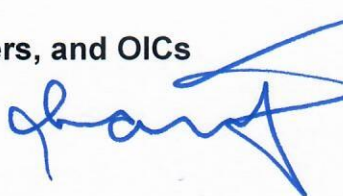




# Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2019-026

FOR : Economic Zone Locator Enterprises  
Economic Zone Administrators, Managers, and OICs

FROM : BGen CHARITO B. PLAZA MNSA, PhD   
Director General

SUBJECT : Administrative Requirements of Department of Labor and  
Employment (DOLE) on Occupational Safety and Health (OSH)

DATE : 22 July 2019

The Philippine Economic Zone Authority (PEZA) would like to ensure compliance of all PEZA locator enterprises to the **Republic Act No. 11058** entitled "*An Act Strengthening Compliance with Occupational Safety and Health Standards (OSHS) and Providing Penalties for Violations Thereof*" and its Implementing Rules and Regulations (IRR) – **Department Order (DO)198-18** of DOLE.

All PEZA locator enterprises are reminded to submit the mandatory reportorial requirements in accordance to the IRR of R.A. No. 11058 of DOLE.

The table below shows the summary of reports to be submitted to DOLE concerned offices:

Report	OSH Standard / Form	Frequency	Office
<b>Report of Safety Organization</b>	<b>Rule 1040:</b> Health and Safety Committee  DOLE/BWC/IP-5	Quarterly	DOLE RO BWC HO
<b>Work Accident Illness Report</b>	<b>Rule 1050:</b> Notification & Keeping of Accident and/or Occupational Illnesses	As needed	DOLE RO BWC HO
a. Minor accident	DOLE/BWC/HSD-IP-6	on or before the 20 <sup>th</sup> day of the month following the occurrence of the accident	
b. Accident with Fatal or permanent total disability		within 24 hours after the occurrence of the accident	



<b>Annual Exposure Data Report</b>	<b>Rule 1050:</b> Notification & Keeping of Accident and/or Occupational Illnesses  DOLE/BWC/HSD-IP-6b	Annual  on or before January 30 of the following year	DOLE RO BWC HO
<b>Annual Medical Report</b>	<b>Rule 1960:</b> Occupational Health Services  DOLE/BWC/HSD/OH-47	Annual  on or before last day of March of the year following the covered period	DOLE RO BWC HO

**BWC** – Bureau of Working Conditions **DOLE** – Department of Labor and Employment  
**HO** – Head Office **RO** – Regional Office

For concerns, please send an email to PEZA – Environmental Safety Group at [ensd@peza.gov.ph](mailto:ensd@peza.gov.ph) or call telephone number (+632) 551-6561.

For your information and guidance.