

OFFICE ORDER NO. 148
Series of 2023

FIRE SAFETY AND DISASTER PREPAREDNESS SEMINAR/DRILL

In the interest of the service and based on the recommendation of the Safety and Health Committee, the Quirino Fire Sub Station B is hereby granted approval to conduct the aforementioned activity on 14 December 2023 from 8:30 a.m. up to 2:00 p.m. The lecture will take place at the Main Conference Room, while the drill will be held at the designated evacuation area of MWSS Regulatory Office (RO):

Likewise, the following are approved:

- 1) Participation of all MWSS Regulatory Office (RO) Talents
- 2) The budget in the amount of Thirteen Thousand Nine Hundred Fifty Pesos (PhP13,950.00) to cover meals and materials and chargeable against the MWSS RO en banc approved Corporate Operating Budget for CY for 2023. The same shall be subject to the usual accounting and auditing rules and regulations.

Breakdown:

Meals (@PhP150.00 x 92 pax) = PhP13,800.00

70 RO Talents

10 fire rescue team members

12 security and janitorial personnel

Materials (1 liter gasoline/1 liter diesel)=PhP150.00

Total=PhP13,950.00

- 3) Payment of honorarium to the Resource Speaker/Team Leader subject to DBM Budget Circular 2007-1, "Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators".

This Office Order shall take effect immediately.

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04 December 2023, Quezon City.

Patrick N. Ty
PATRICK LESTER N. TY
Chief Regulator



MEMORANDUM

FOR : PATRICK LESTER N. TY
Chief Regulator

FROM : SAFETY AND HEALTH COMMITTEE

SUBJECT : Fire Safety and Emergency Preparedness Seminar and Exit Drill

DATE : 12 December 2023

This is to respectfully request approval of the Fire Safety and Emergency Preparedness Seminar and Exit Drill on 14 December 2023, 8:30 AM – 2 PM.

The aforementioned emergency preparedness seminar and drill, one of the proposed action plans to address the issue on natural and man-made disasters, also listed in MWSS RO's Top Level Management Risk Register, is necessary for implementation within the year. Similarly, the Fire Safety Seminar aimed to enhance the employees' knowledge on fire prevention which correspondingly translates to fire safety in our workplace, and more importantly one of the requirements in securing the Fire Safety Inspection Certificate, is also necessary for implementation within the year.

For your approval.

Thank you.

~~APPROVED~~ / DISAPPROVED


PATRICK LESTER N. TY
Chief Regulator 

