



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

July 30, 2026

DIVISION MEMORANDUM

SGOD-2026-187

To : Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public School District Supervisors
Public School Heads
Public School Teachers
All Others Concerned

Subject: **INVITATION TO PARTICIPATE IN THE COMPRESSED BASIC
OCCUPATIONAL SAFETY AND HEALTH (BOSH) FOR SAFETY
OFFICER 1**

1. This is in reference to the 1st Indorsement dated July 23, 2026 signed by Maria Ines C. Asuncion, Director IV, the herein invitation from the ACTSAFE Health and Environmental Corp., for the participation in the Compressed Basic Occupational Safety and Health (BOSH) for Safety Officer 1 on August 31, 2026 (Monday), from 8:00AM to 5:00PM, via Zoom Pro Webinar.
2. Participation in the activity should only be voluntary and prior arrangement of the concerned school heads and teachers shall be made in compliance with DepEd Order No. 9 s. 2005 re: "Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith" ensuring that no classes shall be disrupted and no DepEd funds shall be used.
3. Relevant details and information are provided in the enclosures.
4. Attendance/participation is on official time only.
5. For information and wide dissemination.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: 03 AUG 2026 TIME: 7:00 PM
BY:

BEVERLY S. DAUGDAUG
Chief Education Supervisor - CID
Officer In-Charge

Enclosed: As stated.
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375



Republic of the Philippines
Department of Education
DAVAO REGION



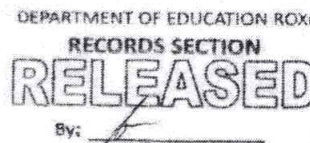
1st Indorsement
July 23, 2026

Respectfully referred to the Schools Division Superintendents, the invitation from the ACTSAFE Health and Environmental Corp., for participation in the Compressed Basic Occupational Safety and Health (BOSH) for Safety Officer 1 on August 31, 2026 (Monday), from 8:00 AM to 5:00 PM, via Zoom Pro Webinar, subject to the existing policies of the Department of Education, availability of funds, learning and development priorities and discretion of the approving authority.

MARIA INES C. ASUNCION
Director IV

Enclosed: As Stated.

ROH6/lrec



Digitally signed by
Records Section
Date: 2026.07.29 01:01:09
+0000



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





DepEd XI Davao Region <region11@deped.gov.ph>

Invitation: Online BOSH Training for Government Employees – August 2026

Jeck Yap Ciudadano <scrazy052@gmail.com>

Wed, Jul 22, 2026 at 10:18 AM

Bcc: region11@deped.gov.ph

Hello, everyone! Good day!

Our **BOSH Training for the Government Sector** is now open for reservation.

We have two BOSH training programs scheduled for the month of **August**:

1. **BOSH SO1** – for **small to micro government agencies**
2. **BOSH SO2** – for **medium to large government agencies**

For complete training details, kindly refer to the attached file.

To reserve your slot, please accomplish the attached registration form included with the invitation letter and submit the following requirements:

1. A duly accomplished registration form
2. Please indicate whether you are registering for **BOSH SO1** or **BOSH SO2**, depending on the size of your agency.
3. A copy of your valid ID
4. One (1) 2x2 photo for your certificate
5. A screenshot of your Facebook account for inclusion in our group chat (GC)

Please note: You may submit the registration requirements first to reserve your slot. **Payment may be settled later ("to follow")**. Your slot will be confirmed upon receipt of your registration requirements.

Thank you, and we look forward to having you join our training!

Best regards,

Jessica Yap Ciudadano

Safety Training Coordinator

Mobile Number: 09317146820(*smart*) / 09568569393(*globe*)

3 attachments **BOSH for PS August 24–28, 2026.pdf**
587K **New Registration.docx**
525K **SO1 August 31, 2026 for the Government.pdf**
956K



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

121 JMK BLDG., West Avenue, Bungad, Quezon City

July 13, 2026

Dear Sir/Madam,

Greetings!

ACTSAFE Health and Environmental Corp., a DOLE-OSHC-accredited Safety Training Organization, will conduct an approved 10-hour **Compressed Basic Occupational Safety and Health (BOSH) for Safety Officer 1 (SO1)** online training on August 31, 2026 (Monday), from 8:00 AM to 5:00 PM, via Zoom Pro Webinar.

This training is exclusively for participants from the government sector.

The prescribed course is pursuant to Section 3(n) of RA 11058 and Section 3(v) of DO 198-18. Designed for small and medium enterprises, it aims to equip participants—particularly from the government sector—with the basic knowledge and skills to identify safety, health, and environmental hazards; determine appropriate control measures; and develop and implement OSH policies and programs within their respective organizations or agencies.

SCOPE:

1. Inspection and Assessment

- Conduct regular workplace inspections to identify potential hazards and risks.
- Evaluate current safety protocols and measures in place.

2. Implementation

- Ensure that safety and health standards, as prescribed by the Occupational Safety and Health Standards (OSHS) and DOLE, are consistently followed.
- Assist in the implementation of safety and health programs, policies, and procedures.

3. Monitoring and Reporting

- Monitor incidents of workplace accidents, injuries, and illnesses.
- Prepare and maintain records, reports, and documents related to safety and health, such as accident reports and safety committee meeting minutes.
- Report any violations or unsafe practices to the appropriate personnel or department.

4. Training Orientation

- Conduct or assist in conducting safety orientation and training sessions for new employees or whenever necessary.
- Promote awareness on safety and health measures among the workforce.

5. First Aid and Emergency Response

- Provide basic first aid treatment or assist in emergency situations until professional medical help arrives.
- Participate in emergency drills and ensure that employees are familiar with evacuation procedures.

6. Liaison with Regulatory Bodies

- Coordinating with DOLE and other related agencies on matters concerning workplace safety and health.
- Stay updated with the latest rules and regulations set by these bodies and ensure compliance.

7. Safety Promotion

- Participate in safety meetings and be a part of the company's safety committee, if present.
- Advocate of the importance of safety and health, and motivate employees to participate in safety programs and initiatives.

8. Equipment and Safety Gear Management

- Ensure that safety equipment, tools, and personal protective equipment (PPE) are available, properly maintained, and used appropriately.



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9. Incident Investigation

- Participate in investigations of accidents, incidents, or near-misses to determine causes and recommended corrective actions.

Training Fee is **One Thousand Five Hundred Pesos Only (Php 1,500.00)** to cover the Training Certificate and Training Manual. For inquiry, please contact us at 09501608070 smart/ 09568569393 globe and look for Jessica.

For Confirmation, please email back at actsafejessicayap@gmail.com /ahecjessicaciudadano@gmail.com

For inquiry, please contact us at 09317146820 smart 09568569393 globe look for Jessica Ciudadano.

For bank transactions, please deposit your payment through our Bank Account /Check payment to: **ACTSAFE, HEALTH AND ENVIRONMENTAL CORP** with **BDO Account No.: 003638013927**. **Chinabank Account No.: 141700003771**. Please scan your Deposit Slip and send to our email for verification. We also accept **GCash 09568569393 Jessica Ciudadano, PayMaya (09317146820 Jessica Ciudadano)** Palawan Pawnshop Padala, Cebuana Lhullier, M Lhullier and Western Union (**JESSICA CIUDADANO 09568569393**).

Please note that payments are non-refundable after a period of 2 months, in case the individual is unable to join the service. We recommend contacting us as soon as possible if you are unable to attend.

Thank you and we look forward to your participation.

Very truly yours,


JESSICA Y. CIUDADANO
Actsafes Training Coordinator



ACTSAFE, HEALTH & ENVIRONMENTAL CORP.

DOLE-OSHC Accreditation No.: 1030-090323-121

PARTICIPANT REGISTRATION FORM

☒ Name of Participant: (Complete Name with Middle Name)	
☒ Address:	☒ Contact No.:
☒ Email Address:	☒ Age:
☒ Company (If Applicable):	☒ Designation:
☒ Company Address:	☒ Company's Contact Number:
☒ Company's Email:	☒ Total Number of Workers:
☒ Industry: _____	☒ Company TIN #:
☒ Note: Pls. Indicate your Facebook account for our Group Chat in messenger (kindly screenshot)	☒ Region:
Course and Training Date: _____	
Training Course DOLE-BWC Prescribed: (Please check)	
Basic OSH Training SO1 & SO2	Advance OSH Training for SO3 & SO4
BOSH 40Hours ☐	LCM 40Hours ☐
COSH 40Hours ☐	SPHA 40Hours ☐
10Hours BOSH SO1 ☐	TOT 24Hours ☐
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)	

Please send your payment advice, 2 Valid Identification Card, 2x2 Photo ID, Consent and Authorization Form together with this registration on the email below or you may contact the	

09568569393/09317146820

jeckyapciudadano@gmail.com

<https://actsafecorp.com>

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



ACTSAFE, HEALTH & ENVIRONMENTAL CORPORATION

DOLE-OSHC Accreditation No.: 1030-090323-121

corporate mobile number for further information:

Contact Us At: jeckyapciudadano@gmail.com/AHECjessicaciudadano@gmail.com

Corporate Mobile No.: 09568569393/09317146820

Training Consent and Authorization Form

The Actsafe, Health and Environmental Corporation is commitment to compliance of Data Privacy Act of 2012. By signing the agreement below the participants agreed to give the training center consent and authorization to process information, stored and submit to authority in accordance with Data Privacy Act of 2012. Agreement to all these provisions below is a condition to registration and participations on 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 Occupational Safety and Health Center (OSHC) of the Department of Labor and Employment (DOLE).

The following are the terms and training policy:

1. I hereby certify that I will submit the following requirements prior to acceptance on registration:
 - Fully accomplished Course Registration Form.
 - Signed consent/authorization form regarding the recorded online training and acceptance of the Online OSH Training Policy.
 - Copy of Proof of Payment.
 - Copy of two (2) valid issued government IDs (front and back).
 - 2x2 ID photo taken for the last 3 months.
2. I shall abide by all the regulations and policies on Occupational Safety and Health Training of the Accredited Safety Training Organizations (The Actsafe, Health and Environmental Corporation).
3. I hereby authorize and give voluntary consent to Actsafe, Health and Environmental Corporation to collect and process the information stated herein and training related documents and information.
4. I agree, authorize and give my consent to Actsafe, Health and Environmental Corporation to record the training for the purpose of complying the requirements of Occupational Safety and Health Center (OSHC) monitoring and evaluation process.
5. I hereby agree with the policy of deferment. In case a participant wishes to defer or withdraw their enrollment, he or she should notify ACTSAFE through email or call/text stating the reasons why he/she will withdraw or defer the registration at least five (5) days before the online classes start.
8. By Signing below, I agree to all the terms and conditions stated herein and to all the policies of Actsafe, Health and Environmental Corporation and that my agreement to all those stated above is among the conditions to my training enrollment.

09568569393/09317146820



jeckyapciudadano@gmail.com



<https://actsafecorp.com>



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





ACTSAFE, HEALTH & ENVIRONMENTAL CORP.

DOLE-OSHC Accreditation No.: 1030-090323-121

Printed Name & Signature of Participants.

09568569393/09317146820

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