

GUIDELINES DIRECTING THE BUREAU OF WORKING CONDITIONS TO DECENTRALIZE ACCREDITATION PROGRAM TO THE REGIONAL OFFICES

DOLE DEPARTMENT ORDER NO. 92-08, April 22, 2008

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In line with the DOLE Rationalization Program and pursuant to Article 162 of the Labor Code of the Philippines, these guidelines are hereby issued directing the Bureau of Working Conditions to decentralize Accreditation Program to the Regional Offices.

SECTION 1. Coverage. The line functions for decentralization shall cover the evaluation, approval of application for accreditation and issuance of certificate of accreditation of Occupational Safety and Health Practitioner (OSH Practitioner) within the jurisdiction of each Region.

SECTION 2. Duties and Functions of the Regional Office (RO)

- The Regional Office shall perform decentralized functions in accordance with the procedures and manual of operations issued by the Bureau of Working Conditions.
- A duly trained and competent regional technical staff from each Region shall be designated as Regional Evaluator/s. The evaluator must be a regular employee of DOLE, not lower than LEO III and has attended the required training.
- A quarterly report on decentralized functions shall be submitted to the BWC using the prescribed monitoring and evaluation forms prepared by the BWC.
- A database of accredited OSH Practitioners shall be maintained in every Region.
- A uniform certificate of accreditation provided by the BWC shall be issued by the Regional Office.

SECTION 3. Duties and Functions of the Bureau of Working Conditions

- The BWC shall ensure proper training and capability building of the Regional technical personnel on the decentralized function.
- The BWC shall maintain a masterfile and an updated database of all accredited OSH practitioners based on the reports submitted by the Regional Offices.
- C.Preparation and printing of OSH Practitioner's ID shall remain with the BWC.

SECTION 4. Monitoring and Evaluation. To ensure efficient implementation of the decentralized function and the attainment of the objectives of accreditation program, a system of monitoring and evaluation shall be institutionalized. The regular monitoring of Program implementation shall become an integral part of the SPRS of the Department.

SECTION 5. Transitory Provisions

- All applications filed with the BWC prior to the effectivity of these guidelines shall be processed by the Bureau and within one month from the effectivity of these guidelines all other applications shall be acted upon by the Bureau based on the provisions these guidelines.
- All applications received by the Bureau after the effectivity of these guidelines shall be immediately forwarded by the Bureau to the concerned Regional Office.
- These guidelines supersede all other issuances inconsistent herewith.

SECTION 6, Effectivity. These guidelines shall take effect 15 days after publication a newspaper of general circulation.

Adopted: 22 Apr. 2008

(SGD.) MARIANITO D. ROQUE
Acting Secretary

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