMENTAL CORP.

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Certificate to be sent: Company Home Pick up

Please email the following to the email given below asap:

- (1) your proof of payment (picture of your payment slip)
- (2) 1 - Valid Identification Card (preferably government issued / student ID for students)
- (3) 2x2 Photo ID (most recent, FORMAL and white or plain background NOT a selfie)
NOTE: Please insert a CLEAR image for #1, 2 and 3 on the spaces indicated. It may be a scanned copy or a picture.
- (4) This duly filled up Registration Form
- (5) Signed consent/authorization form regarding the recorded online training and acceptance of the Online OSH Training Policy

You may contact the given mobile numbers for further information:

Contact Us At: actsafe2019@yahoo.com/aresafe2019@yahoo.com/actsafe2019@gmail.com

Corporate Mobile No.: **09669967243/09615018330**

For the e-signature, please type your full name on the box provided / please attach your e-signature if you have a readily available image.

Signature of Participants:


Please insert / place / paste your 2x2 Picture and Valid ID below.

2x2 ID PICTURE

VALID ID HERE

Note: You may change the box size to fit your ID size accordingly.

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Training Consent and Authorization Form

The **Acts safe, Health and Environmental Corporation** is committed to comply with the Data Privacy Act of 2012. By signing the agreement below, the participant agrees to give the training center consent and authorization to process information, store and submit to the authority in accordance with the Data Privacy Act of 2012. Agreement to all provisions below is a condition on the registration and participation to the Occupational Safety and Health Training in compliance to **Department Order 198-18, the IRR of the Republic Act 11058 "AN ACT STRENGTHENING COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH STANDARDS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF"** under the regulations of the **Occupational Safety and Health Center (OSHC) of the Department of Labor and Employment (DOLE)**.

The following are the terms and training policies:

1. I hereby certify that I will submit the following requirements to Acts safe prior to acceptance of my training registration:

- (1) proof of payment (picture of your payment slip)
- (2) 1 - Valid Identification Card (preferably government issued / student ID for students)
- (3) 2x2 Photo ID (most recent, FORMAL and white or plain background NOT a selfie)
- (4) The duly filled up Registration Form
- (5) This signed consent/authorization form regarding the recorded online training and acceptance of the Online OSH Training Policy.

2. I shall abide by all the regulations and policies on Occupational Safety and Health Training of the Accredited Safety Training Organization (**The Acts safe, Health and Environmental Corporation**).

3. I hereby authorize and give voluntary consent to **Acts safe, Health and Environmental Corporation** to collect and process the information stated herein and other training related documents and information.

4. I agree, authorize and give my consent to **Acts safe, Health and Environmental Corporation** to record the training for the purpose of complying with the requirements of the **Occupational Safety and Health Center (OSHC)** monitoring and evaluation process.

5. I hereby agree with the policy of deferment. In case a participant wish to defer or withdraw his/her enrollment, he or she should notify ACTSAFE through email or call/text or messenger stating the reasons why he/she will withdraw or defer the registration at least five (5) days before the start of the online training.

8. By Signing below, I agree to all the terms and conditions stated herein and to all the policies of **Acts safe, Health and Environmental Corporation** and that my agreement to all those stated above is among the conditions to my training enrollment.

Signature of Participant

For the e-signature, please type your full name on the box provided / please attach your e-signature if you have a readily available image.

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Please insert / place / paste your proof of payment below.

-Thank you for joining our trainings-

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