



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

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October 8, 2021

ADVISORY

TO: ALL GROCERIES, WET AND DRY MARKETS, OTHER RETAIL STORES, RESORTS AND ACCOMMODATION, RESTAURANT AND OTHER EATING ESTABLISHMENT, BANKS, MONEY CHANGERS, PAWNSHOPS, REMITTANCE CENTERS, CAR WASH, LAUNDRY SERVICES, TUTORIAL, TESTING, PARLORS, SALONS AND ALL OTHER PRIVATE ESTABLISHMENT IN THIS MUNICIPALITY

RE: Guidelines on the Application for the Safety Seal Certification Program in the Municipality of Itogon

In accordance with the DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular (JMC) No. 21-01, series of 2021 dated 23 April 2021 and Executive Order No. 08, series of 2021 issued by the undersigned, the following guidelines shall be followed for the application of the above enumerated business establishment in the Municipality of Itogon:

I. SAFETY SEAL CERTIFICATION PROGRAM

This program of the national government is “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.” (*Section 3(e), Implementing Guidelines of the Safety Seal Certification Program*)

II. OBJECTIVE OF THE PROGRAM

1. Assure consumers and the public in general of establishment’s compliance with the minimum public health standards set by the government;
2. 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,
3. Safely reopen the economy.

III. THE SAFETY SEAL

The following are the eligibility requirements to qualify for the Safety Seal certification:

1. Compliance with the 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 (manual or application system) integrated with the same;
3. Enforcement of 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;



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- 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 or fill up a logbook;
- 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 Municipal Health Office or the Barangay Health Emergency Response Team (BHERT) immediately for proper observance of COVID-19 protocols;
- b. Availability of handwashing stations, soap, and sanitizers and had drying equipment supplies (e.g. single use paper towel) to employees and clients/ visitors which are places 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, ie. Blocking off 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 224-21 or the Guidelines on Ventilation for Workplaces;
- e. Compliance to 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 Measures Against COVID-19 and Cleaning and Disinfection of Environmental Surfaces in the Context of COVID-19 by the World Health Organization (WHO);
- f. Regular sanitation of chairs, desks, tables, counters, pens, doorknobs, equipment, devices, workstations, comfort rooms and other high-touch surfaces;
- g. Wearing of facemasks, face shields, especially in enclosed places and wearing of protective outer garments as warranted;
- h. Establishment of a referral system for medical and psychosocial services;
- i. Designation of a Safety Officer who shall 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 undertake contact tracing or coordinate thereto and implement return to workplace;
- j. Facility for proper storage, collection, treatment and disposal of used facemasks and other infectious wastes;
- k. Other health and safety measures issued or to be issued from time to time by the Municipal Health office.

IV. VALIDITY. The Seal shall be valid for six (6) months from the date of issuance, and shall be renewable subject to continued compliance with the eligibility requirements set forth in the implementing guidelines.

V. CERTIFICATION PROCESS

1. By Application

- a. The owner or authorized representative of the business establishment shall **download from the Itogon website (Itogon.gov.ph)** or secure from the LGU Business Processing and Licensing Office (BPLO) the appropriate checklist and perform self-assessment.



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- b. If self-assessment is favorable, the owner or authorized representative of the business establishment shall contact the BPLOI, through available hotlines, to schedule an inspection.
- c. If found to be with valid government-issued permits, registrations and or accreditation, the LGU may proceed with the inspection.
- d. The LGU shall inspect compliance of the business establishment. The Philippines National Police (PNP) shall join the inspections upon the request of the LGU especially in inspecting places open to the public.
- e. After the inspection, the inspector/inspection team shall inform the owner or authorized representative of the result of inspection and next steps.
- f. If the business establishment is complaint, the owner or authorized representative shall be informed on how the Safety Seal marker will be provided.
- g. If the business establishment is found lacking in any of the eligibility criteria, the owner or authorized representative shall be advised to correct deficiencies and apply for re-assessment.

2. By Visit

- a. During regular monitoring, the inspection team shall also check whether the business establishment is eligible to the Safety Seal Certification
- b. 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
- c. If deficiency/ies is/are found, the owner or authorized representative shall be advised to correct the deficiencies and apply for reassessment.

VI. RENEWAL, REVOCATION AND REINSTATEMENT

A. Renewal

The Safety Seal may be renewed not earlier than one (1) month before its expiration.

To renew;

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

B. Revocation

1. The Safety Seal may be revoked *motu proprio* by the LGU or through a valid complaint. The complaint must state:
 - a. Name and location of the establishments;
 - b. Particular public health standard violated or substantial description thereof;
 - c. Name and contact number of complainant/s;
 - d. Supporting proof (e.g. photos)
2. Upon receipt or referral of a valid complaint, the LGU shall conduct a surprise inspection on the complained establishment. The LGU may also conduct a surprise inspection, *motu proprio*, for the purpose of revoking the Safety Seal when:
 - a. A clustering of COVID-19 cases has been reported in an establishments
 - b. Willful violation of any of the minimum health standards
3. Should the business establishment granted with the Safety Seal be found non-compliant with any of the Minimum Public Health Standards:
 - a. A Notice to Explain (NTE) shall be issued by the Issuing Authority;



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- b. The NTE should be answered within forty-eight (48) hours and submitted to the BPLO. Alternatively, the business establishment may opt to comply within the same period and attach proof of compliance with the NTE.
- c. Should the explanation be found lacking or should the business establishment fail to comply, the Safety Seal shall be recalled by the LGU.

C. Effect of Revocation

Revocation of the Safety Seal Certification shall not automatically result in the suspension of operations.

In case the violation pertains to any of the minimum public health standards, the business establishment shall be given forty-eight (48) hours from the time the Safety Seal is revoked to implement corrective actions. If after this period the establishment still fails to correct the deficiency, suspension of operations may be ordered by the LGU until corrective actions has been implemented.

D. Reinstatement

Establishments with revoked Safety Seal may have the same reinstated in accordance with the following:

1. Submission to the LGU of a request for the reinstatement complete with proof of full compliance with the eligibility standards;
2. Conduct of an inspection by the LGU to verify compliance.

The implementation of the guidelines provided above shall be closely and regularly Monitored. These guidelines are subject to change, in accordance with the evaluation of the LGU Inspection and Certification Team and the issuances of the IATFEID, and other relevant national government agencies and offices.

For guidance and strict compliance.

Your cooperation is highly appreciated and together, we work as one to combat the covid-19 virus and make Itogon economically vibrant.

Very truly yours,

ATY. VICTORIO T. PALANGDAN

Municipal Mayor

Cf:
-File