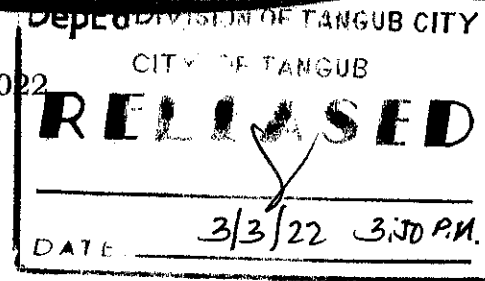




March 2, 2022




**DIVISION MEMORANDUM**  
No. 55, s. 2022

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 115, S. 2022**

(Implementing Guidelines of the Safety Seal Certification Program of Region X for the Expanded Implementation of the Limited Face-to-Face Classes)

To : Chief Education Supervisors (CID and SGOD)  
District In-Charge  
Elementary and Secondary School Heads  
Elementary and Secondary School DRRM Coordinators  
This Division

1. The Department of Health and the Department of Education issued Joint Memorandum Circular No. 1, s. 2021 on September 27, 2021. The memorandum circular provides guidance on the mechanism and standards on the resumption of face-to-face classes. To streamline the compliance of all the schools re-opening of the classes through the limited face-to-face modality with the minimum public health standard indicated in the joint memorandum circular, the following guidelines are hereby promulgated to guide the schools' divisions office and schools on Region 10 on the grant of and retention of the Safety Seal Certification.
2. See attached **REGIONAL MEMORANDUM NO. 115, S. 2022** for your reference.
3. Wide dissemination of this Memorandum is desired.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO

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*Cmaj*

2/23/22

Office of the Regional Director

February 23, 2022

REGIONAL MEMORANDUM  
No. 115, s. 2022

**IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION  
PROGRAM OF REGION X FOR THE EXPANDED IMPLEMENTATION  
OF THE LIMITED FACE-TO-FACE CLASSES**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Section 15 Article II of the 1987 Philippine Constitution mandates that the State shall protect and promote the right to health of the people and instill health consciousness among them.
2. The Department of Health and the Department of Education issued Joint Memorandum Circular No. 01, s. 2021 on September 27, 2021. The memorandum circular provides guidance on the mechanisms and standards on the resumption of face-to-face classes. The guidelines also cover the roles and responsibilities of stakeholders across governance to ensure effective, efficient, and safe implementation of the limited face-to-face classes and improve the learning outcomes during the COVID-19 pandemic.
3. To streamline the compliance of all schools in the re-opening of the classes through the limited face-to-face modality with the minimum public health standards indicated in the joint memorandum circular, the following guidelines are hereby promulgated to guide the schools division offices and schools in Region 10 on the grant of and retention of the Safety Seal certification.
4. The Safety Seal Certification program of DepEd Region 10 aims to:
  - a) assure the stakeholders and the various governance levels of DepEd of the schools' compliance with the minimum health standards set by the DepEd and DOH; and,
  - b) safely re-open the limited face-to-face classes.



5. The Safety Seal affirms that a school has been found compliant with the minimum public health standards set by the government. The seal shall be displayed conspicuously at all entrance points according to prescribed dimensions.
6. The Safety Seal shall be valid for one (1) year and shall be renewable subject to the continued compliance with the eligibility requirements set forth herein.
7. The Safety Seal shall indicate the Issuing Authority, i.e., the schools division office, Date of Issuance, Safety Seal Number, and must be verifiable with the schools division office. The SDOs shall keep a record of the schools issued with the Safety Seal. The Safety Seal may be issued in printed or digital form. The digital Safety Seal may be sent by the SDOs through electronic mail or downloaded to their respective SDO website.
8. The minimum eligibility requirement to qualify for the Safety Seal Certification is full compliance with the School Safety Assessment Tool. The School Safety Assessment Tool has been developed based on the agreements between the DepEd and the DOH.
9. The SDOs shall develop checklists that will enumerate the eligibility requirements in an easy-to-understand format.
10. The SDOs may establish a microsite, a dedicated page in the SDOs website, which shall contain the following information:
  - a) Implementing Guidelines of the Safety Seal Certification Program
  - b) Contact Details of Inspection Teams created by the SDO
  - c) Downloadable School Safety Assessment Tool
  - d) List of All Schools Issued with Safety Seal, including status (Active, Revoked, Reinstated)
  - e) Complaint Hotlines
  - f) Request Form for reassessment or Reinstatement of Safety Seal
11. The Information Officer of the SDO shall regularly disseminate updates on the program which may include featuring model schools awarded with the Safety Seal. The Information Officer shall likewise come up with information and advocacy campaigns about the program to comply with the minimum public health standards.
12. Certification Procedures
  - a) By Application
    - i. The schoolhead shall download from the SDO website or secure from the SDO the appropriate checklist and perform self-assessment.
    - ii. If self-assessment is favorable, the schoolhead shall then contact the SDO to schedule an inspection.
    - iii. The SDO shall validate the compliance status using the school safety assessment tool.

- iv. If found to be compliant, the SDO may proceed with the inspection.
- v. After the inspection, the inspector/inspection team shall inform the schoolhead of the inspection result and next steps.
  - (a) If the school is compliant, the schoolhead shall be informed on how the Safety Seal will be provided.
  - (b) If the school is found lacking in any of the eligibility criteria, the schoolhead shall be advised to correct the deficiencies and apply for reassessment. The SDO shall provide technical assistance in the compliance of the lacking requirements.

b) By Visit (From Regular Monitoring)

- i. During regular monitoring of schools, the inspection team shall also check whether the school is eligible for the Safety Seal Certification
- ii. Upon determining compliance with Safety Seal certification, the inspection team shall inform the schoolhead of the school's eligibility and how the Safety Seal sticker will be obtained.
- iii. If deficiency/ies is/are found, the schoolhead shall be advised to correct the deficiencies and apply for reassessment. The SDO shall provide technical assistance in the compliance of the lacking requirements.

13. The external stakeholders of the school may report non-compliance with the minimum public health standards by the school granted the Safety Seal with the following:

<b>Governance Level</b>	<b>Complaint Hotline/s</b>
Regional Office	Public Assistance Hotline (GLOBE) 0916 659 0690 (SMART) 0947 609 9537
Schools Division Office	To be posted online and disseminated to all schools within its jurisdiction.

14. Complaints received by the Regional Office shall be referred to the SDO issuing the certification.

15. The Safety Seal may be renewed not earlier than one (1) month before the expiration. To renew:

- a) The school shall contact the Issuing Authority to schedule an inspection.
- b) The SDO shall inspect the establishment to verify continued compliance with the eligibility requirements.
- c) If the establishment is found to be fully compliant, the SDO shall issue a new Safety Seal.
- d) If the establishment is found to have deficiencies, the schoolhead shall be advised to correct the deficiencies within and apply for reassessment.

The SDO shall provide technical assistance in the compliance of the lacking requirements.

16. The Safety Seal may be revoked *motu proprio* by the SDO or through a valid complaint. The complaint must state:
  - a) name and location of the school;
  - b) particular public health standard violated or a substantial description thereof;
  - c) name and contact number of complainant;
  - d) supporting proof (e.g., photos, videos).
17. Should the school granted with the Safety Seal be found non-compliant with any of the minimum public health standards;
  - a) A Notice to Explain (NTE) shall be issued by the SDO
  - b) The NTE should be answered within forty-eight (48) hours and submitted to the SDO. Alternatively, the school may comply within the same period and attach proof of compliance with the NTE.
  - c) Should the explanation be found lacking or the school fails to comply, the SDO shall recall the Safety Seal.
18. Revocation of the Safety Seal Certification shall not automatically result in the suspension of the school's operations.
19. In case the violation pertains to any of the minimum public health standards, the school shall be given another seventy-two (72) hours from the time the Safety Seal is revoked to implement corrective actions. If the school still fails to correct the deficiency after this period, disciplinary actions may be ordered by the SDO until corrective actions have been implemented.
20. Schools with revoked Safety Seal may be reinstated in accordance with the following:
  - a) Submission to the SDO of a request for reinstatement complete with proof of full compliance with the minimum public health standards.
  - b) Conduct of an inspection by the SDO to verify compliance.
21. The SDOs may collaborate with their respective local counterparts of the DILG in the implementation of the safety seal certification program pursuant to DILG's mandate.
22. If any clause, provision, paragraph, or part thereof shall be declared invalid or not aligned with issuances from the DepEd Central Office, such judgment shall not affect, invalidate or impair any other part hereof but such judgment shall be merely confined to the clause, provision, paragraph or part directly involved in the controversy in which judgment has been rendered.
23. These Guidelines shall take effect immediately.

24. For concerns and clarifications, please contact the regional and divisional focal persons on Limited Face-to-Face Classes.
25. Immediate and wide dissemination of this Memorandum is desired.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

p.p.

  
**DR. VICTOR DE GRACIA, JR, CESO V**  
Assistant Regional Director

Enclosure: none

*\*IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION PROGRAM OF REGION X FOR THE EXPANDED IMPLEMENTATION OF THE LIMITED FACE-TO-FACE CLASSES*

ESSD/mgdt