



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

# OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
Telephone No. 043-2843146 Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

## EXECUTIVE ORDER NO. 016-2021

### AN ORDER CREATING DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) AND LOCAL GOVERNMENT UNIT (LGU) INSPECTION AND CERTIFICATION TEAMS IN THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

**WHEREAS**, the Department of Interior and Local Government (DILG), Department of Labor and Employment, Department of Trade and Industry, Department of Tourism and the Department of Health issued Joint Memorandum Circular No. 21-01 s. 2021 (JMC 21-01) Re: Implementing Guidelines of the Safety Seal Certification Program;

**WHEREAS**, the program provided in IATF Resolution No. 87 aims to increase compliance by private or public entities with the minimum public health standards set by the government;

**WHEREAS**, under JMC 2001-01, all Local Government Units are designated as Issuing Authorities vested with the authority to inspect establishments assigned to it and to issue and/or revoke the Safety Seal;

**WHEREAS**, under DILG MC No. 2021-053, all LGUs are mandated to create Inspection and Certification Teams that shall be responsible for the inspection and issuances of the Safety Seal to public and private establishments, a copy of which is hereto attached and shall be an integral part of this Order.

**NOW, THEREFORE, I, ARISTEO A. BALDOS, JR.**, Local Chief Executive of Municipality of Pinamalayan, by virtue of the powers vested in me by law, do hereby order the creation of Department of Interior and Local Government (DILG) and Local Government Unit Inspection and Certification Teams in the Municipality of Pinamalayan, Oriental Mindoro.

#### Section 1. COMPOSITION.

**A. DILG Inspection and Certification Team.** The team shall be composed of the following:

- |                             |                                      |
|-----------------------------|--------------------------------------|
| 1. MS. AMELIA L. RAMOS      | - MLGOO                              |
| 2. PLTCOL. ANTHONY J. RAMOS | - Officer-In-Charge, Pinamalayan MPS |
| 3. SFO4 BENJAMIN H. NAVARRO | - Municipal Fire Marshall            |

The team shall be responsible for the inspection and issuances of the Safety Seal to public/government establishments.

**B. The LGU Inspection and Certification Team.** The team shall be composed of the following:

#### Chairperson:

**MR. EDWIN C. MICIANO** - Licensing Officer III

#### Members:

<b>DRA. NIÑA KRISTINNE L. PUNZALAN</b>	- Municipal Health Officer
<b>MR. MARLO C. ROSALES</b>	- LDRRMO III
<b>MS. ESMERALDA M. PEREZ</b>	- Market Supervisor
<b>PLTCOL. ANTHONY J. RAMOS</b>	- Officer-In-Charge, Pinamalayan MPS
<b>MR. JOHN DAVE M. DELOS SANTOS</b>	- Executive Asst. II/Public Information Officer
<b>MR. RANDY S. RODIL</b>	- Municipal Tourism Operations Officer I
<b>MR. RICARDO A. LIM</b>	- Special Concerns Office Focal



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**Section 2. Assigned Establishments.** The following are the assigned establishments to be inspected and monitored by the LGUs and the team of DILG/PNP/BFP:

### **Local Government Unit (Municipality)**

- Malls
- Wet markets
- Other retail stores
- Restaurants outside hotels/resorts
- Fast food, eateries, coffee shops
- 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 / PNP / BFP**

- City halls, municipal halls, provincial halls
- All other Local Government Unit 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

**Section 3. Duty to Inventory.** The Inspection and Certification Team shall keep a record of the establishments it has awarded with the Safety Seal and shall post in the Agency's official website for transparency purposes. Further, to protect public health, the Team shall submit a report to the Local Chief Executive recommending the suspension of operations of the establishment found to be in violation of minimum health standards until corrective actions have been implemented.

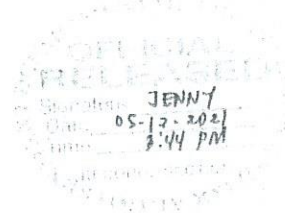
**Section 4. EFFECTIVITY.** This Order shall take effect immediately.

Done this 24<sup>th</sup> day of May 2021 at the Municipality of Pinamalayan, Oriental Mindoro.

  
ARISTEO A. BALDOS, JR.  
Municipal Mayor



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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>

MEMORANDUM CIRCULAR  
No. 2021-053

TO : PROVINCIAL GOVERNORS, CITY / MUNICIPAL MAYORS, BARMM MINISTER OF LOCAL GOVERNMENT, DILG REGIONAL/PROVINCIAL/CITY DIRECTORS, CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, CHIEF, PHILIPPINE NATIONAL POLICE (PNP), DIRECTORS, POLICE REGIONAL OFFICES, CHIEF, BUREAU OF FIRE PROTECTION, ALL OTHERS CONCERNED

SUBJECT : IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION PROGRAM FOR THIS DEPARTMENT AND THE LOCAL GOVERNMENT UNITS AS ISSUING AUTHORITIES

DATE : 12 MAY 2021

I. Background

This Department, together with the Department of Labor and Employment, Department of Trade and Industry, Department of Tourism, and the Department of Health issued Joint Memorandum Circular No. 21-01 s. 2021 ("JMC 21-01") *Re: Implementing Guidelines of the Safety Seal Certification Program*. A copy of JMC 21-01 is hereto attached and made an integral of this memo circular.

The Safety Seal Certification Program provided in IATF Resolution No. 87 aims to increase compliance by private or public entities with the minimum public health standards set by the government. Moreover, the program seeks to encourage the adoption and use of the Stay Safe.ph digital contract tracing application as well as increase consumer confidence as we safely reopen the economy.

The Safety Seal is a physical manifestation of the compliance of an establishment to the minimum health standards required by government to contain the spread of Covid-19.

## II. Issuing Authorities

Under JMC 2001-01, the DILG/PNP and all Local Government Units are designated as **Issuing Authorities** vested with the authority to inspect establishments assigned to it and to issue and/or to revoke the Safety Seal. For purposes of this memorandum, the Bureau of Fire Protection ("BFP") shall join the DILG/PNP in the Inspection and Certification Team.

## III. Safety Seal.

The design and security features of the Safety Seal shall be based on the design to be uploaded and disseminated by the Department's Information Systems and Technology Management Services ("ISTMS"). It shall indicate the Issuing Authority, Date of Issuance, Seal Number and must be verifiable with the Issuing Authority.

The Seal maybe issued in printed or digital form and must be displayed conspicuously at all entrance points of the establishment or building according to the prescribed format and dimensions which is hereto attached as Annex "A". Inspection Teams may immediately award and post the seal in the establishment upon completion of all requirements.

If the seal is to be issued in digital form, the soft copy of the Safety Seal shall be sent to the owner/administrator of the establishment. It shall be the duty of the owner/administrator of the establishment to print the Safety Seal and display it in conspicuous places at the ingress of the building.

Obtaining the Safety Seal shall at be at no cost to the establishment and it shall be valid for six (6) months upon issuance. It shall be renewed not earlier than one (1) month before its expiration.

## IV. Assigned Establishments

Pursuant to JMC 21-01, the following are the assigned establishments to be inspected and monitored by the LGUs and the team of DILG/PNP/BFP:

Local Government Unit (City or Municipality)	DILG / PNP / BFP
<ul style="list-style-type: none"><li>• Malls</li><li>• Wet markets</li><li>• Other retail stores</li><li>• Restaurants outside hotels/resorts</li></ul>	<ul style="list-style-type: none"><li>• City halls, municipal halls, provincial capitols</li><li>• All other local government units facilities and buildings</li><li>• Police camps and stations</li></ul>



- 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
- 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

To avoid duplication of assigned establishments, the coverage of the other Issuing Authorities is provided in Section 4 of JMC 21-01.

#### IV. Creation of DILG Inspection and Certification Teams

For purposes of inspecting the establishments assigned to the DILG, there is hereby established an Inspection and Certification Team in each Local Government Unit in the country to be composed of the following:

1. City Director or C/MLGOO, as **Team Leader**;
2. Chief of Police, PNP; and
3. 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.

#### V. Creation of LGU Inspection and Certification Teams

For purposes of inspecting the establishments assigned to the LGUs, there shall be an LGU Inspection and Certification Committee to be composed of the following:

1. Head of the City/Municipal Business and Permits and Licensing Office, as **Chairman**;
2. City/Municipal Health Officer;
3. City/Municipal Disaster Risk Reduction Management Officer;

4. Chief of Police, PNP or his duly authorized representative;
5. City/Municipal Public Information Officer;
6. 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 this Memorandum Circular and JMC 21-01.

#### **VI. Checklist**

The inspection of establishments, monitoring of compliance, and revocation of the seal shall be pursuant to the provisions of JMC 21-01.

The attached checklist shall be used by the Inspection and Certification Teams in its determination whether an establishment shall be issued the seal.

#### **VII. Certification Procedures**

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.

The step-by-step procedure in securing the Safety Seal is provided in Rule III of JMC 21-01.

No Safety Seal shall be awarded to a private establishment without a valid business permit. If violation of minimum health standards is found, the LGU shall have the right under existing laws to order the suspension of operations of said establishment to protect public health until corrective actions have been implemented.



## **VIII. Duty to Inventory**

The Inspection and Certification Team shall keep a record of the establishments it has awarded with the Safety Seal and shall post the Issuing Authority's official website for transparency purposes.

## **IX. Information Campaign on the Safety Seal**

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.

The DILG Public Affairs and Communications Service shall regularly disseminate updates on the program which may include featuring model establishments awarded with the Safety Seal. Each LGU shall likewise come up with information and advocacy campaigns about the program especially designed for building owners/administrators to comply with the minimum public health standards.

## **X. Complaints Handling**

The public is encouraged to report non-compliance with the minimum public health standards and use of the StaySafe.Ph application by public and private establishments. The DILG and LGU Inspection and Certification Teams shall have a hotline to receive complaints.

Complaints may also be made to Public Assistance and Complaints Desk of the Department which shall forward the complaints to the individual complaints desk of each inspection team.

The no-wrong-door policy shall be observed. Thus, complaints received that are not under the receiving agency's jurisdiction shall be referred to the appropriate Issuing Authority or LGU concerned.


## **XI. Reporting and Periodic Review**

The Regional/Provincial Offices of the Department shall compile the biweekly (every 2 weeks) accomplishment reports of the DILG and LGU Inspection and Certification Teams which shall include, but not limited to, the

number and nature of establishments given the Safety Seal and the number and nature of complaints/received.

The Bureau of Local Government Supervision shall collate the reports of the Regional Offices and submit the same to the Office of the Undersecretary for Plans, Public Affairs and Communications and to the Office of the Secretary.

For the information, guidance and compliance of all concerned.

  
EDUARDO M. AÑO  
Secretary

