



Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF HINUNANGAN

EXECUTIVE ORDER NO. 2021-13

“AN EXECUTIVE ORDER CREATING THE MUNICIPAL SAFETY SEAL INSPECTION AND CERTIFICATION TEAMS”

WHEREAS, Joint memorandum Circular No. 21-01 s. 2021 (JMC 21-01) Re: Implementing Guidelines of the Safety Seal Certification Program was issued on April 23, 2021 on the implementing guidelines on the government's Safety Seal Program;

WHEREAS, in the implementation of the said JMC, the DILG issued Memorandum Circular 2021-053 providing for the guidelines for the LGUs on the Safety Seal Program;

WHEREAS, paragraph IV & V of Memorandum Circular No. 2021-053 provides for the creation of DILG & Municipal Safety Seal Inspection and Certification teams, respectively;

NOW, THEREFORE, I ENGR. REYNALDO C. FERNANDEZ, Municipal Mayor, by virtue of the powers vested in me by Law, do hereby create the Safety Seal Inspection and Certification Teams which shall be as follows:

Section 1. DILG Inspection and Certification Team Composition. Pursuant to Paragraph IV of DILG MC 2021-053, the DILG Inspection and Certification Team shall be as follows:

- | | | |
|-----------------------------------|---|---------------------|
| 1. Ma. Yvonne Nieva A. Abad | - | MLGOO |
| 2. PCPT. Ryan Jill S. Merquita | - | COP - PNP |
| 3. FINSP Wenceslao P. Avorque Jr. | - | Fire Marshall - BFP |

Section 2. DILG Inspection and Certification Team Functions. The DILG Inspection and Certification Team Shall have the following functions;

1. The Team shall be responsible for the Inspection and issuance of the Safety Seal to public/government establishments as provided in JMC 21-01

Section 3. LGU Inspection and certification Team Composition. Pursuant to Paragraph V of DILG MC 2021-053, the LGU Inspection and Certification Team shall be as follows:

- | | | |
|-----------------------------|---|---------------------|
| 1. Loreta C. Mogueis | - | Municipal Treasurer |
| 2. Dra. Ellen Vega- Acasio | - | MHO - DTTB |
| 3. Febie Jean C. Gacula | - | BPLO |
| 4. Julius Zenon J. Lagumbay | - | MDRRMO |
| 5. Jake Reymond N. Togonon | - | IT |

Section 4. LGU Inspection and Certification Team Functions. The LGU Inspection and Certification Team shall have the following functions:

1. For purposes of inspecting, certifying and issuing the Safety Seal to The Team shall be responsible for the Inspection and issuance of the Safety Seal to the establishments assigned to them as provided in JMC 21-01 & DILG MC 2021 - 53.

Section 5. LGU Checklist. The attached checklist to DILG MC 2021 – 53 shall be used by the Inspection and Certification teams in its determination whether an establishment shall be issued the seal. (See Annex A)

Section 6. Certification Procedures. As provided in JMC 21-01, Private and public establishments may secure the Safety Seal through any of the following procedures:

1. By applicant. The establishment shall perform a self-assessment based on the applicable checklist. If favorable, an applicant is made with the issuing Authority for an inspection. The PNP shall join the inspection upon request of the LGU especially in the inspecting public places.
2. By regular visits. During regular monitoring, the inspection teams shall determine the eligibility of the establishments on site.
3. Acting on complaints. The issuing Authorities shall conduct surprise inspections of establishments upon receipt of complaints from the public. The Step-by-step procedure in securing the Safety Seal is provided in rule III of JMC 21-01

No Safety Seal Shall be awarded to a private establishment without a valid business permit. If violation of maximum health standards is found, then LGU shall have the right under existing laws to order the suspension of operations and said establishment to protect public health until corrective actions have been implemented.

Section 7. 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.

Section 8. Information Campaign on the Safety Seal. The LGU shall establish a social media account which shall contain the following information:

1. Implementing Guidelines of the program;
2. Checklist of eligibility requirements;
3. Contact Details of the inspection and Certification Teams;
4. List of establishments issued with the Safety Seal;
5. Complaint Hotlines;
6. Request Forms for Reassessment or Reinstatement
7. Such other information as maybe necessary to increase awareness

Section 9. Complaints Handling. The public is encouraged to report non-compliance with the

Minimum public health standards and use of the StaySafe.Ph application by the public and private establishments. The DILG and LGU Inspection and Certification Teams shall have a hotline to receive complaints.

Complaints may also be made to Public Assistance and Complaints Desk of the LGU which shall forward the complaints to the inspection team.

Section 10. Effectivity. This Executive Order shall take effect immediately.

Done this 8th day of July,2021 at the Municipality of Hinunangan, Southern Leyte.

ENGR.REYNALDO C. FERNANDEZ
Municipal Mayor