



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER NO. 17
Series of 2021

**PROVIDING FOR THE CREATION OF THE INSPECTION AND CERTIFICATION
COMMITTEE OF THE CITY OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS,
IN COMPLIANCE TO JOINT MEMORANDUM CIRCULAR
NO. 21-01, SERIES OF 2021, ISSUED BY DOLE-DOH-DILG-DOT-DTI**

WHEREAS, Section 15 of Article II of the 1987 Philippine Constitution provides that "(t)he State shall protect and promote the right to health of the people and instill health consciousness among them;"

WHEREAS, as the covid-19 pandemic continues more than a year after it began, the need to open more business establishments to spur economic activity and generate growth becomes urgently imperative;

WHEREAS, the Department of Labor and Employment, the Department of Health, the Department of the Interior and Local Government, the Department of Tourism, and the Department of Trade and Industry, issued Joint Memorandum Circular (JMC) No. 21-01, Series of 2021, dated 23 April 2021, entitled "Implementing Guidelines of the Safety Seal Certification Program;

WHEREAS, pursuant to the aforementioned JMC, it is essential for the local government unit (LGU) to institute the Safety Seal Certification Program to ensure compliance to Minimum Public Health Standards (MPHS) in line with the adoption of StaySafe.ph as the official digital contact tracing application of the government;

WHEREAS, the Safety Seal Certification Program shall ensure compliance of any business establishment with the MPHS set by government, including adoption of the StaySafe.ph application, which shall instill confidence among members of the general public to patronize compliant business establishments;

WHEREAS, DILG Memorandum Circular No. 2021-053, dated 12 May 2021, has for its subject the "Implementing Guidelines of the Safety Seal Certification Program for this Department and the Local Government Units as Issuing Authorities;"

WHEREAS, the foregoing provides for the creation of the LGU Inspection and Certification Teams;

CERTIFIED TRUE COPY

SIGNATURE:
DATE :

[Signature]
[Date]



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NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Creation and Composition of the Inspection and Certification Committee.

The Inspection and Certification Committee (ICC) of the City of Muntinlupa for purposes of ascertaining compliance and inspecting of business establishments to Minimum Public Health Standards (MPHS) and of issuing certificates and seal as proof thereof is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:

- | | | |
|----|--|--------------|
| a. | Engr. Allan A. Cachuela, City Administrator | Chairperson; |
| b. | Juancho H. Bunyi, MD, City Health Office | Member; |
| c. | Erwin O. Alfonso, Department of Disaster Resilience and Management | Member; |
| d. | PCol. Melecio M. Buslig, Jr., Philippine National Police, Muntinlupa City Station | Member; |
| e. | Teresita V. Navarro, Public Information Office | Member. |

Membership in the ICT is a function of the office which the individual occupies. As such, the resignation, removal, termination, transfer, severe illness or incapacity, death or any similarly-situated circumstance, shall entitle the successor thereof to assume inclusion in the composition without the need for the issuance of another instrument.

Moreover, the City Mayor may, at his discretion, include other individuals in the composition of the ICT.

Section 2. Scope of Authority.

The following business establishments shall be under the scope of authority of the ICC of the City of Muntinlupa, pursuant to DILG Memorandum Circular No. 2021-053, namely:

- a. Malls;
- b. Wet Markets;
- c. Retail stores, excluding Groceries and Supermarkets, Convenience Stores;
- d. Restaurants, not located in hotels and resorts;



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- e. Fast food establishments, Eateries, Coffee Shops, Cafes;
- f. Banks, Money Changers, Pawnshops, Remittance Centers;
- g. Car Wash;
- h. Laundry Service Centers;
- i. Art Galleries, Libraries, Museums, Zoos;
- j. Tutorial, Testing and Review Centers;
- k. Sports Centers;
- l. Gyms and Fitness Centers;
- m. Spas, excluding Beauty Salons and Barbershops;
- n. Cinemas;
- o. Arcades;
- p. All Other Private Establishments not covered by the other Issuing Agencies.

Section 3. Functions.

The ICC shall perform the following functions, namely:

- a. Create as many Inspection Teams, as may be necessary, depending on the number of business establishments, mentioned in the preceding paragraph;
- b. Ensure that the business establishments meet and comply to all eligibility requirements as provided under Section 1 of JMC Memorandum Circular No. 21-01;
- c. Develop, with the help of the Business Permits and Licensing Office (BPLO), the City Health Office (CHO), the Department of the Interior and Local Government (DILG), Muntinlupa Field Office, and other concerned offices, the checklists that shall enumerate the eligibility requirements in an easy-to-understand format, including the provision thereof in Filipino;
- d. Enforce the Certification Procedures outlined in Section 4 of JMC Memorandum Circular No. 21-01;
- e. Establish, if necessary, a microsite, or a dedicated section in the official website of the City of Muntinlupa, which shall contain the following information, namely:
 - i. Implementing Guidelines of the Safety Seal Certification Program;
 - ii. Checklist for the Type of Establishments Covered by the City of Muntinlupa (Refer to Section 2 hereof);
 - iii. Downloadable Safety Seal Toolkit;
 - iv. List of All Establishments Issued with Safety Seal, including the Status, whether Active, Revoked, or Reinstated;
 - v. Complaint Hotlines;
 - vi. Request Form for Reassessment or Reinstatement of Safety Seal;
- f. Grant the Safety Seal to successfully compliant business establishments. The design and format of the Safety Seal shall be in accordance with the Official Safety Seal Design



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- issued by the DILG. No Safety Seal shall be awarded without a valid business permit issued to the business establishment concerned;
- g. Exercise the right to order the suspension of operations of the business establishment, if any violation of minimum health standards is found and until corrective actions have been undertaken;
 - h. Enforce the following, in accordance with JMC Memorandum Circular No. 21-01, namely:
 - i. Complaints Handling, under Rule IV, including the installation of a dedicated hotline to receive inquiries, complaints and similarly-situated concerns, and the referral to the appropriate Issuing Authority should the concern emanate from an establishment not included in Section 2 hereof; and
 - ii. Renewal, Revocation Reinstatement, under Rule V;
 - i. Prepare a Record of the Business Establishments awarded with the Safety Seal, and post the list in the microsite mentioned in Section 3 (e) for transparency purposes;
 - j. Submit periodic reports, which shall include, but not limited to, the number and nature of business establishments awarded the Safety Seal, the number and nature of the complaints and concerns received, the number and the reasons for decisions for reinstatement, among others.


Section 4. Separability Clause.

In the event any provision herein found is administratively declared infirm or judicially decided illegal, untouched provisions shall remain in full force and effect.

Section 5. Effectivity Clause.

This Executive Order shall take effect upon its signing, and it shall remain in full force and effect until repealed, revoked or amended accordingly.

DONE AND EXECUTED on this 25th day of May 2021 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor *RJS*