



*Republic of the Philippines  
Province of Pampanga  
Municipality of Lubao*

## ***OFFICE OF THE MUNICIPAL MAYOR***

**Lubao Webpage: <https://www.lubao.gov.ph/>**

**Lubao Facebook Page: <https://www.facebook.com/Bayan-ng-Lubao-101584657875716/>**

**SAFETY SEAL AND CERTIFICATION COMMITTEE (SAFETY SEAL TEAM)**

**Executive Order No. 12 Per DILG Memorandum Circular No. 2021-053**

# **LUBAO PROCEDURE ON SAFETY SEAL CERTIFICATION**

## Objectives:

## RULE I - GENERAL PROVISIONS SECTION 1

- ▶ 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.

## **RULE II - SAFETY SEAL CERTIFICATION PROGRAM**

### **SECTION 1**

- ▶ A certification scheme affirming that an establishment has been inspected by the Municipal Government of Lubao and was found compliant with the Minimum Health Standards;
- ▶ The Safety Seal shall indicate the Issuing Authority, Date of Issuance and Safety Seal Serial Number and be verifiable with the Municipal Government of Lubao and shall be displayed conspicuously at all entrance point of the establishment.
- ▶ Obtaining the safety Seal shall be at no cost to the establishment and shall be valid for six (6) months from the date of issuance. The Safety Seal shall be renewable subject to continued compliance with the eligibility requirements set forth herein.

RULE III -CREATION OF THE LGU INSPECTION AND  
CERTIFICATION TEAM  
SECTION 2

►The Municipality of Lubao  
Safety Seal Inspection and  
Certification Committee (Safety  
Seal Team) shall be composed of  
the following:

Chairman: **JULIAN D. DATU**  
Acting Treasurer, BPLO

Members: **DR. EUGENE RAYMUND L. NICDAO**  
Municipal Health Office  
**MS. LAILA P. TULABUT**  
MDRRMO  
**JOVY IVAN P. MATIAS**  
Acting Sanitation Officer  
**P/LTCOL. JULIUS A. JAVIER**  
OIC, Lubao MPS  
**ENGR. DANILO AQUINO**  
MPDC/MENRO  
**ALBERT B. LACANLALE**  
Municipal Information Officer

These guidelines shall apply to all private business establishments, selected public places and other offices, including:

- a) Malls
- b) Wet Markets
- c) Other retail stores
- d) Restaurants outside hotels and resorts
- e) Fast-food, eateries and coffee shops;
- f) Banks, money changers, pawnshops, remittance centers
- g) Car wash
- h) Laundry service centers
- i) Art galleries, libraries, museums and zoo
- j) Sports Centers
- k) Tutorial, testing and review centers
- l) Gyms
- m) Spas
- n) Cinemas
- o) Arcades
- p) All other private establishments not covered by the other issuing agencies

## SCOPE OF THE LGU INSPECTION AND CERTIFICATION TEAM SECTION 3

## RULE IV - ELIGIBILITY AND CERTIFICATION PROCESS

### SECTION 4

#### a. Eligibility

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;
    - 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 hand 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.



## B. Certification Process

### 1. By Application

- a. The owner or authorized representative of the business establishment shall download from the Local Government Unit of Lubao website or secure from the LGU Business Processing and Licensing Office (BPLO) the appropriate checklist and perform self-assessment.
- b. If self-assessment is favorable, the owner or authorized representative of the business establishment shall contact the BPLO, 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 compliant, 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.

### 3. By Online Application

- a. Download Checklist
- b. Perform self-evaluation, email photos with caption to [bplo@lubao.gov.ph](mailto:bplo@lubao.gov.ph)
- c. If deficiency/ies is/are found, the owner or authorized representative shall be advised to correct the deficiencies and apply for reassessment.
- d. If compliant, the LGU Inspection Team will schedule inspection to verify, before issuing the Safety Seal.

# **SAFETY SEAL CERTIFICATION CHECKLIST**



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SAFETY SEAL INSPECTION AND CERTIFICATION COMMITTEE (SAFETY SEAL TEAM)

Executive Order No. 12 Per DILG Memorandum Circular No. 2021-053

SAFETY SEAL CERTIFICATION CHECKLIST

Date: \_\_\_\_\_

Control No. \_\_\_\_\_

Name of Establishment. \_\_\_\_\_

Nature of Establishment. \_\_\_\_\_

Address. \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Instruction: ( ) Check the appropriate box (Yes/No), if the following requirement is provided:

	REQUIREMENTS	YES	NO	N/A
1	Valid Business Permit/Mayor's Permit			
2	Use of stay safe. Ph or any contact tracing tool integrated with the same. Please specify other contact tracing tool ( _____ ).			
3	Availability of temperature of or thermal scanner (e.g. thermo gun) to assess employees, clients, and visitors.			

4	Availability of health declaration sheet for employees and clients			
5	QR Codes for Stay Safe.ph and any other contact tracing tool conspicuously place for registration of employees and clients.			
6	Availability of isolation area for identified symptomatic employees.			
7	BHERTs and other COVID-19 Emergency hotlines are displayed in conspicuous area.			
8	Availability of hand washing stations with soap, sanitizers, and hand drying equipment or supplies for employees and clients/visitors in strategic locations in the establishments.			
9	Installed physical barriers in enclosed areas to maintain social distancing (blocking off chairs, markers, stickers on the floor for spacing).			
10	Availability of the personnel in-charge for monitoring and maintaining social distancing, and ensuring the compliance of clients/visitors/employees to health protocols and areas in the establishments where people gather (e.g. queue).			

11	Availability of windows for adequate air exchange in enclosed (indoor) areas as cited in DOLE Department Order No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control Measure against COVID-19.			
12	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.			
13	Conducts regular (at least twice 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.			
14	Personnel Employees Clients and visitors always wear facemask and face shields especially in enclosed places.			
15	Presence 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 care; b) undertake contact tracing or coordinate the conduct thereof; and c) monitor status of employees quarantined or isolated; and d) implement return to work policies.			
16	Availability of storage facility for proper collection, treatment, and disposal of used facemasks and other infectious wastes.			



DEFECTS / DEFICIENCIES NOTED DURING INSPECTION:

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RECOMMENDATIONS:

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ACKNOWLEDGED BY:

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Signature Over Printed Name of Representative

Prepared by:

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Safety Seal Inspector

Date and Time 

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## RENEWAL, REVOCATION, EFFECT OF REVOCATION AND REINSTATEMENT SECTION 5

### 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, *motuproprio*, 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

### 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.

## MONITORING AND ENFORCEMENT

### SECTION 6

- ▶ The Monitoring and enforcement of the above guidelines shall be done by the Business Permit and Licensing Office (BPLO) and the Municipal Health Office (MHO), and may issue additional guidelines as may be necessary from time to time;



## SEPARABILITY CLAUSE SECTION 7

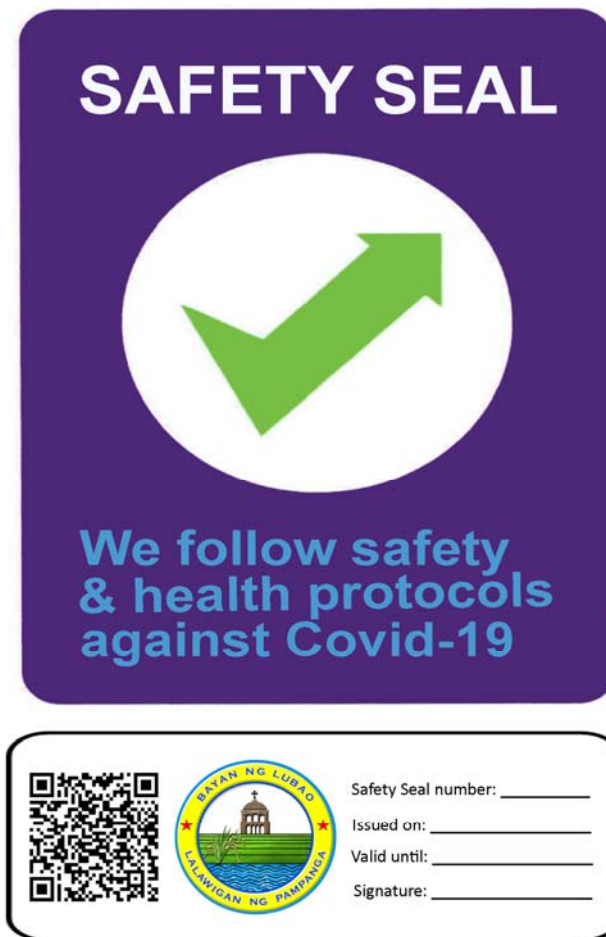
► If any provision of this Executive Order is determined to be invalid, illegal or unenforceable, its remaining provisions shall remain in full force.



## EFFECTIVITY SECTION 8

- ▶ This Executive Order shall take effect immediately and will remain in effect until the state of public health emergency is lifted, subject to changes as may be instructed or issued by the undersigned.
- ▶ This Executive Order is issued and made effective this 9<sup>th</sup> day of June 2021.

# THE SAFETY SEAL



## CONTACT/HOTLINES DETAILS:



[www.lubao.gov.ph](http://www.lubao.gov.ph)



[www.facebook.com/pages/category/Government-Organization/Bayan-ng-lubao-1015846575716](https://www.facebook.com/pages/category/Government-Organization/Bayan-ng-lubao-1015846575716)



itunit@lubao.gov.ph / Adonis C. Suba  
bplo@lubao.gov.ph  
bplolubao@yahoo.com / Julian D. Datu



Municipality	Level of Hotline (LGU or RHU-level)	Hotline Numbers
Lubao	MHO/RHU 1 - Dr. Eugene Reymund Nicdao	09178201277
	RHU II - Dr. Reynaldo Alipio	09175212762
	RHU III - Dr. Reynaldo Alipio	09175212762
	Jovy Ivan Matias	09278060513
	Edwin dela Cruz	09773322162

## BARANGAY HEALTH EMERGENCY RESPONSE TEAMS

LGU	Barangay	Hotline Numbers
LUBAO	BALANTACAN	09338104005
LUBAO	BANCAL PUGAD	09075806086
LUBAO	BANCAL SINUBLI	09101685316
LUBAO	BARUYA (SAN RAFAEL)	09202109448
LUBAO	CALANGAIN	09101978014
LUBAO	CONCEPCION	09477346139
LUBAO	DE LA PAZ	09469771670
LUBAO	DEL CARMEN	09389459131
LUBAO	DON IGNACIO DIMSON	09098938542
LUBAO	LOURDES (LAUC PAU)	09106422828
LUBAO	PRADO SIONGCO	09663169477
LUBAO	REMEDIOS	09991700200
LUBAO	SAN AGUSTIN	09305154788
LUBAO	SAN ANTONIO	09205671289
LUBAO	SAN FRANCISCO	09654696710
LUBAO	SAN ISIDRO	09283179331
LUBAO	SAN JOSE APUNAN	09082084334
LUBAO	SAN JOSE GUMI	09151315104
LUBAO	SAN JUAN (POB.)	09302212270
LUBAO	SAN MATIAS	09327338465

LUBAO	SAN MIGUEL	09380611642
LUBAO	SAN NICOLAS 1ST (POB.)	09179399194
LUBAO	SAN NICOLAS 2ND	09104746874
LUBAO	SAN PABLO 1ST	09196036735
LUBAO	SAN PABLO 2ND	09084986644/0945506873
LUBAO	SAN PEDRO PALCARANGAN	09300378193
LUBAO	SAN PEDRO SAUG	09513489903
LUBAO	SAN ROQUE ARBOL	09095720223
LUBAO	SAN ROQUE DAU	09322783350
LUBAO	SAN VICENTE	094772244486
LUBAO	SANTA BARBARA	01915384116
LUBAO	SANTA CATALINA	09519668030
LUBAO	SANTA CRUZ	09202674402
LUBAO	SANTA LUCIA (POB.)	09304410408
LUBAO	SANTA MARIA	09298356694
LUBAO	SANTA MONICA	09324488576
LUBAO	SANTA RITA	09109467737
LUBAO	SANTA TERESA 1ST	09351175069
LUBAO	SANTA TERESA 2ND	09386919668
LUBAO	SANTIAGO	09302707376
LUBAO	SANTO CRISTO	09306471105
LUBAO	SANTO DOMINGO	09123835117
LUBAO	SANTO NIÑO (PRADO ARUBA)	09296239228
LUBAO	SANTO TOMAS (POB.)	09197488778





**THANK YOU**