



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 JAN 2022

DIVISION MEMORANDUM  
 No. 037 s. 2022

**SAFETY SEAL CERTIFICATION PROGRAM COMMITTEE AND SCHEDULE**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21 – 01 series of 2021 also known as the *“Implementing Guidelines of the Safety Seal Certification Program”* promulgates the guidelines to guide establishments, local governments, and other implementing agencies on the grant of and retention of the Safety Seal Certification as a mechanism of the government for the compliance of all establishments to the prescribed Minimum Public Health Standards (MPHS).
2. 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.
3. In compliance therewith, the City Schools Division of the City of Tayabas Office Proper will submit to the certification process and hereby create the compliance team for the said process.
4. Attached herewith are the Enclosure 1, Members of the over-all committee, Enclosure 2 Composition of compliance teams, and Enclosure 3 schedule of the certification process.
5. For information and strict compliance.

**GERLIE M. FLAGAN, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

Encl.:  
 As stated



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Enclosure 1:

**COMPOSITION OF OVER-ALL COMMITTEE**

|                                |  |
|--------------------------------|--|
| Over-All Chairman:             | Gerlie M. Ilagan, CESO VI  |
| Over-All Co-Chairman:          | Antonio P. Faustino, Jr.   |
| Head of the Technical Team:    | Edwin R. Rodriguez   |
| Co-Head of the Technical Team: | Conrado C. Gabarda   |
| Technical Team Members:        | Adrian D. Maano<br>Alelie A. Padillo<br>Jaypee A. Escobar<br>Designated Supply Officer |
| Coordinating Office:           | Disaster Risk Reduction and Section<br>Physical Facilities Section                     |



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Enclosure 2

**SAFETY SEAL CERTIFICATION PROGRAM COMPLIANCE TEAMS**

| <b>Requirement</b> | <b>Checklist Requirements &amp; MOVs</b>  | <b>• Compliance Team</b>  |
|--------------------|---|---|
| Requirement No. 1  | <p><i>Use of StaySafe.ph or any contact tracing tool integrated with the same.</i></p> <ul style="list-style-type: none"> <li>- StaySafe QR Code</li> <li>- If implementing on CT app, IA will verify DILG CO if it is integrated with StaySafe.ph</li> <li>- Us of Manual CT may be considered at the moment.</li> </ul> | <ul style="list-style-type: none"> <li>• ICT Unit</li> <li>• Medical and Dental Unit</li> </ul>   |
| Requirement No. 2  | <p><i>Availability of temperature or thermal scanner (e.g. thermal gun) to assess employees, clients and visitors.</i></p> <ul style="list-style-type: none"> <li>- Photo of the entrance with thermal scanner/temperature checking</li> </ul>  | <ul style="list-style-type: none"> <li>• Medical and Dental Unit</li> <li>• Supply Unit</li> </ul>  |
| Requirement No. 3  | <p><i>Availability of health declaration sheet for employees and clients.</i></p> <ul style="list-style-type: none"> <li>- Not applicable if using an online CT.</li> <li>- If no online CT, a photo of form required to be filled up by employees and clients.</li> </ul>  | <ul style="list-style-type: none"> <li>• Medical and Dental Unit</li> </ul>   |
| Requirement No. 4  | <p><i>Availability of isolation area for identified symptomatic employees.</i></p> <ul style="list-style-type: none"> <li>- Photo of the designated area</li> <li>- Internal memorandum designating the same</li> </ul>   | <ul style="list-style-type: none"> <li>• Physical Facilities Section</li> <li>• Medical Unit</li> <li>• Administrative Services Unit</li> </ul> |
| Requirement No. 5  | <p><i>BHERTs and other COVID-19 Emergency Hotlines are placed in conspicuous areas.</i></p> <ul style="list-style-type: none"> <li>- Photo of the conspicuous areas</li> </ul>  | <ul style="list-style-type: none"> <li>• Disaster Risk Reduction and Management Section</li> </ul>  |



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|                   |   |  |
|-------------------|---|--|
|                   | with COVID-19<br>Emergency<br>Hotlines.   |  |
| Requirement No. 6 | <p>Availability of handwashing stations with soap, sanitizers and hand drying equipment or supplies for employees and clients/ visitors in the establishment.</p> <ul style="list-style-type: none"> <li>- Photo of handwashing stations/ sanitizers used by the offices</li> </ul>   | <ul style="list-style-type: none"> <li>• Physical Facilities Section</li> <li>• Administrative Services Unit</li> <li>• Supply Unit</li> </ul> |
| Requirement No. 7 | <p>Installed physical barriers in enclosed areas to maintain social distancing (blocking of chairs, markers, stickers on the floor for spacing)</p> <ul style="list-style-type: none"> <li>- Photo of office setup with physical barriers, markers or floor stickers to help maintain social distancing</li> </ul>  | <ul style="list-style-type: none"> <li>• Physical Facilities Section</li> <li>• Administrative Services Unit</li> <li>• Supply Unit</li> </ul> |
| Requirement No. 8 | <p>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.</p> <ul style="list-style-type: none"> <li>- Memorandum on the Designation of Personnel – in – Charge of monitoring and maintaining social distancing and of ensuring the compliances of clients/ visitors/ employees to health protocols</li> </ul> | <ul style="list-style-type: none"> <li>• Disaster Risk Reduction and Management Section</li> <li>• Administrative Services Unit</li> </ul>     |
| Requirement No. 9 | <p>Availability of windows for adequate air exchange in enclosed (indoor) areas as cited in DOLE Department Order No. 224-21 or the Guidelines on Ventilization for Workplaces and Public</p>   | <ul style="list-style-type: none"> <li>• Physical Facilities Unit</li> </ul>   |



|                    |   |   |
|--------------------|---|---|
|                    | <p><i>Transport to prevent and control the spread of COVID – 19.</i></p> <ul style="list-style-type: none"> <li>- <i>Photo of air purifiers in the Office (if available)</i></li> <li>- <i>Photo of proper air ventilation of the offices</i></li> </ul>  |   |
| Requirement No. 10 | <p><i>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.</i></p> <p><i>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.</i></p> <ul style="list-style-type: none"> <li>- <i>Memorandum regarding the Conduct of Regular Disinfection Activities</i></li> <li>- <i>Sample Photo or documentation of the Disinfection Activities</i></li> </ul> | <ul style="list-style-type: none"> <li>• Office of the Schools Division Superintendent</li> <li>• Administrative Services Unit</li> </ul> |
| Requirement No. 11 | <p><i>Personnel, employees, clients and visitors always wear face masks and face shields especially in enclosed places.</i></p> <ul style="list-style-type: none"> <li>- <i>Memorandum for Employees</i></li> <li>- <i>Photo of signages regarding the reminders to wear face masks and face shields.</i></li> </ul>  | <ul style="list-style-type: none"> <li>• Medical and Dental Unit</li> <li>• Disaster Risk Reduction and Management Section</li> </ul>     |

|                    |  |  |
|--------------------|--|--|
| Requirement No. 12 | <p><i>Established referral system for medical and psychosocial services.</i></p> <ul style="list-style-type: none"> <li>- <i>Copy of MOA or Implementing Procedures about the referral system for medical and psychosocial services.</i></li> </ul>  | <ul style="list-style-type: none"> <li>• Medical and Dental Unit</li> </ul>  |
| Requirement No. 13 | <p><i>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 cases; b) undertake contact tracing or coordinate the conduct thereof; monitor status of employees quarantined or isolated; and d) implement return to work policies.</i></p> <ul style="list-style-type: none"> <li>- <i>Memorandum specifying the name/s of the safety officers</i></li> </ul> | <ul style="list-style-type: none"> <li>• Disaster Risk Reduction and Management Section</li> <li>• Administrative Services Unit</li> </ul> |
| Requirement No. 14 | <p><i>Availability of storage facility for proper collection, treatment, and disposal of used facemasks and other infectious wastes.</i></p> <ul style="list-style-type: none"> <li>- <i>Photo of the disposal facility</i></li> </ul>   | <ul style="list-style-type: none"> <li>• Administrative Services Unit</li> <li>• Supply Office</li> </ul>                                  |

Enclosure 3

**SCHEDULE OF ACTIVITIES FOR THE SAFETY SEAL CERTIFICATION**

| <b>Phases</b>  | <b>Dates/ Period</b>                |
|--|-------------------------------------|
| Preparation Phase<br>- All the compliance teams will work on the completion or compliance of all the required MOVs.  | January 17 – 28, 2022               |
| Self-Assessment Phase<br>- The Self-Assessment Team composed of the SDS, ASDS, AO V, CID Chief and SGOD Chief will conduct the internal assessment according to the checklist of the DILG.<br>- All observations or gaps found by the Self-Assessment Team will be complied by each compliance team. | January 31, 2022 – February 4, 2022 |
| Application Phase<br>- Application for the Certification will be submitted to the DILG Office together with all the MOVs for document examination.   | February 7 – 8, 2022                |
| Onsite Validation Phase<br>- The DILG will schedule on-site visit to validate submitted documents.   | To be determined by the DILG        |
| Awarding of Certificate (if compliant)   | To be determined by the DILG        |



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