



**PHILIPPINE
PORTS
AUTHORITY**



DEC 16 2021

PPA MEMORANDUM CIRCULAR

No. 22 - 2021

TO : All Port Managers and Department Managers

**SUBJECT : IMPLEMENTING GUIDELINES OF THE SAFETY SEAL
CERTIFICATION PROGRAM FOR PHILIPPINE PORTS
AUTHORITY (PPA) OFFICES**

Pursuant to Department of Transportation (DOTr) Memorandum dated July 12, 2021 entitled "Implementation of Safety Seal Guidelines", and consistent with Department of Labor and Employment (DOLE) – Department of Health (DOH) – Department of Interior and Local Government (DILG) – Department of Tourism (DOT) – Department of Trade and Industry (DTI) Joint Memorandum Circular No. 21-01 s. 2021 entitled "Implementing Guidelines of the Safety Seal Certification Program" issued on April 23, 2021, PPA is officially adopting the Safety Seal Certification Program which aims, among others, to increase compliance and adherence with the minimum public health standards set by the DILG to contain the spread of COVID-19 and prevent future surges.

All Port Managers and concerned Department Managers shall apply directly with DILG for the issuance of the Safety Seal Certification in accordance with DILG guidelines. Attached as Annex "A" is the Safety Seal Checklist of the DILG.

A monthly accomplishment report shall be submitted to the CORE Committee created under PPA Memorandum Circular No. 18-2020 dated April 25, 2020 which shall include the date of issuance of Safety Seal to the PMO and its Terminals, as applicable.

For immediate compliance.

JAY DANIEL R. SANTIAGO
General Manager



Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

SAFETY SEAL CERTIFICATION CHECKLIST (DILG as Issuing Authority)

Control No.: _____

Date: _____

Name of Government Agency/ Office: _____

Name of Government Establishment/ Department/ Office/ Unit: _____

Nature of Government Establishment/ Department/ Office/ Unit: _____

Address: _____

Name of Person in Charge: _____ Contact Details: _____

Instruction: (✓) Check the appropriate box (Yes/No), if the following requirement is provided:

#	REQUIREMENTS	NO. of Photos or Documents	YES	NO	Remarks
1	Use of StaySafe.ph or any contact tracing tool integrated with the same. Please specify other contact tracing tool. (_____)	- StaySafe QR Code. - If implementing own CT app, IA will verify DILG CO if it is integrated with StaySafe. - Use of manual CT may be considered at the moment.			
2	Availability of temperature or thermal scanner (e.g. thermal gun) to assess employees, clients and visitors	- Photo of the entrance with thermal scanner/ temperature checking			
3	Availability of health declaration sheet for employees and clients	NA if there is an online CT. If no CT, a photo of the forms required to be filled up by employees and clients.			
4	Availability of isolation area for identified symptomatic employees	- Photo of the designated area - Internal Memo designating the same (if any)			
5	BHERTs and other COVID-19 Emergency hotlines are placed in conspicuous areas.	- Photo the conspicuous area with COVID19 Emergency Hotlines			
6	Availability of handwashing stations with soap, sanitizers and hand drying equipment or supplies for employees and clients/visitors in	- Photo of handwashing stations/ sanitizers used by the Office			
7	Installed physical barriers in enclosed areas to maintain social distancing (blocking off chairs, markers, stickers on the floor for spacing)	- Photo Office Setup with physical barriers, markers or floor stickers to help maintain social distancing			
8	Availability of personnel-in-charge for monitoring and maintaining social distancing and ensuring the compliances of clients/visitors/employees to health protocols and areas in the establishment where people gather (e.g. queue)	- Memo - Designation of Personnel-in-Charge of monitoring and maintaining social distancing and of ensuring the compliances of clients/visitors/employees to health protocols			
9	Availability of windows for adequate air exchange in enclosed (indoor) areas as cited in 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	- Photo of air purifier in the Office (if available) - Or, Photo of Proper Air Ventilation of the Office			

10	<p>Compliance to the disinfection protocol in accordance with DOH Department Memorandum No. 2020-157 and 0157-A or the "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19.</p> <p>Conducts regular (at least twice a week) cleaning and disinfection in the establishment in compliance to the Cleaning and Disinfection of Environmental Surfaces in the Context of COVID-19 by the World Health Organization.</p>	<p>- Memo re Conduct of Regular Disinfection/ Disinfection Protocol - Sample photo of office disinfection</p>				
11	<p>Personnel, employees, clients and visitors always wear facemasks and face shields especially in enclosed places.</p>	<p>- Memo for Employees - Photo of signages re reminder to wear facemasks and face shields</p>				
12	<p>Established referral system for medical and psychosocial services.</p>	<p>- Copy of MOA/ Implementing Procedures re referral system for medical and psychosocial services</p>				
13	<p>Availability of designated Safety Officer with the following functions a.) coordinate with the appropriate bodies for support and referral to community-based isolation facilities for confirmed cases with mild symptoms, and to health facilities for severe and critical care, b.) undertake contact tracing or coordinate the conduct thereof; and c.) monitor status of employees quarantined or isolated; and d.) implement return to work policies.</p>	<p>- Memo specifying the names of the safety officers</p>				
14	<p>Availability of storage facility for proper collection, treatment, and disposal of used facemasks and other infectious wastes.</p>	<p>- Photo of the disposal facility/ mechanism for infectious waste</p>				

I hereby certify that the facts stated herein are true and correct of my own personal knowledge and any misrepresentation subjects me to criminal or administrative liability.

Name and Signature of Person in Charge / Date

FOR ONSITE VALIDATION/ INSPECTION

DEFECTS / DEFICIENCIES NOTED DURING INSPECTION:

RECOMMENDATIONS:

Name and Signature of Safety Seal Inspector / Date