



Republic of the Philippines  
CITY OF PARANAQUE

*Office of the City Mayor*

**EXECUTIVE ORDER NO. 2021-031**  
Series of 2021

**AN ORDER CREATING THE SAFETY SEAL CERTIFICATION TEAM AS PROVIDED UNDER DOLE-DOH-DILG-DOT-DTI JOINT MEMORANDUM CIRCULAR NO. 21-01, SERIES OF 2021 OR THE IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION PROGRAM PROVIDING FOR ITS FUNCTIONS, AND FOR OTHER PURPOSES.**

**WHEREAS**, on 8 March 2020, His Excellency, President Rodrigo Roa Duterte issued Presidential Proclamation No. 922 declaring a State Public Health Emergency throughout the entire Philippines due to Corona Virus Disease 2019 (COVID-19).

**WHEREAS**, on 11 March 2020, the World Health Organization declared the coronavirus disease (COVID-19) a pandemic due to the rapid increase of cases of infection throughout the entire world;

**WHEREAS**, the government has employed strategies to strengthen contact tracing, isolation, and quarantine, as well as scaling up testing capacity of the country and monitoring innovations and technologies which can be potentially useful in detecting the virus;

**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

**WHEREAS**, the IATF directed the implementation of the Safety Seal Certification Program requiring all establishments and public transportation units to adopt the Safety Seal;

**WHEREAS**, under DILG Memorandum Circular No. 2021-053, or the Implementing Guidelines of the Safety Seal Certification Program for this Department and the Local Government Units as Issuing Authorities, Local Chief Executives are directed to create the LGU Safety Seal Certification Committee, providing for its functions as provided under the said Memorandum Circular and JMC 21-01;

**NOW THEREFORE, I, EDWIN L. OLIVAREZ**, City Mayor, by virtue of the powers vested to me by law, do hereby order: that-

**SECTION 1. Title** - This Order shall be known as "AN ORDER CREATING THE SAFETY SEAL CERTIFICATION TEAM AS PROVIDED UNDER DOLE-DOH-DILG-DOT-DTI JOINT MEMORANDUM CIRCULAR NO. 21-01, SERIES OF 2021 OR THE IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION PROGRAM PROVIDING FOR ITS FUNCTIONS, AND FOR OTHER PURPOSES."

**SECTION 2. Definition of Terms**

- a. **Safety Seal Certification Issuing Authority** - the government agency or instrumentality vested under these guidelines with the authority to issue the certification and award the Safety Seal. For purposes of this order, the issuing authority shall be the Safety Seal Certification Team as herein created;
- b. **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;
- c. **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;
- d. **StaySafe.ph** - the official digital contact tracing application of the government that is linked with COVID-19 testing laboratories in the Philippines;

**SECTION 3. 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 4 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 5. Security Measures** - The Safety Seal shall indicate the Seal of the City Government of Parañaque, Date of Issuance, and Safety Seal Number and must be verifiable with the City as the Issuing Authority. Other security measures may also be introduced. The Safety Seal Certification Team (SSCT) 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 the SSCT through electronic mail or downloaded in their respective microsites. A sample Safety Seal is hereto attached as Annex "A";

**SECTION 6. Creation of Safety Seal Certification Committee** - There shall be created a Safety Seal Certification Committee (Committee) to take charge of the functions as provided by DOLE-DOH-DILG-DOT-DTI JOINT MEMORANDUM CIRCULAR NO. 21-01, SERIES OF 2021 OR THE IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION PROGRAM, which shall be comprised of the following:

- |                     |                                 |                     |
|---------------------|---------------------------------|---------------------|
| <b>Chairperson:</b> | Atty. Melanie T. Soriano-Malaya | Chief, BPLO         |
| <b>Members:</b>     | 1. Dr. Olga Virtuzio            | City Health Officer |
|                     | 2. Dr. Teodoro Gonzalez, Jr.    | Head, CDRRMO        |
|                     | 3. PCOL Maximo Sebastian, Jr.   | Chief, PNP          |
|                     |                                 | Parañaque           |

- |    |                      |   |
|----|----------------------|---|
| 4. | Mr. Mario Jimenez    | Head, Public Information Office                     |
| 5. | Engr. Benigno Rivera | City Planning and Development Coordinator           |
| 6. | Mr. Bernardo Amurao  | Head, City Environment and Natural Resources Office |
| 7. | Ms. Millan Alcaraz   | Head, Consumer Welfare Office                       |

**Secretariat**

**Head:**

Atty. Joseph Nelson Loyola BPLO

**Members:**

- |     |                            |               |
|-----|----------------------------|---------------|
| 1.  | Mr. Faisah dela Rosa       | BPLO          |
| 2.  | Mr. Daniel Ventura         | BPLO          |
| 3.  | Atty. James Velasco        | BPLO          |
| 4.  | Engr. Terence A. Rivera    | CENRO         |
| 5.  | Ms. Marianne E. Roquios    | CENRO         |
| 6.  | Ms. Eleanith Billones      | CWO           |
| 7.  | Mr. Apollo Dasigan         | CWO           |
| 8.  | Engr. Antonio L. Lucenas   | CPDCO         |
| 9.  | Mr. Marion C. Mendoza      | CPDCO         |
| 10. | Dr. Francisco Gozos        | CHO           |
| 11. | Mr. Jose Baldava           | CHO           |
| 12. | Pltcol. Felimon Cacap      | PNP-Parañaque |
| 13. | PMaj. Arlan Belarade Perez | PNP-Parañaque |
| 14. | Ms. Amy Gumboc             | CDRRMO        |
| 15. | Ms. Zareena Lamberte       | CDRRMO        |
| 16. | Ms. Melanie Mae D. Jandog  | PIO           |
| 17. | Ms. Genelyn B. Magno       | PIO           |

Other secretariat members are listed in Annex "C"

The Committee may create as many **Inspection Teams** as maybe necessary to adequately cater to the number of business establishments falling within the authority of the Committee as prescribed by this Order.

**SECTION 7. Functions of the Certification Committee** - The Safety Seal Certification Committee shall take charge of the following duties and responsibilities:

1. Issuing Authority of the Safety Seal;
  - a. Receive, evaluate, and resolve applications for Safety Seal Certification;
  - b. Revocation of Safety Seal Certification;
    - i. *Motu Proprio* or
    - ii. Upon a valid complaint
  - c. Reinstatement of Safety Seal Certification
2. Conduct Inspections relative to:
  - a. Safety Seal Certification through:
    - i. Application
    - ii. Visit (Regular Monitoring)
    - iii. Complaints
  - b. Revocation of Safety Seal
    - i. Surprise Inspection upon receipt or referral of a valid complaint against business establishments;
    - ii. Surprise Inspection *motu proprio* for purpose of revoking the Safety Seal when:

1. A clustering of COVID-19 cases has been reported in an establishment;
  2. Willful violation of any of the minimum public health standards;
  - c. Reinstatement of Safety Seal
  - d. Monitoring compliance with the provisions of DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01, Series of 2021.
3. Receive and resolve valid complaints against covered business establishments;
  4. Report/refer violations of establishments not covered by this Order pertaining to minimum public health standards and the conditions/eligibility requirements provided under DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01, series of 2021, to the appropriate issuing authorities;
  5. Other duties and responsibilities as provided under DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01, series of 2021;

**SECTION 8. Covered Establishments** - The Safety Seal Certification Committee shall have the authority over the following establishments:

1. Malls
2. Wet Markets
3. Other retail stores
4. Restaurants outside Hotels/Resorts
5. Fast food, Eateries, Coffeeshops, etc.
6. Banks, money changers, pawnshops, remittance centers
7. Car wash
8. Laundry service centers
9. Art galleries, libraries, museums, zoos
10. Sports centers
11. Tutorial, Testing, and Review Centers
12. Gyms
13. Spas
14. Cinemas
15. Arcades
16. All private establishments other than:
  - a. Primary Tourism Enterprises
    - i. Accommodation Establishments (Hotels, Resorts, Apartment Hotels, and other Accredited Accommodation Establishments)
    - ii. Travel and Tour Services
    - iii. Meetings, Incentives, Conferences & Events (MICE) Venues/Facilities
  - b. Restaurants inside Hotels/Resorts
  - c. Manufacturing
  - d. Construction sites
  - e. Utilities (Electric, Water, Gas, Air conditioning Supply, Sewerage, Waste Management)
  - f. Information and Communication companies (Private Publication, News, Movie Production, TV and Radio Companies)
  - g. Warehouses
  - h. Groceries, supermarkets, membership shopping clubs
  - i. Convenience stores
  - j. Construction supply/ hardware stores
  - k. Logistics Service Providers (outlets)
  - l. Barbershops and Salons
  - m. Service and Repair Shops

## SECTION 9. Eligibility and Certification Procedure

**A. Eligibility** - The eligibility requirements for the Safety Seal certification as prescribed under DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01, series of 2021 shall be as follows:

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 hand-washing 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.

**B. Certification Procedure** - As provided in JMC 21-01, private and public establishments may secure the Safety Seal through any of the following procedures:

1. **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 inspection. The PNP shall join the inspection upon request of the LGU especially in inspecting public places;
2. **By Regular Visits.** During regular monitoring, the inspection teams shall determine the eligibility of the establishments on site;
3. **Acting on Complaints.** The Issuing Authorities shall conduct surprise inspections of establishments upon receipt of complaints from the public.

**SECTION 10. Safety Seal Certification Checklist** - The checklist hereto attached as Annex "B" shall be used by the Inspection and Certification Teams in its determination whether an establishment shall be issued the seal.

**SECTION 11. Safety Seal Certification Microsite** - There shall be a dedicated page in the City'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 12. DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01, series of 2021** - All pertinent provisions of DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01, series of 2021 shall form an integral part of this Order;

**SECTION 13. Sanctions on Business Establishments** - Any and all penalties and sanctions as may be provided under DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01, series of 2021 shall be without prejudice to the imposition of penalties and sanctions as prescribed under City Ordinance No. 19-29 as amended;

**SECTION 14. Separability Clause** - If any clause, sentence, or provision of this Order shall be declared invalid or unconstitutional, the other provisions not affected hereby shall remain valid and subsisting;

**SECTION 15. Repealing Clause** All orders, issuances, instructions and rules and regulations or parts thereof which are inconsistent with this Order are hereby deemed repealed or modified accordingly;

**SECTION 16. Effectivity-** This Order shall take effect immediately and shall remain valid unless revoked or modified.

Done this 21<sup>st</sup> day of May 2021 in Parañaque City.

  
EDWIN L. OLIVAREZ  
Mayor

A white rounded rectangle containing a circular institutional logo on the left and three horizontal lines for text entry on the right. The lines are labeled "Safety Seal Number:", "Issued on:", and "Valid Until:".

Safety Seal Number  
Date of Issuance  
Date of End of Validity





Republic of the Philippines  
**City Government of Parañaque**

**SAFETY SEAL CERTIFICATION CHECKLIST**

Date \_\_\_\_\_

Control No. \_\_\_\_\_

Name of Establishment \_\_\_\_\_

Nature of Establishment \_\_\_\_\_  
Address \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

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

	REQUIREMENTS	Yes	No	N/A
1	Use of StaySafe.ph or any contact tracing tool integrated with the same. Please specify other contact tracing tool ( _____ ).			
2	Availability of temperature or thermal scanner (e.g. thermo gun) to assess employees, clients, and visitors.			
3	Availability of health declaration sheet for employees and clients.			
4	QR Codes for StaySafe.ph and any other contact tracing tool conspicuously placed for registration of employees and clients.			
5	Availability of isolation area for identified symptomatic employees			
6	BHERTs and other COVID-19 Emergency hotlines are placed in conspicuous area.			
7	Availability of handwashing stations with soap, sanitizers, and hand drying equipment or supplies for employees and clients/visitors in strategic locations in the establishment.			
8	Installed physical barriers in enclosed areas to maintain social distancing (blocking off chairs, markers, stickers on the floor for spacing).			
9	Availability of personnel-in-charge for monitoring and maintaining social distancing, and ensuring the compliance of clients/visitors/employees to health protocols and areas in the establishment where people gather (e.g. queue).			
10	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.			
11	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 COVID019.			
12	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.			
13	Personnel, employees, clients and visitors always wear facemasks and face shields especially in enclosed places.			
14	Established referral system for medical and psychosocial services.			

15	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.			
16	Availability of storage facility for proper collection, treatment, and disposal of used facemasks and other infectious wastes			
17	Business Permit / Mayor's Permit			

**DEFECTS / DEFICIENCIES NOTED DURING INSPECTION:**

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**RECOMMENDATIONS:**

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**ACKNOWLEDGED BY:**

\_\_\_\_\_  
 Signature Over Printed Name of Representative  
 Safety Seal Inspector/s

Date & Time \_\_\_\_\_

RECOMMEND ISSUANCE OF SAFETY SEAL:

\_\_\_\_\_  
**Atty. Melanie T. Soriano-Malaya**  
 Safety Seal Officer

\_\_\_\_\_  
**PNP**

\_\_\_\_\_  
**BFP**