



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 07 2022

MEMORANDUM

No. _____, s. 2022

**APPLICATION FOR SAFETY SEAL CERTIFICATION BY ALL SCHOOLS IN THE
SCHOOLS DIVISION OFFICE IN MUNTINLUPA**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to Inter-Agency Task Force (IATF) Resolution No. 87, all public institutions in the country are encouraged to apply for the Safety Seal Certification. The said certification was recently issued by the Department of Interior and Local Government (DILG), Philippine National Police (PNP) and Bureau of Fire and Protection (BFP) to SDO-Muntinlupa City, indicating the adherence of this Division to the health and safety protocols and guidelines to avoid COVID-19 transmission.
2. Relative hereto, this Office directs all schools to apply for Safety Seal Certification from the Office of the DILG to serve as a challenge and inspiration to continue ensuring safety in the workplace. Further, being certified enables this Division to provide technical assistance to schools to follow the same step.
3. Attached herewith is a copy of the Safety Seal Certification Checklist and Guidelines for reference and guidance.
4. Immediate and wide dissemination of this Memorandum is desired.

DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

COMMUNICATION SAFETY EDUCATION SCHOOLS PREPAREDNESS

ELK/DM/ APPLICATION FOR SAFETY SEAL CERTIFICATION BY ALL SCHOOLS IN THE SCHOOLS
DIVISION OFFICE IN MUNTINLUPA

_____/ February 3, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdomuntinlupa@gmail.com



022 0269075



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.: _____ 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	MOVS 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. (_____)	- 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	- 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	- 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.	- 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.	- Memo for Employees - Photo of signages re reminder to wear facemasks and faceshields				
12	Established referral system for medical and psychosocial services.	- Copy of MOA/ Implementing Procedures re referral system for medical and psychosocial services				
13	Availability of designated Safety Officer with the following functions 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.	- Memo specifying the name/s of the safety officer/s				
14	Availability of storage facility for proper collection, treatment, and disposal of used facemasks and other infectious wastes.	- Photo of the disposal facility/ mechanism for infectious waste				

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.

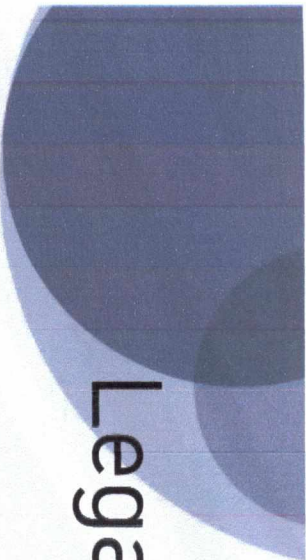
Name and Signature of Person in Charge / Date

FOR ONSITE VALIDATION/ INSPECTION

DEFECTS / DEFICIENCIES NOTED DURING INSPECTION:

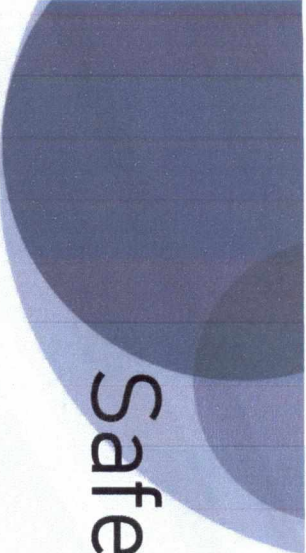
RECOMMENDATIONS:

Name and Signature of Safety Seal Inspector / Date



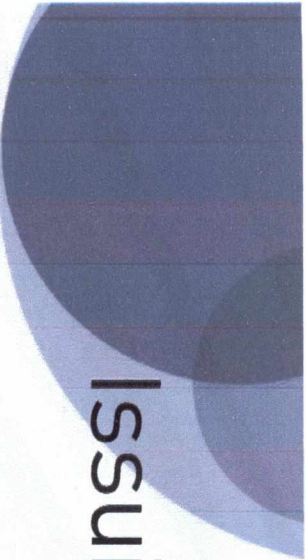
Legal Bases

- DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01 Series of 2021 – Implementing Guidelines of the Safety Seal Certification Program
- DILG Memorandum Circular No. 2021-053 – Implementing Guidelines of the Safety Seal Certification Program for this Department and the Local Government Units as Issuing Authorities



Safety Seal Objectives

- Assure the consumers and the public in general of **establishments' compliance with the minimum, public** health standards set by the government;
- 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
- Safely reopen the economy.



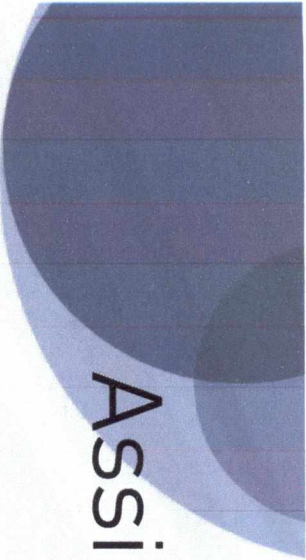
Issuing Authorities

- DILG/PNP/BFP
- LGU

Enriching knowledge, building competencies.

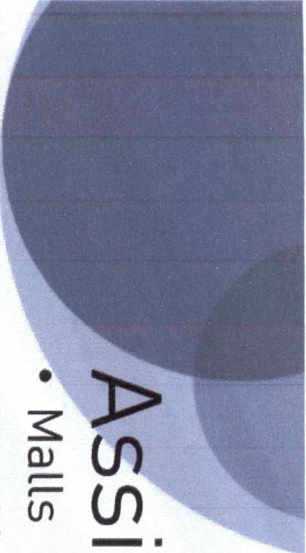


Motino, mahusay, at maayosahan.



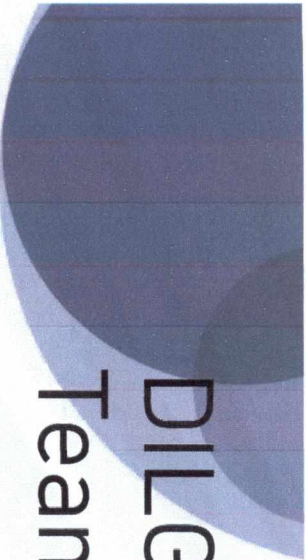
Assigned Establishments (DILG)

- City halls, municipal halls, provincial capitols
- All other local government units facilities and buildings
- Police camps and stations
- BFP Offices and Fire Stations
- Provincial/District/City Jails
- Barangay Halls and other Barangay Facilities
- All other public establishments not covered by other Issuing Agencies



Assigned Establishments (LGU)

- Malls
- Wet Markets
- Other retail stores
- Restaurant outside hotels/resorts
- Fastfood, eateries, coffeeshops
- 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 not covered by the other Issuing Agencies



DILG Inspection and Certification Teams

- City Director or C/MLG00, as Team Leader
- Chief of Police, PNP; and
- Fire Marshall, BFP

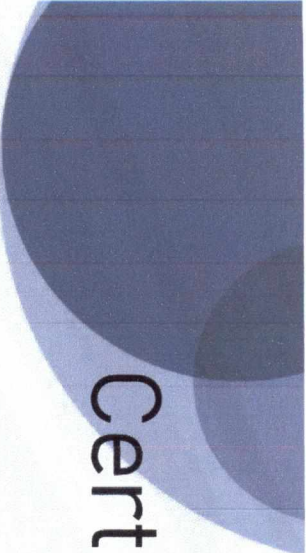
The team shall be responsible for the inspection and issuances of the Safety Seal to public/government establishments as provided in JMC 21-01

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LGU Inspection and Certification Committee

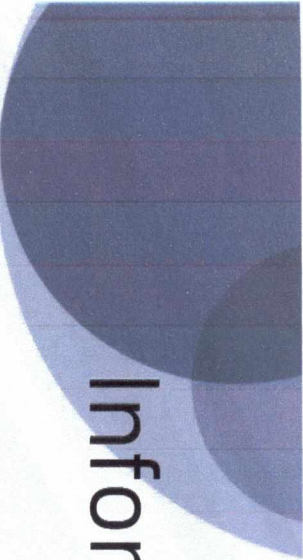
- Head of the City/Municipal Business and Permits and Licensing Office, as Chairman;
- City/Municipal Health Officer;
- City/Municipal Disaster Risk Reduction and Management Officer;
- Chief of Police, PNP or his duly authorized representative;
- City/Municipal Public Information Officer;
- Such other officials as maybe assigned by the Local Chief Executive

The Committee may create as many Inspection Teams as maybe necessary depending on the number of business establishments in the LGU. The Local Chief Executive shall issue an Executive Order creating the LGU Certification Committee and providing for its functions as provided under the Memorandum Circular 2021-053 and JMC 21-01.



Certification Procedures

- By Application. The establishment shall perform a self-assessment based on the applicable checklist. If favorable, an application is made with the Issuing Authority for an inspections. The PNP shall join the inspection upon request of the LGU especially in inspecting public places.
- By Regular Visits. During regular monitoring, the inspection teams shall determine the eligibility of the establishments on site.
- Acting on Complaints. The Issuing Authorities shall conduct surprise inspections of establishments upon receipt of complaints from the public.



Information Campaign

- DILG field offices and LGUs shall establish a microsite, or a dedicated **section in the agency's official website, which shall contain the following information:**

1. Implementing Guidelines of the Program
2. Checklist of eligibility requirements
3. Contact Details of the Inspection and Certification Teams
4. List of establishments issued with the Safety Seal
5. Complaint Hotlines
6. Request Forms for Reassessment or Reinstatement
7. Such other information as maybe necessary to increase public awareness

Safety Seal Certificate/Sticker

OFFICIAL SAFETY SEAL DESIGN
SIZE, AND COLOR PALETTE



Color Palette:



#480272
RGB: 72,2,114
CMYK: 90,99,7,1



#5CC9CA
RGB: 92,201,202
CMYK: 62,0,27,0



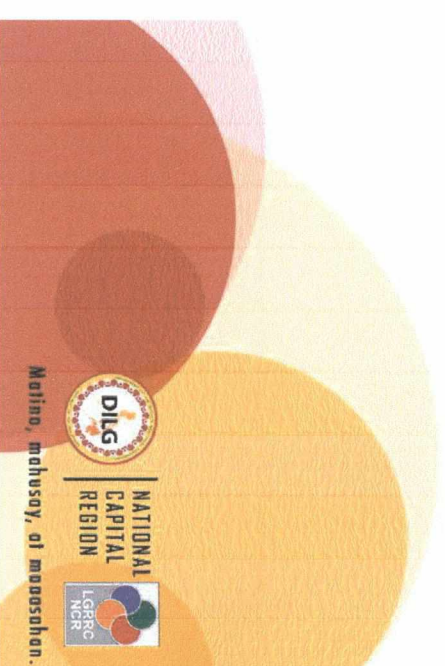
#870751
RGB: 135,215,81
CMYK: 57,0,100,0



#FFFFFF
RGB: 255,255,255
CMYK: 57,0,100,0

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Size: A4





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<http://www.dilg.gov.ph>

SAFETY SEAL CERTIFICATION CHECKLIST (DILG as Issuing Officer)

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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	QR Codes for StaySafe.ph and any other contact tracing tool conspicuously placed for registration of employees and clients.	- Photos of the Contact Tracing App QR Codes for easy access of visitors, clients and employees				
5	Availability of isolation area for identified symptomatic employees	- Photo of the designated area - Internal Memo designating the same (if any)				
6	BHERTs and other COVID-19 Emergency hotlines are placed in conspicuous area.	- Photo the conspicuous area with COVID19 Emergency Hotlines				
7	Availability of handwashing stations with soap, sanitizers and hand drying equipment or supplies for employees and clients/visitors in strategic	- Photo of handwashing stations/ sanitizers used by the Office				
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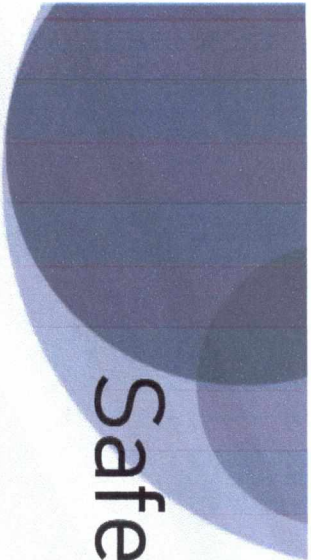
RECOMMENDATIONS:

Name and Signature of Safety Seal Inspector / Date

Validity of the Safety Seal

- The safety seal shall be valid for six (6) months from the date of issuance;
- The safety seal shall be renewable subject to continued compliance with the eligibility requirements. It may be renewed not earlier than one (1) month before its expiration;
- The safety seal may be revoked *motu proprio* by the Issuing Authority or through a valid complaint;
- Establishments with revoked Safety Seal may have the same reinstated in accordance with the following:
 1. Submission to the Issuing Authority of a request for reinstatement complete with proof of full compliance with the minimum public health standards and the installation of the Stay Safe digital contact tracing application.
 2. Conduct of an inspection by the Issuing Authority to verify compliance.

Reinstated Safety Seal shall be valid for six (6) months from the date of reinstatement.



Safety Seal Microsite

safetyseal.dilg.gov.ph

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