



EXECUTIVE ORDER NO. 11
Series of 2023

**CREATION OF LGU INSPECTION AND CERTIFICATION COMMITTEE IN
THE MUNICIPALITY OF PASACAO, CAMARINES SUR**

WHEREAS, IATF Resolution No. 87 “Safety Seal Certification Program” aims to increase compliance by public and private entities with the government established minimum public health standards to promote adoption and use of the StaySafe.ph digital contract 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 (JMC) dated April 23, 2021, other Agencies, DILG/PNP and all Local Government Units 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, DILG MC NO. 2021-053 dated May 12, 2021 provides for the implementing guidelines of the Safety Seal Certification Program for the DILG/PNP/BFP and the Local Government Units as the Issuing Authorities.

NOW THEREFORE, I JORGE R. BENGUA, Municipal Mayor of Pasacao, Camarines Sur by virtue of the power vested in me by law do hereby create and establish the LGU Inspection and Certification Committee.

Section 1. Composition: The LGU Inspection and Certification Committee shall be composed of the following:

Chairman : **Maria S. Rustria**
Head of Business Permits and Licensing Office

Members : **Melchor S. Baesa, MD**
MHO
Edmer N. Miravalles
MDRRMO
PMAJ Kenny L Tantiado
COP, Pasacao MPS
Jean B. Oco
MTO

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 favorable, an application is made with the Issuing authority for inspection. The PNP shall join the inspection upon request of the LGU especially in inspection public places.

2.2.2 By regular visits. During regular monitoring, the inspection teams shall determine the eligibility of the establishments on site.

2.2.3 Acting on Complaints. The Issuing Authorities shall conduct surprise inspections of establishments 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 Executive Order shall take effect immediately.

Done this 17th day of May, 2023 at Pasacao, Camarines Sur, Philippines.

JORGE R. BENGUA
Municipal Mayor

