

**[ DOLE DEPARTMENT ORDER NO. 92-08, April 22, 2008 ]**

**GUIDELINES DIRECTING THE BUREAU OF WORKING CONDITIONS TO DECENTRALIZE ACCREDITATION PROGRAM TO THE REGIONAL OFFICES**

In line with the DOLE Rationalization Program and pursuant to Article 162 of the Labor Code of the Philippines, these guidelines are hereby issued directing the Bureau of Working Conditions to decentralize Accreditation Program to the Regional Offices.

*SECTION 1. Coverage.* The line functions for decentralization shall cover the evaluation, approval of application for accreditation and issuance of certificate of accreditation of Occupational Safety and Health Practitioner (OSH Practitioner) within the jurisdiction of each Region.

*SECTION 2. Duties and Functions of the Regional Office (RO)*

- a. The Regional Office shall perform decentralized functions in accordance with the procedures and manual of operations issued by the Bureau of Working Conditions.
- b. A duly trained and competent regional technical staff from each Region shall be designated as Regional Evaluator/s. The evaluator must be a regular employee of DOLE, not lower than LEO III and has attended the required training.
- c. A quarterly report on decentralized functions shall be submitted to the BWC using the prescribed monitoring and evaluation forms prepared by the BWC.
- d. A database of accredited OSH Practitioners shall be maintained in every Region.
- e. A uniform certificate of accreditation provided by the BWC shall be issued by the Regional Office.

*SECTION 3. Duties and Functions of the Bureau of Working Conditions*

- a. The BWC shall ensure proper training and capability building of the Regional technical personnel on the decentralized function.
- b. The BWC shall maintain a masterfile and an updated database of all accredited OSH practitioners based on the reports submitted by the Regional Offices.
- c. C.Preparation and printing of OSH Practitioner's ID shall remain with the BWC.