



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Office of the Schools Division  
Superintendent

9 JUN 2022

**DIVISION MEMORANDUM**

NO. 468, s. 2022

**DISSEMINATION OF DOLE-DOH-DILG-DT-DOTR-DEPED-CHED-TESDA  
JOINT MEMORANDUM CIRCULAR NO. 22-02 SERIES OF 2022  
OR THE SUPPLEMENTAL GUIDELINES OF THE SAFETY SEAL  
CERTIFICATION PROGRAM"**

**To : Assistant Schools Division Superintendent/s  
Chiefs, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public and Private Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned**

1. Attached is a copy of the DOLE-DOH-DILG-DT-DOTR-DEPED-CHED-TESDA JOINT MEMORANDUM CIRCULAR NO. 22-02 Series of 2022 or the "Supplemental Guidelines of the Safety Seal Certification Program" duly signed by member agencies on April 4, 2022, which is self-explanatory, for information and guidance.
2. Wide dissemination of the enclosures of this Memorandum is hereby desired.

**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/OSDS-SPP/bing  
08/June/2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



**DOLE-DOH-DILG-DOT-DTI-DOTR-DEPED-CHED-TESDA**  
**JOINT MEMORANDUM CIRCULAR NO. 22-02**  
**Series of 2022**

**SUPPLEMENTAL GUIDELINES OF THE  
SAFETY SEAL CERTIFICATION PROGRAM**

**WHEREAS**, on 3 December 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases issued Resolution No. 87, Series of 2020, directing the Department of Trade and Industry with the Department of Health, Department of Labor and Employment, Department of the Interior and Local Government, Department of Tourism, and the Department of Transportation to issue the necessary joint memorandum circular to detail requirements to secure a Safety Seal.

**WHEREAS**, on 23 April 2021, the DOLE, DOH, DILG, DOT and DTI issued Joint Memorandum Circular (JMC) No. 21-01, Series of 2021 ("JMC No. 21-01"), entitled "Implementing Guidelines of the Safety Seal Certification Program." The JMC outlines the guidelines that are to be observed by establishments, local governments, and other implementing agencies on the grant and retention of the Safety Seal Certification.

**WHEREAS**, on 30 September 2021, the same implementing agencies issued Advisory No. 21-01, Series of 2021 ("Advisory No. 21-01"), entitled "Supplemental Guidelines Relative to the Implementing Guidelines of the Safety Seal Certification Program." The Advisory provides, among others, clarifications on the issuing authorities of establishments and additional protocols that establishments need to comply with in order to be issued with the Safety Seal.

**WHEREAS**, the implementing agencies have noted the need to constitute a Technical Working Group (TWG) that would: (a) directly oversee the national implementation of the Safety Seal Certification Program; (b) specifically identify its members; and (c) clearly define the powers, duties and functions of the TWG and its members.

**WHEREAS**, the implementing agencies have also noted the need to amend, update and provide additional clarifications on the implementation of the Safety Seal Certification Program.

**NOW THEREFORE**, the following supplemental guidelines are hereby issued for the information and compliance of those concerned.

**Section 1. Creation of the Safety Seal TWG.** The Safety Seal TWG is hereby created which shall be composed of the following agencies:

|                 |   |  |
|-----------------|---|--|
| Chairperson     | : | Department of Trade and Industry (DTI)                       |
| Co-Chairpersons | : | Department of Labor and Employment (DOLE)                    |
|                 |   | Department of Health (DOH)                                   |
| Members         | : | Department of the Interior and Local Government (DILG)       |
|                 |   | Department of Tourism (DOT)                                  |
|                 |   | Department of Transportation (DOTr)                          |
|                 |   | Department of Education (DepEd)                              |
|                 |   | Commission on Higher Education (CHED)                        |
|                 |   | Technical Education and Skills Development Authority (TESDA) |

The Safety Seal TWG may invite other government agencies or instrumentalities to be members of the TWG as the circumstances and exigencies may require.

Representatives of each agency should be occupying a position with a rank not lower than a Director and must be duly designated by the respective Head of Agency.

Representatives of local government units through the Union of Local Authorities of the Philippines (ULAP), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP) are also included in the TWG as members.

**Section 2. Duties and Functions of the Safety Seal TWG.** The Safety Seal TWG shall have the following duties and functions:

- a) Monitor and determine the progress of the implementation of the Safety Seal Certification Program;
- b) Discuss and settle issues, concerns, and points of contention on the implementation of the Safety Seal Certification Program;
- c) Recommend to the respective Heads of implementing agencies policies pertaining to the implementation of the Safety Seal Certification Program;
- d) Coordinate and integrate initiatives relating to the promotion of the Safety Seal Certification Program;
- e) Render technical assistance to the Heads of implementing agencies for the national implementation of the Safety Seal Certification Program; and
- f) Perform such other functions as may be necessary for the national implementation of the Safety Seal Certification Program.

**Section 3. Authority of the Safety Seal TWG Chairperson and Co-Chairpersons.** The Safety Seal TWG Chairperson and Co-Chairpersons are authorized to sign subsequent policies for and on behalf of the Safety Seal TWG.

**Section 4. Safety Seal TWG Secretariat.** The DTI is hereby designated as the Safety Seal TWG Secretariat with the following duties and functions:

- a) Convene the TWG on a regular basis or as it may deem necessary;
- b) Prepare and/or coordinate the preparation of issuances and news release (or articles) for discussion and approval of the TWG;
- c) Record TWG meetings, including agreements and votes on policies to be subsequently issued by the TWG;
- d) Maintain a record of all Safety Seal policy issuances;
- e) Prepare national reports on the implementation of the Safety Seal Certification Program for reporting to the TWG, IATF and various Task Groups; and
- f) Perform ad hoc functions as authorized by the TWG.

**Section 5. Additional Guidelines on the Issuing Authorities of the Safety Seal.** Aside from those enumerated in Section 4, Rule II of JMC No. 21-01, and in Paragraph 1 of Advisory No. 21-01, the DOLE, LGUs, DOTr, DepEd, CHED and TESDA shall be the Issuing Authorities of the following:

| Issuing Authority          | Establishments   |
|----------------------------|--|
| DOLE                       | <ul style="list-style-type: none"><li>• Factories or processing plants of agricultural products</li></ul>  |
| LGU<br>(City/Municipality) | <ul style="list-style-type: none"><li>• Agricultural plantations</li><li>• Public transport terminals/stations, including public and private business establishments within these terminals/stations</li><li>• Churches and other similar places of worship</li><li>• Casinos, including those inside hotels</li><li>• Pest management</li></ul> |
| DOTr                       | <ul style="list-style-type: none"><li>• Public land, air and sea transportation units/vessels</li></ul>  |

| Issuing Authority | Establishments  |
|-------------------|---|
|                   | <ul style="list-style-type: none"> <li>• Concessionaires within transport units/vessels</li> </ul>  |
| DepEd             | <ul style="list-style-type: none"> <li>• Schools for basic education</li> </ul>   |
| CHED              | <ul style="list-style-type: none"> <li>• Higher education institutions</li> </ul>   |
| TESDA             | <ul style="list-style-type: none"> <li>• Technical and vocational education and training institutions</li> <li>• Accredited assessment centers</li> </ul> |

The DILG shall issue separate guidelines for the Safety Seal certification of public transport terminals/stations, and churches and other similar places of worship. The DOTr, DepEd, CHED and TESDA shall also issue separate guidelines for the Safety Seal certification of their covered establishments.

For the complete and updated list of issuing authorities and covered establishments, please refer to Annex A.

**Section 6. Updates on Safety Seal Standards and Checklist.** In line with current policy shifts and national guidelines under the endemic scenario in the National Action Plan V, the eligibility requirements to qualify for Safety Seal enumerated under Section 1, Rule III of JMC 21-01, except for the compliance with registration or accreditation requirements, are hereby amended. The updated list of minimum public health standards and the corresponding checklist are provided in Annex B.

Further, the DOH, DTI and DOLE, consistent with Section 3 of this JMC, shall issue supplemental guidelines or advisories for the regular updating of the implementation of Safety Seal standards and checklists aligned with the prevailing issuances on workplace occupational safety and health standards (OSHS), minimum public health standards (MPHS), and non-pharmaceutical interventions (NPIs) based on the Living Clinical Practice Guidelines, as may be applicable. Concerned agencies shall likewise issue guidelines on sector-specific protocols consistent with their mandates, provided they are aligned with the same issuances on health and safety.

**Section 7. Incentives for Establishments with Safety Seal.** As provided by Section [1].6.b., Part 1 of the Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response, and Paragraph 6 of Advisory No. 21-01, all establishments, public and private, granted with a Safety Seal, shall be allowed an increase of ten (10) percentage points in allowed operational or venue capacity, subject to compliance with the same Safety Seal requirements, such as physical distancing and air quality, and limitations or restrictions as may be provided by the IATF.

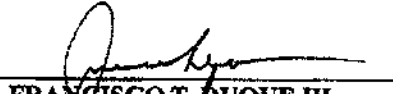
**Section 8. Validity of Issued Safety Seal.** The Safety Seals issued and/or to be issued by DOLE, DOT, DTI, DOTr, DepEd, CHED and TESDA shall be valid for one (1) year from the date of issuance, while six (6) months for Safety Seals issued by DILG and LGUs, subject to continued compliance with the Safety Seal requirements and minimum public health standards. In relation to this, all Issuing Authorities are directed to conduct routine monitoring of establishments issued with a Safety Seal and ensure efficient complaints handling mechanisms in place.

**Section 9. Repealing and Separability Clause.** Provisions of other relevant issuances that are inconsistent with this JMC are hereby superseded or amended accordingly. If any provision or part hereof shall be declared unconstitutional or invalid, the other provisions or parts not affected shall remain in full force and effect.

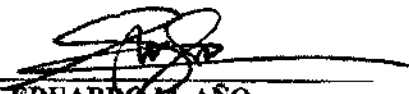
**Section 10. Effectivity.** These guidelines shall take effect immediately upon publication in the Official Gazette or in two newspapers of general circulation, and upon furnishing the Office of the National Administrative Registrar a copy hereof. This shall remain in effect until the state of public health emergency is lifted, or otherwise declared by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases.

Issued this 4th day of April, 2022.

  
**SILVESTRE H. BELLO III**  
Department of Labor and Employment

  
**FRANCISCO T. DUQUE III**  
Department of Health




  
**EDUARDO M. AÑO**  
Department of the Interior and Local  
Government

  
**BERNADETTE BOMULO-PUYAT**  
Department of Tourism





  
**RAMON M. LOPEZ**  
Department of Trade and Industry

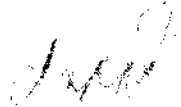


  
**ARTHUR P. TUGADE**  
Department of Transportation



  
**LEONOR M. BRIONES**  
Department of Education

  
**J. PROSPERO E. DE VERA III**  
Commission on Higher Education

  
**ISIDRO S. LAPENA**  
Technical Education and Skills  
Development Authority

## ANNEX A

**Issuing Authorities.** The following agencies shall be the Issuing Authorities of the Safety Seal:

| Issuing Authority                            | Establishments  |
|--|---|
| Department of Tourism                        | <ul style="list-style-type: none"> <li>• Primary Tourism Enterprises <ul style="list-style-type: none"> <li>• Accommodation establishments (hotels, resorts, apartment hotels, and other accredited accommodation establishments)</li> <li>• Travel and tour services</li> <li>• Meetings, incentives, conferences &amp; events (MICE) venues/facilities</li> </ul> </li> <li>• Restaurants inside hotels/resorts</li> </ul>  |
| Department of Labor and Employment           | <ul style="list-style-type: none"> <li>• Manufacturing</li> <li>• Construction sites</li> <li>• Utilities (electric, water, gas, air conditioning supply, sewerage, waste management)</li> <li>• Information and communication companies (private publication, news, movie production, TV and radio companies)</li> <li>• Information technology and business process management (IT-BPM)</li> <li>• Warehouses</li> <li>• Factories or processing plants of agricultural products</li> </ul>   |
| Department of Trade and Industry             | <ul style="list-style-type: none"> <li>• Groceries, supermarkets</li> <li>• Membership shopping clubs</li> <li>• Convenience stores</li> <li>• Construction supply/ hardware stores</li> <li>• Logistics service providers (outlets)</li> <li>• Barbershops and salons</li> <li>• Service and repair shops</li> </ul>   |
| Local Government Unit (City or Municipality) | <ul style="list-style-type: none"> <li>• Malls</li> <li>• Wet markets</li> <li>• Other retail stores, including drug stores</li> <li>• Restaurants outside hotels/resorts</li> <li>• Fast food, eateries, coffeeshops, etc.</li> <li>• Social event venues</li> <li>• Banks, money changers, pawnshops, remittance centers</li> <li>• Car wash</li> <li>• Laundry service centers</li> <li>• Art galleries, libraries, museums, zoo</li> <li>• Sports centers</li> <li>• Tutorial, testing, and review centers</li> <li>• Gyms</li> <li>• Spas</li> <li>• Cinemas</li> <li>• Arcades</li> <li>• Dental clinics</li> <li>• Agricultural plantations</li> </ul> |

| Issuing Authority                                    | Establishments  |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Public transport terminals/stations, including public and private business establishments within these terminals/stations</li> <li>• Churches and other similar places of worship</li> <li>• Casinos, including those inside hotels</li> <li>• Pest management</li> <li>• All other private establishments</li> </ul>  |
| Department of the Interior and Local Government      | <ul style="list-style-type: none"> <li>• City halls, municipal halls, provincial capitols</li> <li>• All other local government unit facilities and buildings</li> <li>• Police camps and stations</li> <li>• Bureau of Fire Protection offices and fire stations</li> <li>• Provincial/district/city jails</li> <li>• Barangay halls and other barangay facilities</li> <li>• All other public establishments not covered by the other Issuing Agencies</li> </ul> |
| Department of Transportation                         | <ul style="list-style-type: none"> <li>• Public land, air and sea transportation units/vessels</li> <li>• Concessionaires within transport units/vessels</li> </ul>   |
| Department of Education                              | <ul style="list-style-type: none"> <li>• Schools for basic education</li> </ul>   |
| Commission on Higher Education                       | <ul style="list-style-type: none"> <li>• Higher education institutions</li> </ul>   |
| Technical Education and Skills Development Authority | <ul style="list-style-type: none"> <li>• Technical and vocational education and training institutions</li> <li>• Accredited assessment centers</li> </ul>   |

## Eligibility Checklist for Safety Seal Certification

| MINIMUM PUBLIC HEALTH STANDARDS |  | Y | N | N/A |
|---------------------------------|--|---|---|-----|
| <b>STAFF</b>                    |  |   |   |     |
| 1.                              | All on-site workers/employees of the establishment are fully-vaccinated.   |   |   |     |
| 2.                              | Staff are provided with training that is supervised by the establishment's designated Safety Officer, who shall submit a report within three (3) months after inspection.  |   |   |     |
| <b>ESTABLISHMENT</b>            |  |   |   |     |
| 1.                              | Available screening or triage area at different points-of-entry where:   |   |   |     |
| a.                              | The employees shall present their vaccination card upon entry to the establishment.  |   |   |     |
| b.                              | Customers and other individuals who enter the establishment are asked to register for contact tracing with StaySafe.ph, an app integrated herewith or other forms of contact tracing (optional).   |   |   |     |
| c.                              | For medium and large establishments, an isolation area shall be installed for symptomatic employees and once identified as a suspect COVID-19 case shall be reported to the Barangay Health and Emergency Response Team (BHERT) immediately for proper observance of COVID-19 protocol.  |   |   |     |
| 2.                              | Handwashing stations, soap, adequate and safe water, 70% Isopropyl or Ethyl alcohol, sanitizers, hand drying equipment or supplies (e.g., single use paper towel), and/or hands-free trash receptacles, door openers and other similar hands-free equipment are available to employees and clients/visitors and placed in strategic locations in the establishment. The use of foot baths, disinfection tents, misting chambers, or sanitation booths are not recommended. |   |   |     |
| 3.                              | Adequate air exchange and ventilation in enclosed (indoor) areas are ensured, consistent with DOLE Department Order No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19.   |   |   |     |
| 3.1.                            | For non-airconditioned Spaces/Workplaces   |   |   |     |
| a.                              | Windows are kept open, are clean-free from all types of dusts/debris   |   |   |     |
| b.                              | There is no lingering smell, stuffiness of room, feeling of humidity, and/or smokiness of room   |   |   |     |
| c.                              | The nearby space of the openable windows is free from toxic gases and other pollutants   |   |   |     |
| d.                              | There are ventilating fans circulating air in the workspaces   |   |   |     |
| e.                              | Supply-only ventilation fans are installed where fresh air cannot be obtained  |   |   |     |



| MINIMUM PUBLIC HEALTH STANDARDS  |   |   |    |
|--|---|---|----|
|  | Y | N | NA |
| by natural ventilation   |   |   |    |
| f. Exhaust fans are continuously running during occupancy  |   |   |    |
| g. Airflow from intake to exhaust provides fresh ventilated air to all occupied work spaces  |   |   |    |
| h. Number of exhaust fans are enough with respect to the volume of the room to have air change   |   |   |    |
| 3.2. For Airconditioned Spaces/Workplaces  |   |   |    |
| a. HVAC system or air conditioning (AC) unit provides outdoor air and is maintained free from dusts, molds, etc.   |   |   |    |
| b. Air Handling Unit (AHU) or AC unit uses and can handle MERV 13 or higher filter rating and regular change/cleaning of filters are done and louvers are in upward position           |   |   |    |
| c. Exhaust fans (wall mounted, kitchen hoods, etc.) are installed (if applicable in the HVAC design)   |   |   |    |
| d. There is no lingering smell, stuffiness of room, feeling of humidity, and/or smokiness of room  |   |   |    |
| e. Windows, doors, or other openings can be or is regularly opened to increase ventilation   |   |   |    |
| f. Ventilating fans, if used, does not blow air from person to person  |   |   |    |
| g. Portable air purifier has HEPA filters  |   |   |    |
| h. Airflow from intake to exhaust provides fresh ventilated air to all occupied work spaces without objectionable drafts   |   |   |    |
| i. Use of CO2 monitors for measurement of air quality. Air change per hour of 6-12 within occupied workspaces; maintains CO2 levels below 1,000 ppm at all times                       |   |   |    |
| j. Indoor room temperature has no sudden variations or is not excessively hot or cold  |   |   |    |
| 4. Designation of Safety Officer who shall:  |   |   |    |
| a. Ensure that MPHS and government-imposed limitations on venue/seating capacity are strictly followed;  |   |   |    |
| b. Coordinate with the appropriate bodies for support and referral to community-based isolation facilities for confirmed cases, and to health facilities for severe and critical care; |   |   |    |
| c. Undertake contact tracing or coordinate the conduct thereof;  |   |   |    |
| d. Monitor status of employees quarantined or isolated;  |   |   |    |
| e. Implement return to work policies   |   |   |    |
| 5. There is regular sanitization or disinfection of premises, including chairs, desks, tables, counters, pens, doorknobs, equipment, devices, workstations, comfort                    |   |   |    |

| MINIMUM PUBLIC HEALTH STANDARDS                               |  | Y | N | N/A |
|---|--|---|---|-----|
| rooms, barriers (if installed) and other high touch surfaces. |  |   |   |     |
| 6.  | Referral system to the Local Government Unit for medical and psychosocial services is available.   |   |   |     |
| 7.  | Handling and use of personal protective equipment (PPE):<br>a. Wearing of face masks, face shields (if applicable, depending on the Alert Level), especially in enclosed spaces and wearing of other protective outer garments as warranted is enforced.<br>b. Adequate PPE to all employees, regardless of employment, are provided. These include cloth or surgical masks, or face shields, as necessary.<br>c. Appropriate PPEs are used for cleaning and disinfection of equipment, subject to proper donning and doffing practices.<br>d. Designated facility for proper storage, collection, treatment, and disposal of used facemasks, and other PPEs and infectious waste. If feasible, used facemasks or gloves are disinfected by soaking them for 30 minutes in a diluted bleach solution. Used PPEs are disposed of in yellow bins labeled "hazardous healthcare waste" or "infectious waste." |   |   |     |
| 8.  | Visual cues or signages are installed to communicate the following:  |   |   |     |
|   | a. Cough and sneeze etiquette  |   |   |     |
|   | b. Proper hand hygiene and infection control   |   |   |     |
|   | c. Proper use and disposal of Personal Protective Equipment  |   |   |     |
|   | d. Other critical reminders in the Prevent, Detect, Isolate, Treat, Reintegrate (PDITR+) strategy and BIDA Solusyon, and Resbakuna for the promotion of the Government's Vaccination Program.  |   |   |     |
|   | c. Information on Healthy Settings from DOH (optional)   |   |   |     |
| 9.  | IATF and/or LGU guidelines on catering indoor services/operations to fully-vaccinated individuals only are enforced.   |   |   |     |
| 10.   | Outdoor spaces and options are available (optional).   |   |   |     |
| 11.   | Digital tools are used to enable establishments to receive payments via cashless modes, to operate on a by-appointment or reservation basis to adhere to venue capacity requirements (optional).   |   |   |     |
| 12.   | Active transport facilities such as bike racks are available (optional).   |   |   |     |