



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

Date: December 14, 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. Angel M. Echano, Jr.
5. Harold U. Siringan
6. Leah Marie C. Tayson
7. Roy D. Encarnacion
8. Anabelle L. Vega
9. Giselle R. Mar
10. Dwight C. Fangonil

The meeting was called to order at 9:00 AM. Mr. Angel M. Echano, Jr. briefly discussed Memorandum Order 2021-003 dated 04 January 2021 Re Reconstitution of the Health and Safety Committee because of the inclusion of the newly-hired nurse, Ms. Zyra Cecilia E. Abellera, to the committee.

	Subject / Issue	Agreement / Action Plan / Responsibility	Due Date
1.	Result of the 5S Inspection	The result of the 5S Good Housekeeping Inspection and Assessment for the PRAISE <i>Ang Masinop</i> Awards was presented to the committee. Several cost centers were not able to meet the threshold rating of 90%. The Chairman instructed to prepare a letter to concerned cost centers which did not meet the threshold rating to inform them of the matter with suggestion for improvement.	The draft letter will be prepared before the end of the year.
2.	Update on the Procurement of Personal Protective Equipment	The committee secretary informed that the opening of bids for the procurement of various personal protective equipment was conducted last 18 November 2021. However, the result was a failed bidding because no interested supplier participated in the bidding. It was explained that the procurement for such items had some issues which need to be addressed. Among such issues was the preparation of the purchase requisitions by respective cost centers which will then be consolidated by the Procurement Management Division.	



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		As discussed by the BAC, the Manager of Procurement Management Division will request the Finance group to transfer all PPE-related budgets in 2022 from the various cost centers to the Office of the Manager, HRAD. The HRAD will prepare the Purchase Requisitions for the various PPE's as early as February 2022 so that the bidding process will be done early.	Mr. Echano to follow-up with PMD regarding this matter.
3.	Plans and Programs of the HSC in 2022	<ul style="list-style-type: none"> <li>• The monthly meeting of the committee will be conducted every 2<sup>nd</sup> Tuesday of the month.</li> <li>• TransCo will participate in the Quarterly National Simultaneous Earthquake Drill conducted by the NDRRMC.</li> <li>• The 5S Good Housekeeping Inspection and Assessment will be conducted twice a year.</li> </ul>	
4.	Other matters	<ul style="list-style-type: none"> <li>• Ms. Anabelle Vega suggested to revisit the criteria/checklist in the 5S Good Housekeeping and Assessment. The committee secretary will prepare a new checklist for the appreciation of the HSC members.</li> <li>• The safety inspection of vehicles will be included in the activities of the committee as one of the criteria for the selection of the Best Driver Award in the 2022 PRAISE. The committee secretary will coordinate with the Transportation Officer on this matter.</li> <li>• The Chairman also reminded about the minimum health protocols contained in several issuances on the subject.</li> </ul>	

The meeting adjourned at | 9:33 A.M. |.

Prepared:

Noted:

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

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