



**National Transmission Corporation**  
**MINUTES OF MEETING**  
**HEALTH AND SAFETY COMMITTEE**

Date: November 9, 2021

Venue: via MS Teams

Initiated By: Mr. Michael A. Vivas

Attendees:

Present:

1. Michael A. Vivas
2. Eva Elizabeth P. Malilay
3. Marife M. Villafuerte
4. Vevencio B. Joyno, Jr.
5. Angel M. Echano, Jr.
6. Harold U. Siringan
7. Leah Marie C. Tayson
8. Roy D. Encarnacion
9. Anabelle L. Vega
10. Giselle R. Mar
11. Maria Sylvia P. De Gala
12. Dwight C. Fangonil
13. Jason Humphrey B. Suarez - Guest

The meeting was called to order at 9:00 AM. The Chairman thanked and appreciated everyone for their time in attending the first meeting of the reconstituted Health and Safety Committee.

	Subject / Issue	Agreement / Action Plan / Responsibility	Due Date
1.	Proposed Transition Plan	Ms. Marife Villafuerte discussed the proposed transition plan on operational capacity, work arrangements and other safety protocols during Covid-19 pandemic. After some clarifications, the draft circular will be emailed to all attendees for further review and comments before same will be forwarded to CPDRMD for disposition.	Ms. Villafuerte will email the draft circular today. Deadline for comments will be on 10 November 2021 at 12:00 NN.
2.	Conduct of inspection and assessment on good housekeeping	The Committee was tasked to conduct inspection and assessment on good housekeeping of all offices for inclusion in the 2021 PRAISE "Ang Masinop" Awards. It was suggested that two (2) groups will conduct the inspection and assessment of HO Offices while field offices will be inspected online. Submission of inspection and assessment reports will be end of November for consolidation and reporting to the PRAISE Committee.	Mr. AM Echano will prepare the groupings and provide the inspection form.



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3.	Status on procurement of PPEs for evaluation of the H&S Committee	Mr. Angel Echano informed the committee that the pre-bid conference for the procurement of various PPEs was conducted on 04 November 2021 with one (1) interested supplier in attendance. The deadline and opening of bids will be on 18 November 2021. If the bidding is successful, Mr. Echano will conduct the initial evaluation of the bids and email the result to all HSC members for their review.	
4.	Other matters	<ul style="list-style-type: none"> <li>• The National Disaster Risk Reduction and Management Council through the Office of the Civil Defense will conduct the 4<sup>th</sup> Quarter Simultaneous Nationwide Earthquake Drill on 11 November 2021 at 9:00 AM. TransCo will participate in the said activity by simulating the Duck-Cover-Hold maneuver during the drill. An advisory will be issued for the information of all concerned.</li> <li>• It was agreed that the Health and Safety Committee will conduct a regular monthly meeting every 2<sup>nd</sup> Tuesday of the month. Members are encouraged to inform the secretariat for any agenda they may want included.</li> </ul>	

The meeting adjourned at | 10:45 A.M. |.

Prepared:

Noted:

  
**ANGEL M. ECHANO, JR.**  
 Secretary

**MICHAEL A VIVAS**  
 Chairman, Health & Safety Committee