



MEMORANDUM ORDER NO. 2016-06

APPROVING THE CREATION AND FILLING-UP OF TEN POSITIONS THROUGH SCRAP AND BUILD POLICY

WHEREAS, the Governance Commission for GOCCs (GCG), pursuant to Republic Act (R.A.) No. 10149, is mandated to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, in consultation with the department of agency to which a GOCC is attached";

WHEREAS, the Occupational Safety and Health Center (OSHC) seeks the approval of its proposed creation of positions through Scrap and Build under Section 4 (a) of Executive Order (E.O.) No. 77, s. 2012 to the GCG on 09 September 2015 and a supplemental submission on 25 January 2016 and 01 February 2016;

WHEREAS, the GCG has determined that it is in the best interest of the State to approve the creation of positions in OSHC through Scrap and Build;

WHEREAS, the Scrap and Build Plan for OSHC is expected to regularize the current contractual employees that are performing organic functions, strengthen the implementation of programs and projects in the Regional Extension Units, and remove redundant and unnecessary vacant positions;

NOW, BE IT –

RESOLVED, pursuant to E.O. No. 77, the request of **OSHC** to create the specified positions through the "**SCRAP AND BUILD POLICY**" is hereby **APPROVED** as follows:

Positions to be Scrapped				Positions to be Built			
No. of Positions	Position Title	Salary Grade	Annual Total Salary	No. of Positions	Position Title	Salary Grade	Annual Total Salary
OFFICE OF THE EXECUTIVE DIRECTOR				REGIONAL EXTENSION UNITS			
1	Secretary I	7	252,150	7	Administrative Officer II	15	2,775,735
2	Utility Worker II	3	387,630				
3	<i>Sub-Total</i>		639,780	7	<i>Sub-Total</i>		2,775,735
FINANCE AND ADMINISTRATIVE DIVISION				FINANCE & ADMINISTRATIVE DIVISION			
2	Clerk III	6	434,087	1	Human Resource Management Officer I	11	322,035
1	Driver II	4	217,515	1	Property Officer I	10	302,625
3	<i>Sub-Total</i>		651,602	2	<i>Sub-Total</i>		624,660

Positions to be Scrapped				Positions to be Built			
No. of Positions	Position Title	Salary Grade	Annual Total Salary	No. of Positions	Position Title	Salary Grade	Annual Total Salary
SAFETY CONTROL DIVISION				SAFETY CONTROL DIVISION			
2	Clerk III	6	434,087	1	Engineering Assistant	8	267,765
2	<i>Sub-Total</i>		434,087	1	<i>Sub-Total</i>		267,765
TRAINING & PUBLIC INFORMATION DIVISION							
1	Clerk III	6	217,044				
1	Reproduction Machine Operator II	4	217,515				
2	<i>Sub-Total</i>		434,559				
HEALTH CONTROL DIVISION							
3	Medical Technologist I	11	918,105				
1	Radiologic Technologist II	10	302,625				
1	Clerk III	6	217,044				
5	<i>Sub-Total</i>		1,437,774				
ENVIRONMENT CONTROL DIVISION							
1	Clerk III	6	217,044				
1	<i>Sub-Total</i>		217,044				
16	Grand Total		₱3,814,845	10	Grand Total		₱3,668,160

RESOLVED FURTHER, that the sixteen (16) abolished positions are all vacant and no filled existing plantilla position will be upgraded as a result of the abolition;

RESOLVED FURTHER, that the documents below are integral part of this Memorandum Order (M.O.), to wit:

1. **Annex A** – Rationale of the Positions to be Scrapped and Built
2. **Annex B** – Job Descriptions for New Positions

RESOLVED FINALLY, any further modification/s on the GCG-Approved Organizational Structure and Staffing Pattern (OSSP) beyond the authority provided herein is prohibited unless specifically approved by the GCG.

DONE, in Makati City, this 18th day of March, Two Thousand and Sixteen.

BY AUTHORITY OF THE COMMISSION:



CESAR L. VILLANUEVA

Chairman



MA. ANGELA E. IGNACIO
Commissioner



RAINIER B. BUTALID

Commissioner

**OCCUPATIONAL HEALTH AND SAFETY CENTER
POSITIONS TO BE SCRAPPED AND BUILT**

Positions to be Scrapped			
No. of Positions	Position Title	Salary Grade	Rationale for Scrapping
3	Medical Technologist I	11	Redundancy
1	Radiologic Technologist II	10	
1	Driver	4	Non-Core Functions which can be outsourced
2	Utility Worker II	3	Unnecessary vacant positions. Filled positions already addresses the need of the organization
7	Clerk III	6	
1	Secretary I	7	
1	Reproduction Machine Operator II	4	
16	Grand Total		

Positions to be Built			
No. of Positions	Position Title	Salary Grade	Rationale for Creation
	SAFETY CONTROL DIVISION		Address the technical and administrative functions catering to the needs of the Regional Extension Units
1	Engineering Assistant	8	
1	<i>Sub-Total</i>		
	FINANCE & ADMINISTRATIVE DIVISION		Address the technical and administrative functions catering to the needs of the Regional Extension Units
1	Human Resource Management Officer I	11	
1	Property Officer I	10	
2	<i>Sub-Total</i>		
	REGIONAL EXTENSION UNITS		Strengthen the implementation of the programs and projects of the OSHC in the regions
7	Administrative Officer II	15	
7	<i>Sub-Total</i>		
10	Grand Total		

**OCCUPATIONAL SAFETY AND HEALTH CENTER
JOB DESCRIPTION FOR NEW POSITIONS**

Property Officer I

1. Assists in the inventory, distribution and monitoring of supplies;
2. Conducts regular inventory of supplies and office equipment;
3. Prepares reports of inventory;
4. Assists the Supply officer in ensuring that all documents pertaining to the issuance and transfer of the equipment are in order; complies them for the review and approval of the Division concerned;
5. Coordinates and monitors the regular maintenance and immediate repair of properties and equipment;
6. Assists in the disposal of unserviceable equipment based on reports submitted by individual user;
7. Assists in the investigation involving the loss of equipment on the basis of reports submitted by the accounted employees and prepares a report of lost equipment for submission to Administrative Officer; and
8. Performs other related functions as may be required.

Human Resource Management Officer I

1. Under general supervision, assists in the implementation of human resource programs of the Center;
2. Assists in the installation and maintenance of the HRIS and other sub systems including payroll;
3. Prepares and consolidates reports pertaining to HR matters;
4. Updates personnel records and facilitates the issuance of certifications pertaining to leave credits, and other related matters;
5. Monitors the performance appraisals of the Regional Extension Units;
6. Assists in the preparation of communications and evaluation reports related to the implementation of career development and staff development programs; and
7. Performs other related functions as may be required.

Administrative Officer II

1. Responsible in the requisition, canvassing and procurement of supplies of the Regional Extension Unit and safekeeping of office materials, equipment, etc.;
2. Facilitates the payment of office rentals and bills for utilities such as electric, telephone, internet, water, etc.;
3. Acts as Special Disbursing and Collecting Officer for the Regional Extension Unit;
4. Acts as Chairman of the Inspection and Acceptance Committee for Reginal Extension Unit;
5. Coordinates with the OSHC Main Office for the conduct of activities in their particular Regional Extension Unit;
6. Prepares monthly accomplishment report of the Reginal Extension Unit;
7. Acts as resource person on OSH-related topics; and
8. Performs other related task as may be assigned from time to time.