



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

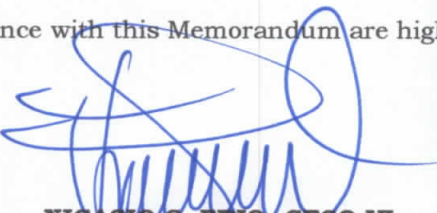
DIVISION MEMORANDUM
No. 121, s. 2022

APR 07 2022

IMPLEMENTING GUIDELINES OF THE SAFETY CERTIFICATION SEAL

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 139, s. 2022 RE: Submission of Additional Recommended Schools for the Expansion Phase of the Limited Face-to-Face Classes, this Office enjoins all schools, especially those which were previously identified for the pilot implementation of the limited Face-to-Face Classes, to comply with the minimum requirements for the School Safety Seal Certification from the Department of the Interior and Local Government (DILG).
2. Schools which will be able to secure the certification ahead of time can immediately commence their request for concurrence with the City Government for the Approval of the Limited Face-to-Face Classes during the 4th Quarter of School Year 2021 – 2022.
3. Attached are the Implementing Guidelines of the Safety Seal Certification Program and the Checklist for Safety Seal Certification for reference.
4. Immediate dissemination of and compliance with this Memorandum are highly desired.


NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

SAFETY SEAL CERTIFICATION CHECKLIST

(DILG as Issuing Authority)

Control No.: **S6KAB2111-0003** Date: _____

Name of Government Agency/ Office: _____

Name of Government Establishment/ Department/ Office/ Unit: _____

Nature of Government Establishment/ Department/ Office/ Unit: _____

Address: _____

Name of Person in Charge: _____ Contact Details: _____

Instruction: (✓) Check the appropriate box (Yes/No), if the following requirement is provided:

#	REQUIREMENTS	MOV's to be Produced/ Uploaded	YES	NO	N/A	Reason why N/A
1	Use of StaySafe.ph or any contact tracing tool integrated with the same. Please specify other contact tracing tool. (_____)	<ul style="list-style-type: none"> - StaySafe QR Code, - If implementing own CT app, IA will verify DILG CO if it is integrated with StaySafe. - Use of manual CT may be considered at the moment. 				
2	Availability of temperature or thermal scanner (e.g. thermal gun) to assess employees, clients and visitors	- Photo of the entrance with thermal scanner/ temperature checking				
3	Availability of health declaration sheet for employees and clients	NA if there is an online CT. If no CT, a photo of the form required to be filled up by employees and clients.				

4	Availability of isolation area for identified symptomatic employees	<ul style="list-style-type: none"> - Photo of the designated area - Internal Memo designating the same (if any) 	
5	BHERTs and other COVID-19 Emergency hotlines are placed in conspicuous area.	- Photo the conspicuous area with COVID19 Emergency Hotlines	
6	Availability of handwashing stations with soap, sanitizers and hand drying equipment or supplies for employees and clients/visitors in	- Photo of handwashing stations/sanitizers used by the Office	
7	Installed physical barriers in enclosed areas to maintain social distancing(blocking off chairs, markers, stickers on the floor for spacing)	- Photo Office Setup with physical barriers, markers or floor stickers to help maintain social distancing	
8	Availability of personnel-in-charge for monitoring and maintaining social distancing and ensuring the compliances of clients/visitors/employees to health protocols and areas in the establishment where people gather(e.g. queue)	- Memo - Designation of Personnel-in-Charge of monitoring and maintaining social distancing and of ensuring the compliances of clients/ visitors/ employees to health protocols	
9	Availability of windows for adequate air exchange in enclosed (indoor) areas as cited in DOLE Department Order No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19	<ul style="list-style-type: none"> - Photo of air purifier in the Office (if available) - Or, Photo of Proper Air Ventilation of the Office 	
10	Compliance to the disinfection protocol in accordance with DOH Department Memorandum No. 2020-157 and 0157-A or the "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19. Conducts regular (at least twice a week) cleaning and disinfection in the establishment in compliance to the Cleaning and Disinfection of Environmental Surfaces in the Context of COVID-19 by the World Health Organization.	<ul style="list-style-type: none"> - Memo re Conduct of Regular Disinfection/ Disinfection Protocol - Sample photo of office disinfection 	
11	Personnel, employees, clients and visitors always wear facemasks and face shields especially in enclosed places.	<ul style="list-style-type: none"> - Memo for Employees - Photo of signages re reminder to wear facemasks and face shields 	
12	Established referral system for medical and psychosocial services.	<ul style="list-style-type: none"> - Copy of MOA/ implementing Procedures re referral system for medical and psychosocial services 	

13	<p>Availability of designated Safety Officer with the following functions</p> <ul style="list-style-type: none"> a.) coordinate with the appropriate bodies for support and referral to community-based isolation facilities for confirmed cases with mild symptoms, and to health facilities for severe and critical care. b.) undertake contact tracing or coordinate the conduct thereof; and c.) monitor status of employees quarantined or isolated; and d.) implement return to work policies. 	<p>- Memo specifying the name/s of the safety officer/s</p>		
14	<p>Availability of storage facility for proper collection, treatment, and disposal of used facemasks and other infectious wastes.</p>	<p>- Photo of the disposal facility/mechanism for infectious waste</p>		

I hereby certify that the facts stated herein are true and correct of my own personal knowledge and any misrepresentation subjects me to criminal or administrative liability.

_____ Name and Signature of Person in Charge / Date

FOR ONSITE VALIDATION/ INSPECTION

DEFECTS / DEFICIENCIES NOTED DURING INSPECTION:

RECOMMENDATIONS:

_____ Name and Signature of Safety Seal Inspector / Date



DOLE-DOH-DILG-DOT-DTI
JOINT MEMORANDUM CIRCULAR NO. 21-01
Series of 2021

IMPLEMENTING GUIDELINES OF THE
SAFETY SEAL CERTIFICATION PROGRAM

WHEREAS, Section 15 Article II of the 1987 Philippine Constitution mandates that the State shall protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, the presence of new variants of SARS-CoV-2 which originated from the United Kingdom and South Africa (501.V2) has been confirmed in the Philippines and are believed to be one of the major factors affecting the surge in cases of COVID-19 in the country;

WHEREAS, to contain the spread of COVID-19 and prevent future surges, there is a need to enforce strict and continual compliance with the Minimum Public Health Standards (MPHS) especially in business establishments and major public places;

WHEREAS, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) adopted StaySafe.ph as the official digital contact tracing application of the government and the institution of a Safety Seal Certification Program to ensure compliance with MPHS and directed the Department of Trade and Industry (DTI), with the Department of Health (DOH), Department of Labor and Employment (DOLE), Department of the Interior and Local Government (DILG), Department of Tourism (DOT), and the Department of Transportation (DOTr) to issue the necessary joint memorandum circular to detail requirements to secure a Safety Seal which shall include the adoption of the StaySafe.ph application and generation of its QR Code to be displayed in all entrances;

NOW THEREFORE, the following guidelines are hereby promulgated to guide establishments, local governments, and other implementing agencies on the grant of and retention of the Safety Seal certification.

RULE I GENERAL PROVISIONS

Section 1. Objective. The Safety Seal Certification Program aims to:

- a) assure the consumers and the public in general of establishments' compliance with the minimum public health standards set by the government;
- b) encourage the adoption of the StaySafe.ph digital contact tracing application to strengthen the contact tracing initiative of the government and effectively contain the spread of COVID-19; and
- c) safely reopen the economy.

Section 2. Scope. These guidelines shall apply to all private business establishments, selected public places, and government offices. Separate guidelines may be issued to cover other government offices and public transportation units.

Section 3. Definition of Terms

- a) *Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF)* – an inter-agency task force created under Executive Order No. 168 S. 2014 tasked to establish preparedness and ensure efficient government response to assess, monitor, contain, control, and prevent the spread of any potential epidemic in the Philippines
- b) *Issuing Authority* – the government agency or instrumentality vested under these guidelines with the authority to issue the certification and award the Safety Seal
- c) *Minimum Public Health Standards* - refers to current guidelines set by the DOH and other sector-specific guidelines issued by national government agencies as authorized by the IATF, to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI)
- d) *Non-Pharmaceutical Interventions (NPI)* - refer to public health measures that do not involve vaccines, medications, or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19
- e) *Safety Seal Certification Program* - a certification scheme affirming that an establishment or public transportation unit has been inspected by the government and was found compliant with minimum public health standards, is using or its contact tracing is integrated with StaySafe.ph and the establishment or public transportation unit possesses the requisite business permits or franchise
- f) *StaySafe.ph* - the official digital contact tracing application of the government that is linked with COVID-19 testing laboratories in the Philippines

RULE II THE SAFETY SEAL

Section 1. The Safety Seal. The Safety Seal affirms that an establishment has been found compliant with the minimum public health standards set by the government, including the adoption or integration with the StaySafe.ph in contact tracing application. The seal shall be displayed conspicuously at all entrance points according to prescribed dimensions. Obtaining the Safety Seal shall be at no cost to the establishment.

Section 2. Validity. The Safety Seal shall be valid for six (6) months from the date of issuance, except for those issued to tourism enterprises which shall be valid for one (1) year. The Safety Seal shall be renewable subject to continued compliance with the eligibility requirements set forth herein.

Section 3. Security Measures. The Safety Seal shall indicate the Issuing Authority, Date of Issuance, and Safety Seal Number and must be verifiable with the Issuing Authority. Other security measures may also be introduced. Issuing Authorities shall keep a record of establishments issued with the Safety Seal. The Safety Seal may be issued in printed or digital form. The digital Safety Seal may be sent by Issuing Authorities through electronic mail or downloaded in their respective microsites.



Section 4. Issuing Authorities. The following agencies shall be the Issuing Authorities of the Safety Seal:

Issuing Authority	Establishments
Department of Tourism	<ul style="list-style-type: none"> • Primary Tourism Enterprises <ul style="list-style-type: none"> • Accommodation Establishments (Hotels, Resorts, Apartment Hotels, and other Accredited Accommodation Establishments) • Travel and Tour Services • Meetings, Incentives, Conferences & Events (MICE) Venues/Facilities • Restaurants inside Hotels/Resorts
Department of Labor and Employment	<ul style="list-style-type: none"> • Manufacturing • Construction sites • Utilities (Electric, Water, Gas, Air conditioning Supply, Sewerage, Waste Management) • Information and Communication companies (Private Publication, News, Movie Production, TV and Radio Companies) • Warehouses
Department of Trade and Industry	<ul style="list-style-type: none"> • Groceries, supermarkets, membership shopping clubs • Convenience stores • Construction supply/ hardware stores • Logistics Service Providers (outlets) • Barbershops and Salons • Service and Repair Shops
Local Government Unit (City or Municipality)	<ul style="list-style-type: none"> • Malls • Wet markets • Other retail stores • Restaurants outside Hotels/Resorts • Fast food, Eateries, Coffeeshops, etc. • Banks, money changers, pawnshops, remittance centers • Car wash • Laundry service centers • Art galleries, libraries, museums, zoo • Sports centers • Tutorial, Testing, and Review Centers • Gyms • Spas • Cinemas • Arcades • All other private establishments
Department of the Interior and Local Government (DILG)/Philippine National Police (PNP)	<ul style="list-style-type: none"> • City Halls, Municipal Halls, Provincial Capitols • All other Local Government Unit facilities and buildings • Police Camps and Stations • Bureau of Fire Protection Offices and Fire Stations • Provincial/District/City Jails • Barangay halls and other barangay facilities • All other public establishments not covered by the other Issuing Agencies

RULE III ELIGIBILITY AND CERTIFICATION PROCESS

Section 1. Eligibility. The following are the eligibility requirements to qualify for the Safety Seal certification:

1. Compliance with registration or accreditation requirements (e.g., Mayor's permit, DTI/SEC registration, or DOT accreditation);
2. Use of StaySafe.ph or any contact tracing tool integrated with the same;
3. Enforcement of the Minimum Public Health Standards (MPHS), including the following, as applicable:
 - a) Putting up of Screening or Triage area at different points-of-entry where:
 - i. employees submit health declaration and/or symptoms are assessed
 - ii. non-contact temperature check is performed to all employees, customers, and any individuals who enter the premises
 - iii. customers and other individuals who enter the premises are asked to register with StaySafe.ph
 - iv. as applicable, an isolation area shall be installed for symptomatic employees and once identified as a suspect COVID-19 case shall be reported to the Barangay Health and Emergency Response Team (BHERT) immediately for proper observance of COVID-19 protocols
 - b) Availability of handwashing stations, soap and sanitizers, and hand drying equipment or supplies (e.g., single use paper towel) to employees and clients/visitors which are placed in strategic locations in the establishment
 - c) Observance of physical distancing or spacing through installation of physical barriers in enclosed areas where physical distancing may be compromised, i.e., blocking off of chairs, use of markers or stickers on the floor for spacing
 - d) Ensure adequate air exchange in enclosed (indoor) areas as cited in DOLE Department Order No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19
 - e) Disinfection protocol in accordance with DOH Department Memorandum No. 2020-0157 and 0157-A or the "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19 and Cleaning and Disinfection of Environmental Surfaces in the Context of COVID-19 by the World Health Organization (WHO)
 - i. Regular sanitization of chairs, desks, tables, counters, pens, doorknobs, equipment, devices, workstations, comfort rooms, and other high-touch surfaces
 - f) Wearing of facemasks, face shields, especially in enclosed places and wearing of other protective outer garments as warranted
 - g) Establishment of a referral system for medical and psychosocial services
 - h) Designation of Safety Officer who shall:
 - i. coordinate with the appropriate bodies for support and referral to community-based isolation facilities for confirmed cases with mild symptoms, and to health facilities for severe and critical care; and
 - ii. undertake contact tracing or coordinate the conduct thereof; and
 - iii. monitor status of employees quarantined or isolated; and
 - iv. implement return to work policies.
 - i) Facility for proper storage, collection, treatment, and disposal of used facemasks and other infectious waste

Section 2. Checklists. The Issuing Authorities shall develop checklists that will enumerate the eligibility requirements in an easy-to-understand format.

Section 3. Safety Seal Certification Microsite. Issuing Authorities may establish a microsite, a dedicated page in the agency's official website, which shall contain the following information:

- a) Implementing Guidelines of the Safety Seal Certification Program
- b) Checklist for the Type of Establishments Covered by the Issuing Authority
- c) Contact Details of Inspection Units
- d) Downloadable Safety Seal Toolkit
- e) List of All Establishments Issued with Safety Seal, including status (Active, Revoked, Reinstated)
- f) Complaint Hotlines
- g) Request Form for Reassessment or Reinstatement of Safety Seal

Section 4. Certification Procedures

a) By Application

1. The owner or authorized representative of the business establishment shall download from the website or secure from the office of Issuing Authority the appropriate checklist and perform self-assessment.
2. If self-assessment is favorable, the owner or authorized representative of the business establishment shall then contact the Issuing Authority to schedule an inspection.
3. The Issuing Authority shall validate the status or validity of government-issued permits and/or accreditation.
4. If found to be with valid government-issued permits, registration, and/or accreditation, the Issuing Authority may proceed with the inspection.
5. The Issuing Authority shall inspect compliance of the business establishment. The Philippine National Police (PNP) shall join the inspections upon the request of the Issuing Authority especially in inspecting places open to the public.
6. After the inspection, the inspector/inspection team shall inform the owner or authorized representative of the result of inspection and next steps.
 - i. If the business establishment is compliant, the owner or authorized representative shall be informed on how the Safety Seal sticker will be provided.
 - ii. If the business establishment is found lacking in any of the eligibility criteria, the owner or authorized representative shall be advised to correct the deficiencies and apply for reassessment.

b) By Visit (From Regular Monitoring)

1. During regular monitoring, the inspection team shall also check whether the business establishment is eligible to the Safety Seal Certification
2. Upon determination of compliance with Safety Seal certification, the inspection team shall inform the owner or authorized representative of the establishment's eligibility and how the Safety Seal sticker will be obtained
3. If deficiency/ies is/are found, the owner or authorized representative shall be advised to correct the deficiencies and apply for reassessment.

**RULE IV
COMPLAINTS HANDLING**

Section 1. Complaints Handling. The public may report non-compliance with the minimum public health standards and the use of the Stay Safe application by establishments and businesses granted the Safety Seal with the following:

Issuing Authority	Complaint Hotline/s
DTI	DTI Direct (1-384)
DOT	feedback@tourism.gov.ph or DOT Hotline (1-386)
DOLE	1349
DILG	Public Assistance and Complaints Center Telephone: (892) 50343 (892) 51144 Globe: (0927) 422 6300 Smart: (0931) 384 9272
City/Municipality	Public Assistance and Complaints Desk (PACD)

Section 2. No Wrong Door Policy. A no-wrong-door policy shall be observed. Complaints received that are not under the receiving agency's jurisdiction shall be referred to the appropriate Issuing Authority and City/Municipality concerned.

**RULE V
RENEWAL, REVOCATION REINSTATEMENT**

Section 1. Renewal. The Safety Seal may be renewed not earlier than one (1) month before its expiration. To renew:

1. Establishments shall contact the Issuing Authority to schedule inspection.
2. The Issuing Authority shall inspect the establishment to verify continued compliance with the eligibility requirements.
3. If the establishment is found to be fully compliant, the Issuing Authority shall issue a new Safety Seal.
4. If the establishment is found to have deficiencies, the owner or authorized representative shall be advised to correct the deficiencies within and apply for reassessment.

**RULE VI
FINAL PROVISIONS**

Section 1. Separability Clause. If any clause, provision, paragraph or part thereof shall be declared unconstitutional or invalid, such judgment shall not affect, invalidate or impair any other part hereof but such judgement shall be merely confined to the clause, provision, paragraph or part directly involved in the controversy in which such judgment has been rendered.

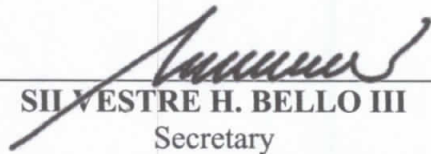
Section 2. Effectivity. These Guidelines shall take effect immediately upon publication in the Official Gazette or in any major daily newspapers of general circulation in the Philippines and upon filing with the Office of the National Administrative Registrar (ONAR) and will remain in effect until the state of public health emergency is lifted, subject to changes as may be instructed/issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases.

Issued this 23rd day of April, 2021.



RAMON M. LOPEZ
Secretary

Department of Trade and Industry



SILVESTRE H. BELLO III
Secretary

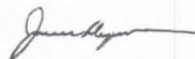
Department of Labor and Employment



BERNADETTE ROMULO-PUYAT
Secretary

Department of Tourism

Handwritten initials



Digitally signed by
Duque Francisco
Tiongson III

FRANCISCO T. DUQUE III
Secretary

Department of Health



EDUARDO M. AÑO
Secretary

Department of the Interior and Local Government

