



EXECUTIVE ORDER NO. 13
Series of 2021

IMPLEMENTING THE SAFETY SEAL CERTIFICATION PROGRAM

WHEREAS, to mitigate the COVID-19 pandemic, establishments should comply with minimum health protocols, including but not limited to Department of Health (DOH) Administrative Order No. 2020-15, *Public Health Standards for COVID-19 Mitigation*, and the Department of Trade and Industry (DTI) and Department of Labor and Employment (DOLE) *Interim Guidelines on Workplace Prevention of COVID-19* dated April 30, 2020;

WHEREAS, on April 23, 2021, the DOLE, DOH, Department of Interior and Local Government (DILG), Department of Tourism (DOT) and DTI issued Joint Memorandum Circular No. 21-01, *Implementing Guidelines of the Safety Seal Certification Program*, which is a program that aims to increase the compliance of establishments with minimum health standards, by instituting a "Safety Seal" that a qualified establishment may display as a physical manifestation of compliance;

WHEREAS, on 12 May 2021, the DILG issued Memorandum Circular No. 2021-05, *Implementing Guidelines of the Safety Seal Program for the DILG and Local Government Units*;

WHEREAS, Sec. 6 (e) of Republic Act No. 11332, "The Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act," provides that local governments have the authority to conduct and enforce disease prevention and control measures;

WHEREAS, under Section 455 (b)(1)(vii) of the Local Government Code, the Mayor may carry out such emergency measures as may be necessary during times of calamity;

NOW THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by powers vested in me by law, do hereby order;

1. ESTABLISHING THE QUEZON CITY SAFETY SEAL. The City shall strongly encourage all covered Quezon City establishments that comply with minimum health protocols to apply for and display a "Safety Seal" in accordance with the design required by the DILG.

2. COVERAGE. This Order shall cover the following types of establishments:¹¹

<ul style="list-style-type: none"> • Malls, wet markets and other retail stores; • Restaurants, fastfoods, coffeeshops, eateries (except for those inside hotels/resorts) • Banks, pawnshops, money changers, remittance centers • Car washes, laundry service centers 	<ul style="list-style-type: none"> • Art galleries, libraries, museums, zoos • Sports centers, gyms, spas • Tutorial, testing, and review centers • Cinemas and arcades • All other private establishments not covered by the other issuing agencies
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3. ISSUANCE. The Safety Seal shall be issued by the Business Permits and Licensing Department (BPLD), with the assistance of the Quezon City Inspection and

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Certification Team, which shall be composed of the heads of the following offices, or their duly authorized representatives:

- Chairperson:** Business Permits and Licensing Department
- Members:** City Health Department
City Disaster Risk Reduction and Management Office
QC Police District
Public Employment Service Office
Public Affairs and Information Services Department
City Epidemiology and Surveillance Unit

At any time, the City Mayor may, at her discretion, change the composition of the Quezon City Inspection and Certification Team for it to be more responsive to the goals of this Executive Order.

4. **FUNCTIONS.** The Quezon City Inspection and Certification Team shall fulfill the following functions and responsibilities:

- 4.1 Implement DILG Memorandum Circular No. 2021-05 on the Safety Seal Program, and prepare a checklist of minimum health standards;
- 4.2 Engage in the information and advocacy campaigns about the Safety Seal Certification Program especially designed for building owners/administrators to comply with the minimum public health standards;
- 4.3 Set up a hotline to receive and act on complaints against establishments which do not comply with the minimum public health standards;
- 4.4 Establish a dedicated website for the Safety Seal application, including other information required under DILG Memorandum Circular No. 2021-05;
- 4.5 Verify eligibility or compliance of business establishments for Safety Seal Certification;
- 4.6 Conduct inspections of establishments, both physical and virtual (through video and submission of materials); and
- 4.7 Propose possible incentives for establishments compliant with the Safety Seal, for the approval and promulgation of the Mayor or the City Council as the case may be.

5. **CERTIFICATION PROCEDURE.**

5.1 **By Application.** The BPLD shall develop a means for no-contact and online application and issuance of the Safety Seal. Under the no-contact online procedure, establishments shall apply online and perform self-assessment of their health standards, submitting proof of compliance including video, pictures and other appropriate materials. Such application shall be circulated online to the Inspection Team and if no objection to the application is raised, the BPLD may issue the Safety Seal accordingly. Establishments that are unable to apply online shall apply with the BPLD for physical inspection by the Inspection Team. The Inspection Team shall conduct random surprise inspections of establishments awarded the Safety Seal under the no-contact procedure.

5.2 Team-Initiated Application. In the course of regular or day-to-day monitoring, any member-office of the Inspection Team may verify the eligibility of an inspected establishment and nominate the same to the BPLD for issuance of the Safety Seal.

5.3 Issuance of Seal. The BPLD shall be the issuing department for the Safety Seal, which can be sent to the establishment in digital format for printing and display. Alternatively, the establishment may request a physical seal from the BPLD.

5.4 No Cost. The Safety Seal shall be at no cost to the establishment.^[2]

5.5 Warranty. Display of the Safety Seal shall constitute a warranty by the establishment concerned of continuing compliance with the minimum health standards under the Safety Seal Program. Establishments found to have misrepresented their compliance with health standards may be subject to the appropriate sanctions including suspension of operations until corrective measures are undertaken.

5.6 Business Permit. No Safety Seal shall be awarded to a private establishment without a valid business permit.

6. COMPLAINTS. The Inspection Team may conduct surprise inspections of establishments upon receipt of complaints from the public.

7. KYUSIPASS INTEGRATION. The BPLD and the Information Technology and Development Department shall exert reasonable efforts to link KyusiPass digital contact tracing with StaySafe.ph.


8. NON-COMPLIANCE. In case of any violations of minimum health standards, the BPLD may order the suspension of operations of the concerned establishment to protect public health until corrective actions have been implemented. For clarity, a business that is in fact compliant with minimum health standards may operate even if it has not yet obtained its Safety Seal.

9. FUNDING. Funding requirements shall be sourced and drawn as appropriate and available from the respective departments involved.

10. DISSEMINATION. A copy of this Executive Order shall be furnished to the Office of the President and the Metropolitan Manila Development Authority (MMDA) for information and guidance pursuant to Section 455(1) (xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.

11. EFFECTIVITY. This Order shall take effect immediately.

DONE, 25 May 2021, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor

[1] As enumerated under DILG Memorandum Circular No. 2021-05.

[2] Rule 2, Sec. 1, Joint Memorandum Circular No. 21-01.