



2510-2612

Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Advisory No. 175, s. 2025**  
November 12, 2025

In compliance with DepEd Order (DO) No. 8, s. 2023  
This advisory is issued not for endorsement per DO No. 28, s. 2001,  
But only for the information of DepEd Officials,  
Personnel/staff, as well as the concerned public.

**INVITATION TO ONLINE TRAINING COURSE IN BASIC OCCUPATIONAL SAFETY AND  
HEALTH FOR SAFETY OFFICER 2 (BOSH SO2) FOR GOVERNMENT SECTOR**

The ACTSAFE, Health and Environmental Corp., is inviting the teaching and non-teaching personnel to participate in 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** via **Zoom Pro**.

This five-day webinar aims to 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).

Attendance of participants shall be on **VOLUNTARY** basis and in strict compliance with the provisions of DepEd Order No. 12, s. 2025 titled "*Multi-Year Implementing Guidelines on the School Calendar and Activities*", DepEd Order No. 9, s. 2005 titled "*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*".

For the course outline, registration and payment details, see attached official invitation letter for reference.

For other queries, please contact:

**MICHELLE CRUZ**

Corporate Team

Contact Nos.: **0966-996-7243/0998-587-5531**

Email: [actsafe2019@yahoo.com](mailto:actsafe2019@yahoo.com)



SGOD/HRDD/Research/aff/ADV\_BOSH\_SO2\_TrainingCourse  
November 12, 2025

2510-2612

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## TRAINING INVITATION

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From actsafe corp. <actsafecorp.safetytraining@gmail.com>

Date Tue 28/10/2025 12:29

To DEPED VIGAN CITY <vigan.city@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**





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



**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](mailto:actsafe2019@yahoo.com)/[actsafe2019@gmail.com](mailto: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 Lhuillier, M Lhuillier and Western Union.

Thank you and we look forward to your participation.

Very truly yours,

**ARLES A. JANABAN**  
President/OSH Consultant



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

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

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

### Government Sector Course Outline

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





# ACTSAFE

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[aresafe@yahoo.com](mailto:aresafe@yahoo.com)

Contact Nos.: 09615018330  
 09669967243

| Time            | Duration             | Topic   |
|-----------------|----------------------|---|
|                 |                      | <b>Element 1.2: Improper Materials Handling &amp; Storage Hazards</b><br><b>Element 1.3 Machine Hazards</b><br><b>Element 1.4: Fire Hazards</b><br><b>Elements 1.5 Electrical Hazards</b> |
| 3:30pm-3:45pm   | 15 minutes           | Life Break  |
| 3:45pm-5:00pm   | 1 hour & 15 minutes  | Workshop on Safety Hazards Identification   |
| <b>Day 2</b>    |                      |   |
| 8:00am-8:15am   | 15 minutes           | Learning Review   |
| 8:15am-9:30am   | 1 hour & 15 minutes  | <b>Element 2: Health Hazards</b><br><b>Element 2.1 : Industrial Hygiene-Health Hazards Identifications</b>  |
| 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  | <b>Element 2.2: Industrial Hygiene-Evaluation of Health Hazards</b>   |
| 12:15pm-1:00pm  | 45 minutes           | Lunch Break   |
| 1:00pm-3:15pm   | 2 hours & 15 minutes | <b>Element 2.3: Occupational Health (Medical Surveillance)</b>  |
| 3:15pm-3:30pm   | 15 minutes           | Life Break  |
| 3:30pm-5:00pm   | 1 hour & 30 minutes  | <b>Element 2.4: Risk Assessment Process</b><br><b>With Workshop</b>   |



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aresafe@yahoo.com 09669967243

| Time            | Duration  | Topic   |
|-----------------|---|---|
| <b>Day 3</b>    |   |   |
| 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<br>Element 1: Accident and Incident Investigation with Workshop |
| <b>Day 4</b>    |   |   |
| 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<br>Conduct safety inspection (workshop)<br>Presentation<br>Critique and Evaluation   |
| 12:00am-1:00am  | 1 hour  | Lunch Break   |
| 1:00am-3:00am   | 2 hours   | Unit 4: OSH Communications & TOT<br>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<br>Element 1: Workplace Emergency Preparedness       |





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| Time            | Duration            | Topic   |
|-----------------|---------------------|---|
| <b>Day 5</b>    |                     | <b>Speaker:</b>   |
| 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<br>Training Evaluation<br>Trainers Evaluation |
| 4:45pm-5:00pm   | 15 minutes          | Graduation and closing remarks                                  |



**ACTSAFE, HEALTH & ENVIRONMENTAL CORP.**

DOLE-OSHC Accreditation No.: 1030-090320-121

## PARTICIPANT REGISTRATION FORM

**Name of Participant:**

(First Name Middle Name Last Name)

**Address:**

**Facebook Account Name:**

**Email:**

**Contact No.:**

**Age & Date of Birth:**

**Company Name (If Applicable):**

**Address:**

**TIN No.:**

**Industry:**

**Contact No.:**

**No. of Workers**

**Position:**

**Training Course DOLE-BWC Prescribed: (Please check)**

**Basic OSH Training SO1 & SO2**

BOSH 40 Hours

☐

COSH 40 Hours

☐

OSH SO1 10 Hours

☐

**Advance OSH Training for SO3 & SO4**

LCM 40 Hours

☐

SPHA 40 Hours

☐

TOT 24 Hours

☐

**For 1 Day and 2 Days OSH Training:**

**For International OSH Training:**

**Mode of Payment: (Please check)**

**Cash:**

☐

**Bank Transfer:**

☐

**Other method:**

(GCASH,PPS Padala,etc)

Account Name: ACTSAFE, HEALTH AND ENVIRONMENTAL CORP.  
BDO Account No.: 003638013927

GCASH: 09663614959 (Michelle I. Cruz)

Palawan Pawnshop Pera Padala: Michelle I. Cruz (Anywhere in the Philippines)

09669967243/09615018330

actsafe2019@yahoo.com

https://actsafecorp.com

121 JMK Bulding,3F Room 314, West Avenue, Quezon City







**ACTSAFE, HEALTH & ENVIRONMENTAL CORP.**

DOLE-OSHC Accreditation No.: 1030-090320-121

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](mailto:actsafe2019@yahoo.com)/[aresafe2019@yahoo.com](mailto:aresafe2019@yahoo.com)/[actsafe2019@gmail.com](mailto: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.

09669967243/09615018330



[actsafe2019@yahoo.com](mailto:actsafe2019@yahoo.com)



<https://actsafecorp.com>



121 JMK Buidling, 3F Room 314, West Avenue, Quezon City







**ACTSAFE, HEALTH & ENVIRONMENTAL CORP.**

DOLE-OSHC Accreditation No.: **1030-090320-121**

## **Training Consent and Authorization Form**

The **Actsafes, 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 Actsafes 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 Actsafes, Health and Environmental Corporation**).

3. I hereby authorize and give voluntary consent to **Actsafes, 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 **Actsafes, 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 **Actsafes, 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.

**09669967243/09615018330**



**actsafe2019@yahoo.com**



**<https://actsafecorp.com>**



**121 JMK Buidling, 3F Room 314, West Avenue, Quezon City**







**ACTSAFE, HEALTH & ENVIRONMENTAL CORP.**

**DOLE-OSHC Accreditation No.: 1030-090320-121**

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

**-Thank you for joining our trainings-**

**09669967243/09615018330**



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