

# Republic of the Philippines Quezon City OFFICE OF THE MAYOR

3rd Fir. Bulwagang Amoranto High Rise Building. Quezon City Hall Compound Diliman, Quezon City Trunkline: 8988-4242 loc. 8195

# EXECUTIVE ORDER NO. Series of 2022

# IMPLEMENTING THE SAFETY SEAL CERTIFICATION PROGRAM FOR QUEZON CITY EDUCATION INSTITUTIONS

WHEREAS, in preparation for face-to-face classes during the COVID-19 pandemic, the Commission on Higher Education (CHED) and the Department of Education (DepEd) issued Joint Memorandum Circular No. 2021-004 and Joint Memorandum Circular No. 01, s. 2021, respectively;

WHEREAS, national guidelines on the mechanisms and standards on the resumption of face-to-face classes were promulgated to ensure effective, efficient, and safe implementation;

WHEREAS, CHED and DepEd are the authorized agencies to allow the conduct of face-to-face classes. Prior to approval, schools are required to obtain the local government's concurrence;

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;

- ESTABLISHING THE QUEZON CITY SAFETY SEAL FOR EDUCATION INSTITUTIONS. All public and private schools that satisfy the minimum conditions for face-to-face classes shall apply for a "Safety Seal" in accordance with the design required by the IATF, DOH, CHED, DepEd and the City.
- 2. COVERAGE. This Order shall cover all Quezon City Public and Private Education Institutions.
- 3. INSPECTION TEAM. The Quezon City School Safety Inspection and Certification Team (QCSSICT) shall be composed of the heads of the following offices, or their duly authorized representatives:

Chairperson:

MR. MICHAEL VICTOR N. ALIMURUNG

City Administrator

Co-Chairperson:

DR. ESPERANZA ANITA N. ESCAÑO-ARIAS

Officer-in-Charge

City Health Department

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Members:

Mr. KARL MICHAEL E. MARASIGAN

Head

City Disaster Risk Reduction and Management Office

Engr. ISAGANI R. VERZOSA JR.

Officer-in-Charge

City Engineering Department

Dr. ROLANDO V. CRUZ, DMD PHSAE

City Epidemiologist

City Epidemiology-and Surveillances Unit

Atty. MARK DALE P. PERRAL

Officer-in-Charge

Department of the Building Official

Ms. MARGARITA T. SANTOS

Head

Business Permits and Licensing Department

Mr. RICARDO B. CORPUZ

Head

Barangay Community Relations Department

PC/Supt. ELMO DG. SAN DIEGO

Head

Department of Public Order and Safety

Ms. JENILYN ROSE B. CORPUZ, CESO VI

Schools Division Superintendent

Schools Division Office

Mr. RICHARD S. SANTUILE

Officer-in-Charge

Task Force on Solid Waste Management

Secretariat:

Ms. MARICRIS F. VELOSO

Officer-in-Charge Education Affairs Unit

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

- 4. FUNCTIONS. The Quezon City School Safety Inspection and Certification Team shall fulfill the following functions and responsibilities:
  - 4.1 Implement local and national guidelines on the implementation of face-toface classes during the COVID-19 pandemic;
  - 4.2 Establish guidelines and procedures in the inspection and assessment of education institutions applying for its Safety Seal;

- 4.3 Engage in the information and advocacy campaigns on the safe conduct of face-to-face classes during the pandemic;
- 4.4 Incorporate with Helpline 122, complaints against schools which do not comply with the minimum public health standards;
- 4.5 Verify eligibility or compliance of schools for Safety Seal Certification; and
- 4.6 Conduct inspections of schools, both physical and virtual (through video and submission of materials).

# 5. CERTIFICATION PROCEDURE.

### 5.1 Application.

Private Education Institutions are to conduct a self-assessment and submit a digital copy to the Quezon City Education Affairs Unit (education@quezoncity.gov.ph) their School Safety Assessment Tool (SSAT) for DepEd supervised schools or their Self-Assessment Checklist for HEIs. Once inspected and compliant, the Business Permit and Licensing Department (BPLD) shall issue to the school its Safety Seal Certification which shall serve as the LGU's concurrence.

- 5.2 Issuance of Seal. The BPLD shall be responsible for issuing the Safety Seal. This shall be sent to the institution in digital format for printing and display. Alternatively, the establishment may request a physical seal from the BPLD.
- 5.3 No Cost. The Safety Seal shall be at no cost to the institution.
- 5.4 Renewal. The Safety Seal shall be valid for a period of six (6) months and subject to renewal one (1) month prior to its expiration.
- 5.5 Warranty. Display of the Safety Seal shall constitute a warranty by the institution concern of continuing compliance with the minimum standards and guidelines under the Safety Seal Program. Institutions found to have misrepresented their compliance may be subject to the appropriate sanctions including revocation of Safety Seal until corrective measures are undertaken.
- 5.6 Business Permit. No Safety Seal shall be awarded to a private education institution without a valid business permit.
- COMPLAINTS. The Quezon City School Safety Inspection and Certification
   Team may conduct surprise inspections of institutions upon receipt of
   complaints from the public.
- 7. NON-COMPLIANCE. Education Institutions shall not operate face-to-face classes without obtaining a Safety Seal and without specific authority to do so from its regulatory agency, e.g. the Department of Education for primary and secondary institutions and the Commission on Higher Education for tertiary institutions.

- 8. FUNDING. Funding requirements shall be sourced and drawn as appropriate and available from the respective departments involved.
- 9. 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(i) (xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.
- 10. EFFECTIVITY. This Order shall take effect immediately.

DONE 1 FEBRUARY 2022, Quezon City.

MA. JOSEPINA G. BELMONTE Mayor

# MEMBERS OF THE QUEZON CITY SCHOOL SAFETY INSPECTION AND CERTIFICATION TEAM SHALL REVIEW AND VERIFY THE RESPONSES OF THE SCHOOL TO THE SCHOOL SAFETY ASSESSMENT TOOL (2021) WITH EMPHASIS ON THE FOLLOWING INDICATORS

#### City Health Department

- Barangay Resolution or Letter of Support
- School has set-up clear and easy-to-understand signages and mechanisms to strengthen
  observance of health protocols and protective measures.
- Availability of temperature thermal scanner or thermal gun in entrance and/or exit gates.
- Availability of hand sanitizer or alcohol dispenser in school gates
- · Availability of schedule of regular sanitation and disinfection
- · Availability of sanitation and disinfecting materials
- School clinic is able to provide basic health services such assessment, first aid, proper management of symptoms, referral and follow up.
- Availability of emergency health kits and other needed supplies and materials in the school clinic.
- Designation of rooms for isolation of students and personnel with fever and flu-like symptoms, where they can temporarily stay, awaiting referral.

#### City Disaster Risk Reduction and Management Office

- Designate a Safety Officer to serve as the focal person for the health and safety protocols
  of the school
- School has developed an orientation and communication plan regarding health and safety protocols and measures needed for reopening of the school in the event of school lockdown.
- Presence of School DRRM Team who shall ensure that contact tracing activities as required by the CESU are initiated, and completed among the possible close contacts among DepEd personnel and learners.

#### Department of Public Order and Safety

· School is accessible by public transportation or walkable

#### City Epidemiology and Surveillances Unit

- School is not located in a Special Lockdown Area
- Kyusi Pass Dedicated QR Code posted
- Availability of manual health declaration sheets
- School has an active COVID-19 hotline/help desk or any similar mechanism that connects
- · and coordinates to the hospitals, health center and CESU.
- School has established a clear flow chart of its contact tracing and quarantine system

#### Department of Building Official

- Seats to be occupied must be at least 1 2 meters apart
- Presence of markers and stickers on the floor to manage traffic system and physical distancing
- Designation of separate entrance and exit points in the school
- School has identified a designated waiting area with proper ventilation for parents/guardians.

## City Engineering Department

- Availability of working electric fans and windows
- Availability of handwashing station with clean and safe water supply
- Availability of clean and safe toilet facilities

## Barangay Community Relations Department

 School has coordinated with the Barangay and its Barangay Health Emergency Response Team (BHERT) in ensuring that protocols are observed properly.

### Task Force on Solid Waste Management

- Availability of proper waste storage especially of infectious wastes.
- School has a proper disposal system of infectious wastes

## **Business Permits and Licensing Department**

School has a valid business permit.