



EXECUTIVE ORDER NO. 22, SERIES OF 2021

**AN ORDER CREATING THE INSPECTION AND CERTIFICATION COMMITTEE
FOR THE IMPLEMENTATION OF THE SAFETY SEAL CERTIFICATION
PROGRAM UNDER JOINT MEMORANDUM CIRCULAR NO. 21-01 S. 2021
IN THE CITY OF SORSOGON**

WHEREAS, IATF Resolution No. 87 dated December 03, 2020 issued for the purpose of creating and adopting the *"Safety Seal Certification Program"*, aims to increase compliance of public and private entities with the government-established minimum public health standards and promote the adoption and use of StaySafe.ph digital contact tracing application, as well as to boost consumer confidence as the economy is safely reopened;

WHEREAS, under DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No. 21-01 s. 2021 dated April 23, 2021 other Agencies, the Department of the Interior and Local Government (DILG), Philippine National Police (PNP) and all Local Government Units (LGUs) are designated as Issuing Authorities vested with the authority to inspect establishments assigned to it and to issue and/or revoke the Safety Seal;

WHEREAS, Safety Seal is a physical manifestation of the compliance of an establishment to the minimum health standards required by government to contain the spread of COVID-19;

NOW THEREFORE, I, MA. ESTER E. HAMOR, Mayor of the City of Sorsogon, by virtue of the powers vested in me, do hereby order the Creation of the Inspection and Certification Committee for the implementation of the Safety Seal Certification Program under Joint Memorandum Circular No. 21-01 s. 2021;

Section 1. COMPOSITION. The Inspection and Certification Committee of the City of Sorsogon shall be composed of the following:

Chairman : **MR. RODEL E. FERRERAS**
Licensing Officer IV
Business Permits and Licensing Office

Members : **DR. ROLANDO E. DEALCA**
Officer-in-Charge
City Health Office

LUISITO H. MENDOZA
Officer-in-Charge
City Disaster Risk Reduction and Management Office

RAMIL A. MARIANITO
Officer-in-Charge
City Public Information Office

- 1.1 The committee may create as many Inspection Teams as maybe necessary depending on the number of business establishments and such LGU Inspection Teams shall be composed of the following:

Team Leader : BPLO Representative
Members : CHO Representative
CDRRMO Representative
Representative from the Sorsogon City PNP
CPIO Representative

Section 2. FUNCTIONS. The members of the LGU Inspection and Certification Committee/Team shall perform the following functions:

- a) Conduct inspection of establishments assigned to it,
- b) Issuance of Safety Seal,
- c) Monitoring of compliance, and
- d) Revocations of the Seal pursuant to the provisions of JMC No. 21-01.

2.1 CHECKLIST. The checklist attached to the JMC shall be used by the Inspection and Certification Team in its determination whether an establishment shall be issued the Seal.

2.2 CERTIFICATION PROCEDURES. As provided in the JMC, private and public establishments may secure the Safety Seal on the following procedures:

2.2.1 By Application. The establishment shall perform self-assessment based on the applicable checklist. If favourable, an application is made with the Issuing authority for inspection. The PNP shall join the inspection upon request of the LGU especially in inspecting public places.

2.2.2 By Regular Visits. During regular monitoring, the inspection team shall determine the eligibility of the establishments on site.

2.2.3 Acting on Complaints. The Issuing Authorities shall conduct surprise inspections of establishment upon receipt of complaints from the public.

2.3 DUTY TO INVENTORY. The Inspection and Certification Team shall keep a record of the establishments it has awarded with the Safety Seal and shall post the Issuing Authority's official website for transparency purposes.

2.4 INFORMATION CAMPAIGN ON THE SAFETY SEAL. LGU shall establish a microsite, or a dedicated section in the agency's official website, which shall contain the following information:

- 2.4.1 Implementing guidelines of the program;
- 2.4.2 Checklist of eligibility requirements;
- 2.4.3 Contact details of the Inspection and Certification Team;
- 2.4.4 Complaint Hotlines;
- 2.4.5 Request forms for Reassessment or Reinstatement;
- 2.4.6 Such other information as maybe necessary to increase public awareness.

Section 3. EFFECTIVITY. This order shall take effect immediately.

DONE this 31st day of May, 2021 at Sorsogon City, Philippines.


MA. ESTER E. HAMOR
City Mayor