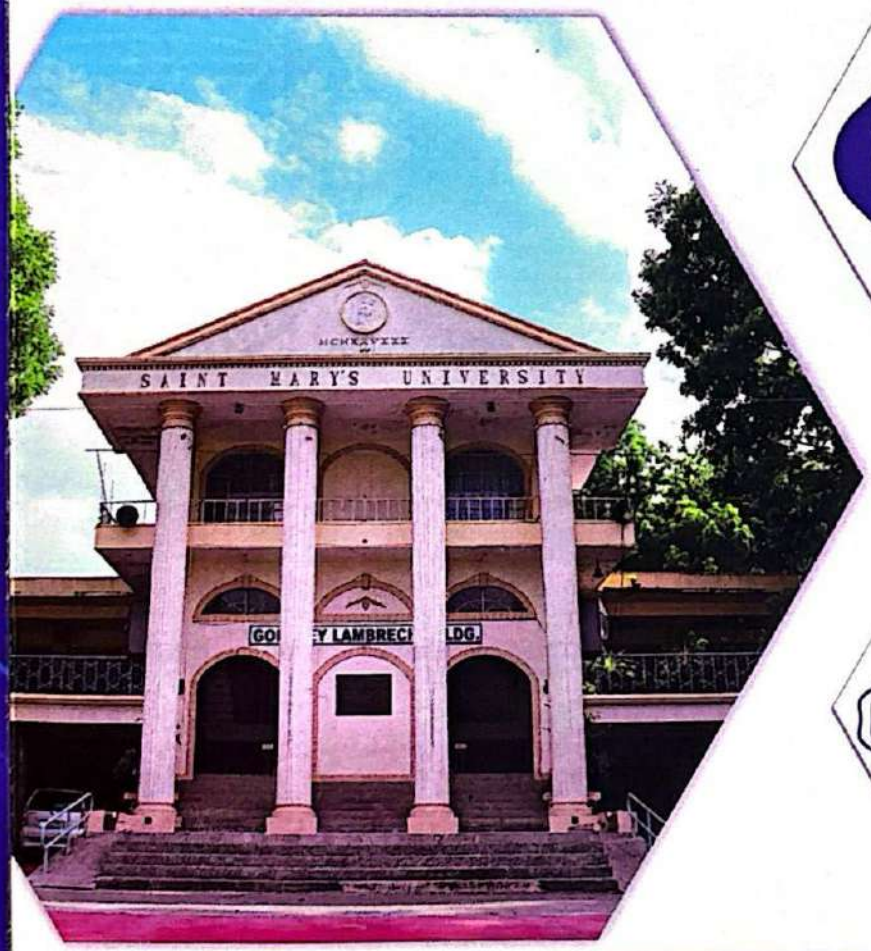
2023 EDITION

ADMINISTRATIVE & EMPLOYMENT MANUAL

for ACADEMIC PERSONNEL in HIGHER EDUCATION



SAINT MARY'S UNIVERSITY
1928
BAYOMBONG, PHILIPPINES

Inspired by Mission,
Driven by Excellence

Scanned with CamScanner

h. ensures that printing and publication equipment are adequate, efficient and functional;
i. ensures security and confidentiality of confidential documents/materials reproduced or printed including proper disposal of misprinted documents and test papers;
j. computes costs of jobs, selling prices and royalties of the authors;
k. ensures timely productions for income -generating projects such as notebooks and graduation diploma holders;
l. submits a monthly report of accomplished job orders to the Chief Accountant; and
m. performs other related tasks that may be assigned by the Vice President for Finance and Treasurer or the University President.

DD. HEAD, SAFETY AND POLLUTION CONTROL OFFICE (SPCO)

1. REFERENCE

a. **Appointment**: The Head of Safety and Pollution Control is appointed by the University President in consultation with the Advisory Board and subject to confirmation by the Board of Trustees.
b. **Qualifications:** The Head of Safety and Pollution Control Office must:
   i. possess at least a master's degree;
   ii. be a certified pollution control officer and Safety Officer II; and
   iii. be of good moral character.
c. **Term of Office**: The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis but not beyond the mandatory retirement age of 65.

Scanned with CamScanner

2. FUNCTIONS AND RESPONSIBILITIES: The Head of Safety and Pollution Control Office is directly responsible to the Vice President for Administration and is mandated to perform the following:

a. oversees the implementation of the Pollution Control Program and Occupational Safety and Health (OSH) Program in coordination with the OSH Committee;
b. conducts Pollution Control and OSH orientation and training to employees, students, concessionaires, janitorial and security staff;
c. regularly monitors and inspects any pollution, health and safety conditions in the university campuses, informs the head of the unit concerned regarding violations and submits written reports to the Vice President for Administration;
d. conducts investigation of pollution and safety -related accidents in the university campuses when such event occurs and prepares reports of the same as required by the OSH and EMB;
e. issues Work Stoppage Order when necessary based on the requirements and procedures provided by the OSH and pollution control standards;
f. assists government inspectors in the conduct of pollution control, health and safety inspection in the university campuses;
g. prepares the required Pollution Control, OSH and Crisis Management Committee (CMC) reports and permits to the appropriate regulatory government agencies;
h. coordinates fire and earthquake drills and other activities with the safety and DRMM coordinators in the basic education levels and prepares reports;
i. monitors compliance to waste segregation and disposal guidelines;
j. ensures the regular upkeep of fire safety equipment and devices; and
k. performs other related tasks that may be assigned by the Vice President for Administration or the University

Scanned with CamScanner

JOB DESCRIPTION

School/Department/Unit	**CENTER FOR NATURAL SCIENCES**		
Level & Function	☐ Basic Education ☒ Tertiary	☐ Academic ☒ Non-Academic ☐ Academic Non- Teaching	
Name of Employee	**Mr. Regidor L. Almendral**	Position	**Laboratory Assistant – Research Laboratory**
Reports to	**Dr. Elsa L. Cajucom**	Position	**Director, Center for Natural Sciences**

Employment Status:

☒ Full-time Permanent ☐ Full-time Probationary ☐ Contractual

☐ Part-Time Temporary (No MA) ☐ Part-time/Lecturer ☐ Retainer

Qualifications and Educational Requirements:

Educational requirements:

- Holder of a Bachelor of Science in Chemistry or Bachelor of Science in Biology degree or a degree in a related field

Professional Qualifications

- Preferably with relevant certifications to work in a science laboratory
- Familiar with laboratory equipment
- Knowledgeable with the use, calibration, and maintenance of laboratory equipment
- Possesses strong analytical judgment
- Able to provide excellent customer service experience (Courteous, accommodating, and sensitive to clients' needs)
- Committed to quality service

Skills and Competencies:

- Computer literate
- Experiment and research skills
- Ability to keep detailed records

List, in order of importance, the major functions and responsibilities of this position:

1. Is responsible to the Director of the Center for Natural Sciences
2. Facilitates the processing of requests for research laboratory use and the prompt preparation of apparatuses and supplies for approved in-lab research services
3. Conducts general orientation on laboratory policies, guidelines, and procedures to laboratory courses and other clientele prior to in-lab activities
4. Assists clientele with special procedures during in-lab research activities
5. Assists or monitors clientele on the use of specialized apparatus and/or instructional aids during in-lab activities
6. Performs when requested, specific research data analysis
7. Ensures the timely preparation of requested laboratory apparatus for in-lab activities

8. Demonstrates, if requested, the use of the laboratory apparatus during in-lab activities
9. Issues Laboratory Service Analysis Report for in-lab research activities
10. Performs basic maintenance and calibration of research laboratory apparatuses, and pro-actively coordinates with IMO for additional maintenance, re-calibration, and/or repair of research laboratory apparatuses
11. Submits requests, as the need arises, for additional maintenance and/or repair in the assigned laboratories to the CNS Director.
12. Ensures that the assigned research laboratory facilities are kept free from any risks (fire, accidents, theft, etc.) and coordinates with the GSO for cleaning and maintenance
13. Conducts semestral inventory of laboratory apparatus, consumables, and other resources (i.e., office supplies, fixtures, etc.)
14. Prepares annual budget proposals for the assigned facilities as part of the departmental annual budget preparation process.
15. Complies and requires compliance by all clientele with set policies and/or guidelines as contained in the CNS MOPG, SOP, and Work Instructions, including the institutional CHSF Behavioral Guidelines for health, safety, and waste management before, during, and after in-lab activities
16. Monitors the laboratory classes or laboratory users to do CHSF activities before and after laboratory hours and coordinates with the GSO for cleaning and & maintenance
17. Prepares the Hazardous Generation Inventory and submits it to the SPCO
18. Performs other related functions as assigned by the CNS Director and SHNS Dean

Reviewed & Updated by:	**Dr. Elsa L. Cajucom**	Position: **Director, Center for Natural Sciences**	Signature:	Date: NOV 03, 2025

Reviewed & Approved by:	**Dr. Joman J. Baliton**	Position: **Dean, School of Health and Natural Sciences**	Signature:	Date: 11/4/25

Conforme:
11-7-25
Mr. Regidor L. Almendral
Date Hired: September 16, 2019

Received by: 11-7-25

ALAB SOLUTIONS INC., ASI

in collaboration with the

Department of Environment and Natural Resources
Environmental Management Bureau

awards this

CERTIFICATE

of Completion to

HANSON T. VILLANUEVA

for having satisfactorily completed the

40-HR BASIC POLLUTION CONTROL OFFICER TRAINING COURSE

(In accordance with DAO 2014-02: Revised Guidelines for PCO Accreditation)

Streamed live from San Fernando, Pampanga
on November 21-25, 2022

Given this 25th day of November 2022

LARK V. EBREO
President, ALAB Solutions Inc.

WILSON L. TRAJECO, PME PhD
Regional Director, DENR-EMB Region 3

Digitally signed by Trajeco Wilson Lim
DN: cn=Trajeco Wilson Lim, serialNumber=0010030004695, ou=Office of the Regional Director, o=DENR-Environmental Management Bureau Region 3, c=PH
Date: 2022.11.25 12:59:49 +08'00'

ASI-K2522BA - 31

ALAB SOLUTIONS INC., ASI

in collaboration with the

Department of Environment and Natural Resources
Environmental Management Bureau

awards this

CERTIFICATE

of Completion to

DELANO ROD M. DACLES

for having satisfactorily completed the

40-HR BASIC POLLUTION CONTROL OFFICER TRAINING COURSE

(In accordance with DAO 2014-02: Revised Guidelines for PCO Accreditation)

Streamed live from San Fernando, Pampanga
on July 3-7, 2023

Given this 7th day of July 2023

LARK V. EBREO
President, ALAB Solutions Inc.

WILSON L. TRAJECO, PME, PhD
Regional Director, DENR-EMB Region 3

Digitally signed by Trajeco Wilson Lim
DN: cn=Trajeco Wilson Lim, serialNumber=0010030004695, ou=Office of the Regional Director, o=DENR-Environmental Management Bureau Region 3, c=PH
Date: 2023.07.05 08:24:39 +08'00'

ASI-G723BA - 42

ALAB SOLUTIONS INC., ASI

in collaboration with the

Department of Environment and Natural Resources
Environmental Management Bureau

awards this

CERTIFICATE

of Completion to

JUNIOR VAN PARITANG

for having satisfactorily completed the

40-HR BASIC POLLUTION CONTROL OFFICER TRAINING COURSE

(In accordance with DAO 2014-02: Revised Guidelines for PCO Accreditation)

Streamed live from San Fernando, Pampanga
on July 3-7, 2023

Given this 7th day of July 2023

LARK V. EBREO
President, ALAB Solutions Inc.

WILSON L. TRAJECO, PME, PhD
Regional Director, DENR-EMB Region 3

Digitally signed by Trajeco Wilson Lim
DN: cn=Trajeco Wilson Lim, serialNumber=0010030004695, ou=Office of the Regional Director, o=DENR-Environmental Management Bureau Region 3, c=PH
Date: 2023.07.05 08:24:39 +08'00'

ASI-G723BA - 41

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Hanson T. Villanueva	Initial Issue

WORK INSTRUCTION

Title	Hazardous Waste Generated
Scope	This covers sustainable waste management strategies, environmental protection, and public health safety. Hazardous waste includes materials that are toxic, flammable, corrosive, reactive, or otherwise dangerous to human health, ecosystems, and the environment.
Person/s Responsible	Safety and Pollution Control Officer, SPC staff, and Center for Natural Sciences Department
Instructions	Handling hazardous waste requires strict adherence to regulations to ensure safety and environmental protection.

Office Head

1. Inform & explain to the Director/Head of the Center for Natural Sciences the collection of information/data needed on hazardous waste generated for the quarterly self-monitoring report.
2. Monitor and collect reports on the hazardous waste generated from the CNS (laboratory assistants).
3. Remind the director/head/laboratory assistants of the proper storage, labelling & disposal of hazardous waste.
4. Set the date of submission of reports from CNS Department to the SPC Office for the completion of the quarterly self-monitoring report to be submitted at https://client.emb.gov.ph/smr/login.
5. Review the hazardous waste generated and the accomplished quarterly self-monitoring report.

Staff in-charge

1. Gather needed data from CNS (Laboratory assistants) & other sources/offices.
2. Accomplish online forms from the site https://client.emb.gov.ph/smr/login for the quarterly self-monitoring report before the 15th of the month on the 1st, 2nd,3rd and 4th quarter of the year.
3. Attach pictures as proof of evidence and other supporting documents
4. Submit accomplished quarterly reports to the SPC head for review/comments/suggestions.
6. Integrate comments/suggestions (if any) for the finalization of the quarterly self-monitoring report.
7. Submit the accomplished quarterly self-monitoring report to the Managing head/VP for Administration and to the President for review & signature.
8. Submit (3) three copies of the signed SMR to the College of Law Dean's Office for notarization.
9. Submit Notarized SMR to https://client.emb.gov.ph/smr/login.

Prepared by:	
HANSON T. VILLANUEVA	12.08.24
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	12-10-24
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	12-10-24
Supervising Head	Date Signed:

CONTROLLED COPY

Signature: Date: 12/10/24

Document Code	EOMS-SPC-WI-005, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 2

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Hanson T. Villanueva	Initial Issue

WORK INSTRUCTION

Title	Waste Storage, Treatment and Disposal
Scope	This covers proper storage, treatment, and disposal of waste and properly handled in a manner that minimizes environmental and human health risks
Person/s Responsible	Safety and Pollution Control Officer and SPC staff
Instructions	Waste storage, treatment, and disposal are governed by various regulations to ensure environmental protection, public health, and safety.

Office Head

1. Supervise and monitor reports on waste storage, treatment, and disposal of hazardous waste.
2. Monitor and inspect the waste storage, treatment & disposal of hazardous waste at the material recovery facility/area with the GSO Head.
3. Review the solid waste logbook at the material recovery facility.

Staff in-charge

1. Assist in the monitoring and inspection of the waste storage, treatment, and disposal of hazardous waste.
2. Gather needed data from the logbook at the material recovery facility for the quarterly self-monitoring report
3. Accomplish online forms from the site *https://client.emb.gov.ph/smr/login* for the quarterly self-monitoring report before the 15th of the month on the 1st, 2nd,3rd and 4th quarter of the year.
4. Attach pictures as proof of evidence and other supporting documents
5. Submit accomplished quarterly reports to the SPC head for review and suggestions.
6. Integrate comments/suggestions (if any) for the finalization of the quarterly self-monitoring report.
7. Submit the accomplished quarterly self-monitoring report to the Managing head/VP for Administration and to the President for review & signature.
8. Submit (3) three copies of the signed SMR to the College of Law Dean's Office for notarization.
9. Submit Notarized SMR to *https://client.emb.gov.ph/smr/login*.

Prepared by:	
HANSON T. VILLANUEVA	12.08.24
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	12-10-24
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	12-10-24
Supervising Head	Date Signed:

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

Document Code	EOMS-SPC-FO-006, Rev. 00
Effectivity Date	2025/04/30
Page/s	Page 1 of 1

MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

LABORATORY NAME: BIOLOGY LABS.

CRITERIA	YES	NO	N/A	REMARKS
All biological hazards identified, labeled, stored, and disposed of according to the standard	✓			
All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical	✓			
Chemical fume hoods in proper working order	✓			
Eye and face protection like goggles and face shields for corrosives	✓			
Refrigeration units for chemical storage labeled "No Food"	✓			
Chemical storage cabinets properly labeled	✓			
Ventilated gas cabinets used for highly toxic gases	✓			
Containers clearly labeled with chemical name(s) with placards	✓			
Containers are kept closed except during transfers	✓			
Containers compatible with the chemical	✓			
Chemicals segregated to avoid incompatibilities	✓			
Large/heavy containers stored on lower shelves	✓			
Corrosives not stored above eye level	✓			
Materials with shelf lives dated and disposed of per supplier's recommendations	✓			
Waste disposal containers properly labeled with "Hazardous waste"	✓			
Containers compatible with waste	✓			

7/16/25

Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO

7.16.25

Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

Document Code	EOMS-SPC-FO-006, Rev. 00
Effectivity Date	2025/04/30
Page/s	Page 1 of 1

MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

LABORATORY NAME: CHEMISTRY LABS.

CRITERIA	YES	NO	N/A	REMARKS
All biological hazards identified, labeled, stored, and disposed of according to the standard	✓			
All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical	✓			
Chemical fume hoods in proper working order	✓			
Eye and face protection like goggles and face shields for corrosives	✓			
Refrigeration units for chemical storage labeled "No Food"	✓			
Chemical storage cabinets properly labeled	✓			
Ventilated gas cabinets used for highly toxic gases	✓			
Containers clearly labeled with chemical name(s) with placards	✓			
Containers are kept closed except during transfers	✓			
Containers compatible with the chemical	✓			
Chemicals segregated to avoid incompatibilities	✓			
Large/heavy containers stored on lower shelves	✓			
Corrosives not stored above eye level	✓			
Materials with shelf lives dated and disposed of per supplier's recommendations	✓			
Waste disposal containers properly labeled with "Hazardous waste"	✓			
Containers compatible with waste	✓			

Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO
11/12/25

Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO
7.16.25

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

Document Code	EOMS-SPC-FO-006, Rev. 00
Effectivity Date	2025/04/30
Page/s	Page 1 of 1

MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

LABORATORY NAME: MEDTECH / PHARMACY Lab.

CRITERIA	YES	NO	N/A	REMARKS
All biological hazards identified, labeled, stored, and disposed of according to the standard	✓			
All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical	✓			
Chemical fume hoods in proper working order	✓			
Eye and face protection like goggles and face shields for corrosives	✓			
Refrigeration units for chemical storage labeled "No Food"	✓			
Chemical storage cabinets properly labeled	✓			
Ventilated gas cabinets used for highly toxic gases	✓			
Containers clearly labeled with chemical name(s) with placards	✓			
Containers are kept closed except during transfers	✓			
Containers compatible with the chemical	✓			
Chemicals segregated to avoid incompatibilities	✓			
Large/heavy containers stored on lower shelves	✓			
Corrosives not stored above eye level	✓			
Materials with shelf lives dated and disposed of per supplier's recommendations	✓			
Waste disposal containers properly labeled with "Hazardous waste"	✓			
Containers compatible with waste	✓			

2/4/26

Prepared by: Mr. Ernesto D. Marabut Jr.
Staff, SPCO

7.16.25

Reviewed and Approved by: Mr. Hanson T. Villanueva
Head, SPCO

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

SAFETY AND POLLUTION CONTROL OFFICE

Document Code	EOMS-SPC-FO-006, Rev. 00
Effectivity Date	2025/04/30
Page/s	Page 1 of 1

MONITORING ON SAFETY HANDLING OF HAZARDOUS WASTE

LABORATORY NAME: KEY EXPOA LAB.

CRITERIA	YES	NO	N/A	REMARKS
All biological hazards identified, labeled, stored, and disposed of according to the standard	✓			
All original containers of chemicals are properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical	✓			
Chemical fume hoods in proper working order			✓	
Eye and face protection like goggles and face shields for corrosives	✓			
Refrigeration units for chemical storage labeled "No Food"	✓			
Chemical storage cabinets properly labeled	✓			
Ventilated gas cabinets used for highly toxic gases	✓			
Containers clearly labeled with chemical name(s) with placards	✓			
Containers are kept closed except during transfers	✓			
Containers compatible with the chemical	✓			
Chemicals segregated to avoid incompatibilities	✓			
Large/heavy containers stored on lower shelves	✓			
Corrosives not stored above eye level	✓			
Materials with shelf lives dated and disposed of per supplier's recommendations	✓			
Waste disposal containers properly labeled with "Hazardous waste"	✓			
Containers compatible with waste	✓			

Prepared by: Mr. Ernesto D. Marabut Jr. 5/20/24
Staff, SPCO

Reviewed and Approved by: Mr. Hanson T. Villanueva 7.10.25
Head, SPCO