

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2024-06- 179  
11 June 2024  
Series of 2024

SUBJECT: CONDUCT OF SAFETY & HEALTH AUDIT IN PRA BY OCCUPATIONAL SAFETY AND HEALTH CENTER

In the interest of the service, as per invitation of this Authority, the Occupational Safety and Health Center (OSHC) will conduct the Safety and Health Audit on 13 June 2024, starting 9:00 a.m.

The said audit will assess the Authority's systems, procedures and policies related to employee health and safety to ensure compliance with the current Occupational Safety and Health Standards.

The following personnel shall also be present during the said Audit :

ADMIN SUPPORT DIVISION

- MARCELINA T. CARBONEL - Chief Admin. Officer
- RANDY L. AVILES - Admin. Officer IV
- PAULINE MAY S. ALDEA - Admin Officer I
- MA. NANETTE M. LAZARO - Admin. Officer I

FIRE BRIGADE MEMBERS :

- JAQUELINE Z. ELIC - Records Officer II
- CONRAD DOMINIC A. PURIFICACION - Information Officer I
- GERALD ANGELO L. CAUDILLA - Junior Servicing Staff I
- RUNIEL KIO E. BOCADO - Junior Programmer I
- RYAN S. TRINIDAD - Junior Admin Clerk II
- RUSTOM BRIAN V. KARIM - Junior Finance Staff I

The OSHC representatives will conduct document review on OSHC policies and program of this Authority , inspect the Head Office premises and interview the employees.

The initial findings of the audit will help identify areas for improvement to ensure workplace environment conducive to both productivity and well-being of our employees.

In this connection, the Admin Support Division shall be entitled to payment of meals of the OHSC representatives, to be drawn out from the Petty Cash Fund of the AFSD.

A written report with pictures taken shall be submitted to the undersigned, copy furnished the DM – AFSDS , within seven (7) days from the completion of the activity.

The Admin. and Finance Services Department shall be responsible for the implementation and circularization of this Order.

For compliance.



ATTY. MARIA MILAGROS R. LISACA  
Officer-In-Charge/Deputy General Manager

N

