



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

Office of the Schools Division
Superintendent

September 16, 2026

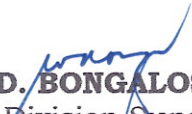
DIVISION MEMORANDUM

NO: 761 s. 2026

OPERATIONAL WORKSHOP FOR SAFETY AND HEALTH COMMITTEES AT HREP2026

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

1. This Office hereby disseminates official invitation from Virgilio V. Dolina Jr. HREP 2026 Convener, content of which is self-explanatory.
2. Participation to the said training-workshop is **voluntary** and expenses will be charged against **personal funds**.
3. Please see attached invitation for more details.
4. For your information.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct

Operational Workshop for Safety and Health Committees at HREP2026

received SGOP: 
9/10/26 @ 2:42

9-072

From Human Rights Education Programme <hrep@adremprojects.org>

Date Wed 9/9/2026 5:15 PM

DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
DOWNLOADED
BY  DATE: 9/10/2026

You don't often get email from hrep@adremprojects.org. [Learn why this is important](#)

Dear Sir/Madam:

It is a distinct honor to invite your organization to the **15th Human Rights Education Programme** (HREP 2026). Themed "**Safe, Secure, and Strong Institutions,**" HREP 2026 will be an output-driven Operational Workshop for Safety and Health Committees, taking place on **November 11-13, 2026**, in Pasay City.

The attached document provides complete details regarding the programme framework, schedule, and registration guidelines.

HREP2026 Participation.pdf

We encourage you to take advantage of early registration until September 30, 2026. Regular registration closes on October 23, 2026, or as soon as all available slots are filled. Kindly confirm your delegation details at your earliest convenience to assist us with logistical planning.

Should you have any questions, please feel free to reply directly to this email or contact us at 0961-982-5942.

Thank you, and we look forward to your organization's participation.

Sincerely,

HREP2026 Secretariat

Privacy Notice: This email was sourced from your public platform solely for this invitation; it will not be shared, and it will be deleted after the event.

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ADREM PROJECTS



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SAFE, SECURE, AND STRONG INSTITUTIONS

November 11-13, 2026 | Philippines

09 September 2026

TO Heads of Departments, Bureaus, and Agencies of the National Government, Local Government Units, Government-Owned and/or Controlled Corporations, State Universities and Colleges, Other Government Instrumentalities, and Private Sector Entities

RE Operational Workshop for Safety and Health Committees at HREP2026

Greetings from HREP2026 Secretariat!

In line with Joint Memorandum Circular No. 1, s. 2020 (CSC-DOH-DOLE) and Republic Act No. 11058 mandating fully functional Safety and Health Committees (SHC), we cordially invite your institution to participate in the **15th Human Rights Education Programme (HREP2026): Operational Workshop for Safety and Health Committees** on **November 11-13, 2026** in **Pasay City**. Centered on the theme **"Safe, Secure, and Strong Institutions,"** this initiative treats Occupational Safety and Health as a fundamental human right and vital governance standard.

HREP2026 is an output-driven workshop designed to bridge the gap between policy compliance and operational execution. Through direct technical mentoring and pre-drafted baseline templates, your delegation will complete and finalize an operational governance portfolio for adoption. Key deliverables include:

1. A rights-based internal workplace Safety and Health policy;
2. An Annual Work and Financial Plan (AWFP) and budget matrix;
3. Root Cause Analysis (RCA) frameworks and inspection-readiness logs; and
4. A DRRM-aligned crisis contingency plan and standardized meeting workflows.

To ensure optimal mentoring, seat allocation is strictly limited. We encourage your office to send your SHC members, Human Resources, Legal, DRRM, and employee representatives.

Every participating delegate must register individually. We review applications on a first-come, first-evaluated basis, so early registration is highly recommended. **Secure your spot online at hrep2026.adremprojects.org before the portal closes on October 23, 2026, or once capacity is reached.**

For your reference, the provisional program design and participation guidelines are enclosed.

Thank you for your commitment to building safe, secure, and strong institutions. Should you have further inquiries, please contact the HREP Secretariat at hrep@adremprojects.org or contact us at 09619825942.

Sincerely,


Virgilio V. Dolina Jr.
HREP2026 Convener

Email: tacs@adremprojects.org

15th Human Rights Education Programme

TITLE	15th Human Rights Education Programme (HREP 2026)
THEME	Safe, Secure, and Strong Institutions
TYPE	Operational Workshop for Safety and Health Committees <i>This program supports internal policy drafting and operational planning; it does not issue or replace mandatory statutory certifications (e.g., BOSH/COSH).</i>

DELIVERY

DATE	TIME	MODE	VENUE
November 11, 2026	08:00 am - 05:00 pm	ONSITE	Connect Lounge (2nd Floor), Savoy Hotel Manila, Pasay City
November 12, 2026	08:00 am - 05:00 pm	ONSITE	
November 13, 2026	08:00 am - 05:00 pm	ONLINE	Google Meet (Asynchronous)

PARTICIPANTS Safety and Health Committees, Technical Working Groups, and administrative leaders (HR, Security, Legal, DRRM, and Faculty/Union reps) across public and private sector institutions

RATIONALE AND ALIGNMENT

Establishing a fully functional Safety and Health Committee is a legal requirement across the Philippine public and private sectors. However, many organizations face a significant operational gap: while committees are formally constituted on paper to satisfy regulatory requirements, they often lack the practical tools, financial allocation systems, and structured governance workflows necessary to carry out their mandated functions.

This project bridges the gap between statutory compliance and operational execution. Anchored in the **15th Human Rights Education Programme (HREP2026)** with the theme, **“Safe, Secure, and Strong Institutions,”** the programme frames Occupational Safety and Health not merely as an administrative obligation, but as a fundamental human right. Under a rights-based framework:

- *Employers and Agency Heads act as Duty-Bearers* legally and morally obligated to maintain safe, dignified, and hazard-free workplaces.
- *Employees act as Rights-Holders* entitled to safe working conditions, protection from harm, and active participation in safety decision-making.

To overcome the common hurdle of post-training inertia, this workshop uses an Input-Process-Output (IPO) Scaffolding Model. By providing participants with pre-drafted baseline templates (standard policy clauses, pre-calculated budgeting matrices, and Root Cause Analysis frameworks), the workshop shifts the focus from raw drafting to tailored customization, critical debate, and decision-making. By the end of this intervention, the committee completes, approves, and adopts mandated operational deliverables without requiring post-workshop homework.

LEARNING OBJECTIVES

TPO: Finalize an operational governance portfolio for adoption and statutory compliance of Safety and Health Committees.

ELO: By the end of the programme, participants will be able to:

1. Draft a rights-based internal OSH policy and workplace safety standards matrix.
2. Build a cost Annual Work and Financial Plan (AWFP) for health campaigns and accredited training.
3. Execute Root Cause Analysis (RCA) on workplace hazards and generate inspection action logs.
4. Formulate a DRRM-aligned emergency contingency plan using tabletop crisis exercises.
5. Establish standardized safety meeting schedules, minutes templates, and executive reporting workflows.

15th Human Rights Education Programme

PROVISIONAL PROGRAM

Topics and speakers are subject to change without prior notice.

DAY 1 - November 11, Onsite (Policy Governance & Strategy)	
08:00	Log In and Connect
09:00	Expectations, Rules, and Overview
09:30	Networking Break
10:00	Keynote - Building Safe, Secure, and Strong Institutions: Accountability and Governance in OSH ATTY. RICHARD P. PALPAL-LATOC (ACKNOWLEDGED) Chairperson, Commission on Human Rights
11:00	Input 1 - Institutionalizing Safety and Security ENGR. JOSE MARIA S. BATINO (ACKNOWLEDGED) Executive Director, DOLE Occupational Safety and Health Center
12:00	Networking Lunch
01:00	Process 1 - Customizing the Pre-Drafted OSH Policy
02:00	Output 1 Presentations for Feedback
03:00	Input 2 - Strategic Financial Planning, AWP Formulation, and Health Program Sustainability KIM ROBERT C. DE LEON, MAURP, MPSA (ACKNOWLEDGED) Acting Secretary, Department of Budget and Management
04:00	Process 2 - AWP Budget Matrix and Training Schedule
05:00	End of HREP2026 Day 1

DAY 2 - November 12, Onsite (Risk Assessment, Audits & Disaster Resilience)	
08:00	Log In and Connect
09:00	Output 2 Presentations for Feedback
09:30	Networking Break
10:00	Input 3 - Hazard Identification, Root Cause Analysis, and Government Inspection Readiness ATTY. ALVIN B. CURADA (INVITED) Director IV, DOLE Bureau of Working Conditions
11:00	Process 3 - Root Cause Analysis & Action Log
12:00	Networking Lunch
01:00	Output 3 Presentations
02:00	Input 4 - Formulating Crisis-Ready Contingency Plans and Disaster Workflows USEC. HAROLD N. CABREROS (ACKNOWLEDGED) Executive Director, National Disaster Risk Reduction and Management Council Administrator, Office of Civil Defense
03:00	Process 4 - Contingency Action Plan
04:00	Output 4 Presentations
05:00	End of HREP2026 Day 2

DAY 3 - November 13, Online (Governance Systems)

08:00	Log In and Connect
09:00	Input 5 - Managing Periodic Meetings, Executive Submissions, and Audit Accountability ATTY. MARIO JOSE T. CUNTING (ACKNOWLEDGED) Acting Director IV, CSC Human Resource Policies and Standards Office
12:00	Break
1:00	Process 5 - SHC Operational Governance Portfolio
05:00	Output 5 Submission

REGISTRATION REQUIREMENTS

- Every participating delegate must register individually at HREP2026.adremprojects.org:

TYPE	EARLY UNTIL SEP 30, 2026	REGULAR UNTIL OCT 23, 2026	INCLUSIONS
LIVE-OUT	7,500	8,500	Registration/Training Fee Meals: Snacks (2), Lunch (2) Certificates of Participation, Appearance and Completion (24 hours)
LIVE-IN (TWIN/ TRIPLE)	12,500	14,500	Accommodation (2 Nights) Registration/Training Fee Meals: Breakfast (2), Snacks (2), Lunch (2) Certificates of Participation, Appearance and Completion (24 hours)
LIVE-IN (SOLO)	16,500	18,500	

TERMS AND CONDITIONS	ACCOUNT DETAILS
- Registration is confirmed only upon verified full payment; Early Rate payment must be cleared by September 30, 2026. Thereafter, the Regular Rate applies; and - All fees are strictly non-refundable but transferable.	ADREM PROJECTS CO. LTD. Landbank Account: 1561-1160-39 See LBP Passbook at landbank.adremprojects.org Non-VAT TIN: 010-948-644-000 See BIR 2303 at bir.adremprojects.org See SEC Registration at sec.adremprojects.org

VENUE AND PARKING

- Access the venue map via Google Maps: <https://maps.app.goo.gl/re9Aqan4A7PR4aHWZ>.
- For your convenience, the hotel entrance is located along the main road and in front of NAIA Terminal 3. Public transportation is readily available and accessible directly in front of the venue.
- Parking slots are available at the hotel on a first-come, first-served basis. We recommend arriving early or utilizing nearby Newport City parking structures as an alternative.

ARRIVAL AND CHECK-IN PROCEDURES

1. **ALL PARTICIPANTS** are expected to be inside the venue **before 08:30 am on November 11, 2026**.

LIVE-IN	Standard Check-in: Nov. 11, 3:00 pm Standard Check-out: Nov. 13, 12:00 pm. Please proceed directly to the HREP2026 Registration Desk to log your attendance. The organizers have already requested an early check-in for all participants; rooms will be assigned as they become available. Until then, you may entrust your baggage to the dedicated hotel staff at the registration area for secure storage.
LIVE-OUT	Please proceed directly to the HREP2026 Registration Desk to log your attendance.

2. Please bring a **government-issued ID** and your **proof of registration payment** for verification.
3. To facilitate cross-agency networking and benchmarking, seating arrangements will group delegates together by institution. While delegates will sit alongside their respective institutional teams throughout the sessions, dedicated time will be allocated within the program to engage with participants from other agencies during interactive group discussions and shared reflection activities.
4. HREP2026 aims to be a sustainable conference, **paperless and plastic-free**. While we will not distribute traditional printed materials or plastic items, eco-friendly collaterals will be provided to all participants.

DRESS CODE AND THINGS TO BRING

1. All participants are expected to maintain **Business Attire** throughout the Programme. As the venue is climate-controlled, a blazer or jacket is recommended for your comfort.
2. Each participant must bring a fully charged laptop, tablet, or smartphone to access digital materials and submit workshop outputs.
3. While charging stations are available, we highly recommend bringing your own extension cords to ensure uninterrupted productivity during the drafting sessions.

FOOD AND DIETARY REQUIREMENTS

1. The following meals will be provided to the participants from November 11-13, 2026:

TYPE	NOVEMBER 11, 2026	NOVEMBER 12, 2026	NOVEMBER 13, 2026
LIVE-IN	Snacks and Lunch Buffet	Breakfast Buffet, Snacks, and Lunch Buffet	Breakfast Buffet
LIVE-OUT	Snacks and Lunch Buffet	Snacks and Lunch Buffet	NA

2. Our banquet team has been briefed on the dietary restrictions submitted during registration. To ensure you are served correctly, please identify yourself to the banquet staff or our registration team during meal service.
3. In line with our plastic-free commitment, water stations will be available throughout the venue. We encourage all participants to use their reusable tumblers.

ATTENDANCE, CERTIFICATION, AND INVOICING

1. Attendance for Day 1 and 2 will be checked at the Registration Desk and through output presentations. Day 3 attendance will be verified via digital output submission.
2. The following certificates will be issued to each participants:

CERTIFICATES	REQUIREMENTS	INCLUSIVE DATES
Participation	Day 1 and 2 Attendance, and Outputs 1-4	November 11-13, 2026
Appearance	Day 1 and 2 Attendance, and Outputs 1-4	November 11-13, 2026
Completion (24 Hours)	Submission of Output 5	November 11-13, 2026

3. **Official Service Invoices will be issued on November 11, 2026.** Please provide the registration staff with specific billing details (Agency Name, TIN, etc.) to be indicated on your invoice.
4. We will be strict regarding these attendance and certification requirements to ensure the conference/training integrity.

DOCUMENTATION AND PRIVACY

1. By attending HREP2026, participants acknowledge that organizers will conduct official photo and video coverage. These materials may be used for archival, reporting, and future promotional purposes.
2. While we encourage documentation of your journey, participants are strictly prohibited from photographing or recording the private institutional data, draft manuals, or internal policies of other agencies displayed during the sessions.
3. We invite you to share your experience using the official hashtags #HREP2026 and #StartWithADREM. However, please respect the privacy of fellow practitioners by securing consent before posting.

DECORUM AND LIABILITY

1. As representatives of your respective institutions, all participants are expected to maintain the highest standards of professional and ethical conduct. Any form of harassment, discrimination, or disruptive behavior shall not be tolerated and may be reported to your respective institution or agency authorities.
2. To ensure an environment of focus, mobile devices must be kept on silent mode during sessions. Laptop and tablet use should be strictly limited to conference-related drafting and research.
3. Participants are expected to exercise due diligence in securing their belongings. The organizers shall not be held liable for any loss, theft, or damage to personal property throughout the conference.
4. In accordance with professional standards, the consumption of alcoholic beverages, smoking, and vaping are strictly prohibited within the conference premises during official hours.

SAFETY AND SECURITY

1. Only registered participants and collaborators/partners will be granted entry to the venue.
2. Participants are encouraged to practice personal sanitation and must bring their own maintenance medications. In case of a medical emergency or if you feel unwell, please notify the organizers immediately.
3. Participants are highly discouraged from leaving the hotel premises while sessions are ongoing.
4. Please familiarize yourself with the emergency exits of the venue. In the event of an alarm, remain calm and follow the instructions of the hotel security marshals and the organizing team.