



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT  
REGION IV-A CALABARZON

**SAFETY SEAL**



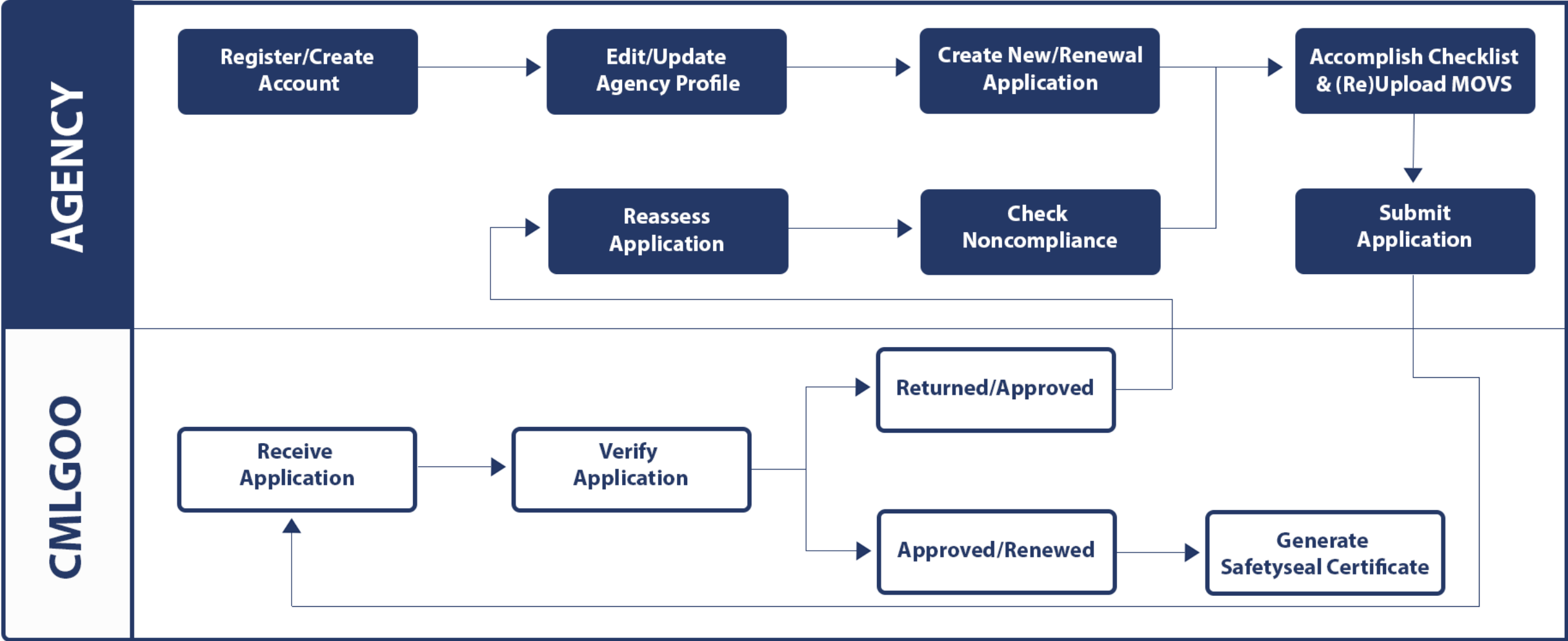
**We follow safety  
& health protocols  
against Covid-19**

# **SAFETY SEAL PORTAL USER'S GUIDE**

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- Application List
- Applicant View
- Application Summary
- Edit/View Checklist
- Manual Encode
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# Process Flow



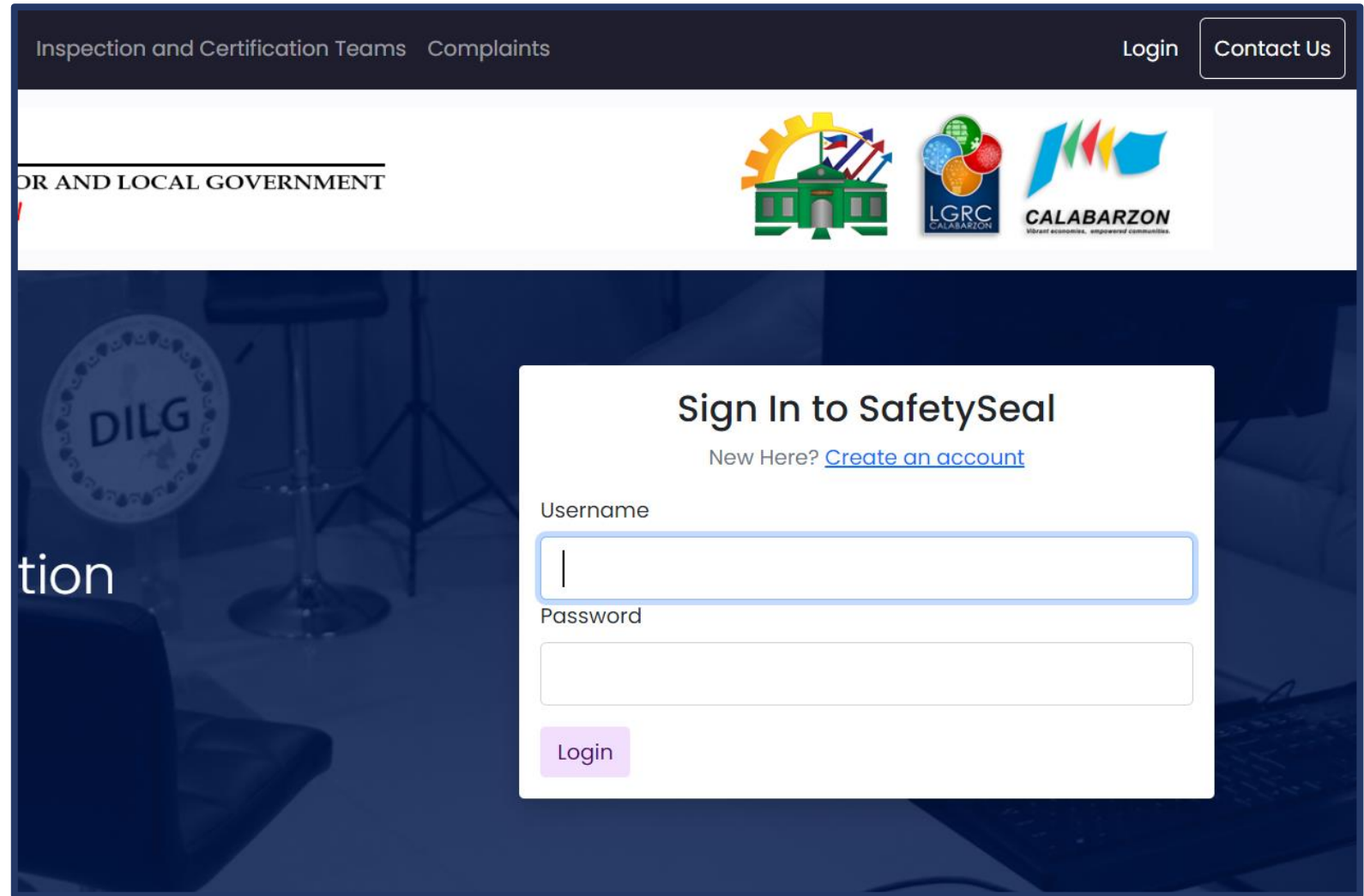
**Note:**

- If approved, print the Safety Seal Certification on an A4 size paper.
- Safety Seal has a validity of six (6) months from the date of issuance/renewal.

# Login

1. Visit <http://safetyseal.calabarzon.gov.ph>
2. Click Login.
3. Input user credentials provided to you.

*Note: System will automatically determine if your account credentials is admin.*



The screenshot shows the login interface for the SafetySeal system. At the top, a dark navigation bar contains links for "Inspection and Certification Teams" and "Complaints" on the left, and "Login" and "Contact Us" on the right. Below this is a white header section with the text "OR AND LOCAL GOVERNMENT" on the left and three logos on the right: a gear and building icon, the "LGRC CALABARZON" logo, and the "CALABARZON" logo with the tagline "Vibrant economies, empowered communities". The main background is a dark blue image of a chair and a desk with a "DILG" seal. Overlaid on this is a white login box titled "Sign In to SafetySeal". Inside the box, there is a link "New Here? [Create an account](#)", a "Username" label above a text input field, a "Password" label above another text input field, and a purple "Login" button at the bottom.

Inspection and Certification Teams Complaints Login Contact Us

OR AND LOCAL GOVERNMENT

LGRC CALABARZON

CALABARZON  
Vibrant economies, empowered communities

## Sign In to SafetySeal



New Here? [Create an account](#)

Username

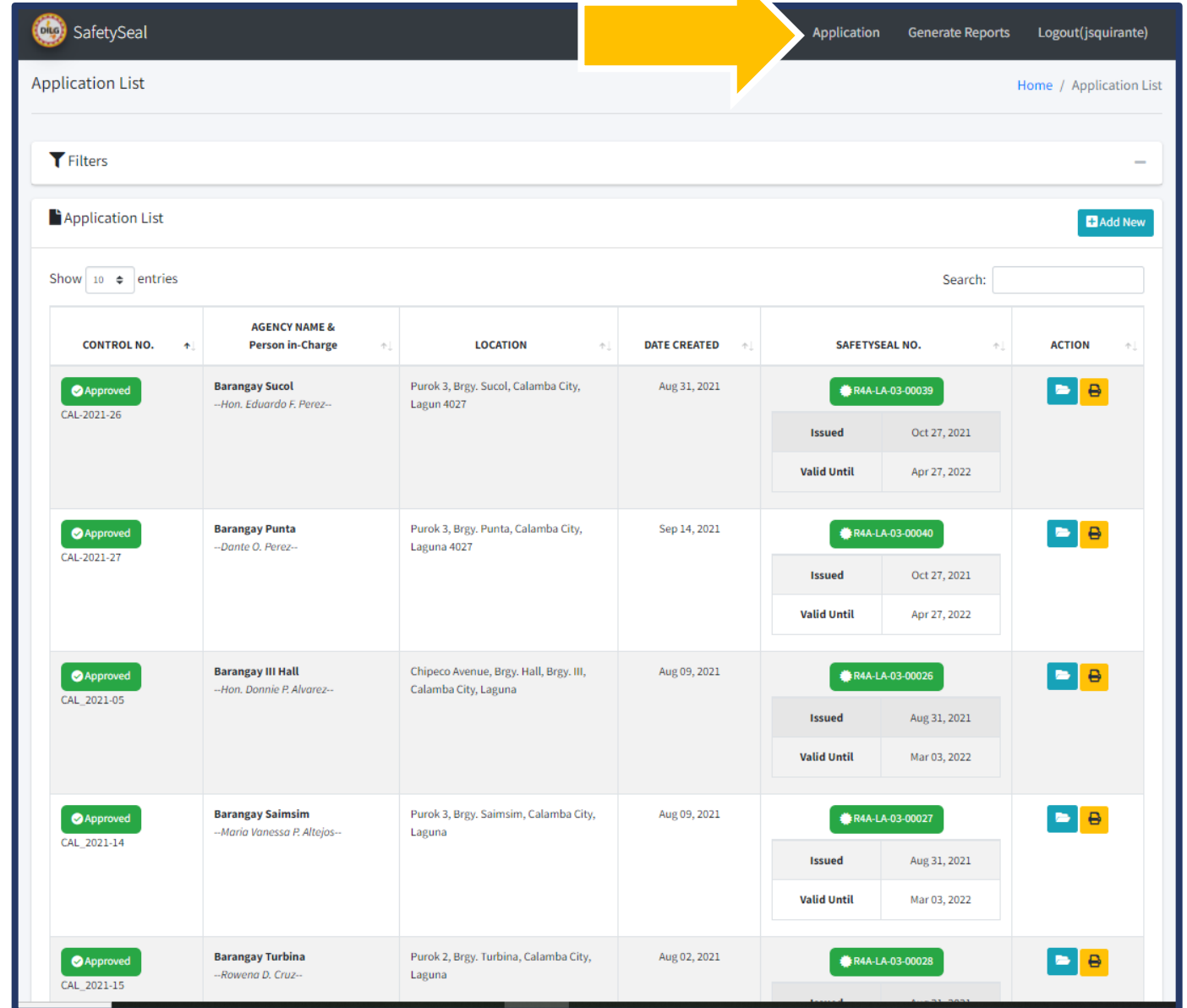
Password

Login

# Application List – the page consist of the latest transaction of the applicant.

1. Click Application menu.
2. Click view  button to go to applicant details.
3. Click print  button to download Safety Seal Certificate.

*Note: button will be available once application has been approved or renewed*























**SafetySeal** Application Generate Reports Logout(jsquirante)

Application List [Home](#) / [Application List](#)


Filters

Application List [Add New](#)

Show 10 entries Search:

CONTROL NO.	AGENCY NAME & Person in-Charge	LOCATION	DATE CREATED	SAFETYSEAL NO.	ACTION
 CAL-2021-26	<b>Barangay Sucol</b> --Hon. Eduardo F. Perez--	Purok 3, Brgy. Sucol, Calamba City, Laguna 4027	Aug 31, 2021	 R4A-LA-03-00039 <div>Issued Oct 27, 2021 Valid Until Apr 27, 2022</div>	 
 CAL-2021-27	<b>Barangay Punta</b> --Dante O. Perez--	Purok 3, Brgy. Punta, Calamba City, Laguna 4027	Sep 14, 2021	 R4A-LA-03-00040 <div>Issued Oct 27, 2021 Valid Until Apr 27, 2022</div>	 
 CAL_2021-05	<b>Barangay III Hall</b> --Hon. Donnie P. Alvarez--	Chipeco Avenue, Brgy. Hall, Brgy. III, Calamba City, Laguna	Aug 09, 2021	 R4A-LA-03-00026 <div>Issued Aug 31, 2021 Valid Until Mar 03, 2022</div>	 
 CAL_2021-14	<b>Barangay Saimsim</b> --Maria Vanessa P. Altejos--	Purok 3, Brgy. Saimsim, Calamba City, Laguna	Aug 09, 2021	 R4A-LA-03-00027 <div>Issued Aug 31, 2021 Valid Until Mar 03, 2022</div>	 
 CAL_2021-15	<b>Barangay Turbina</b> --Rowena D. Cruz--	Purok 2, Brgy. Turbina, Calamba City, Laguna	Aug 02, 2021	 R4A-LA-03-00028 <div>Issued Aug 31, 2021 Valid Until Mar 03, 2022</div>	 

## Applicant View – the page consist of all the applications.

1. Click view  button to display selected application summary.

Application View
Home / Application List / Application View

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**Applicant**


Agency/Office	DILG IV-A Regional Office
Person In-Charge	Jan Eric Castillo
Location	Andenson Building 1, 3/F Andenson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna

**Application List**

CONTROL NO	SUB-OFFICE/UNIT	EXPIRATION DATE	STATUS	
<div style="background-color: #ccc; padding: 2px 5px; font-weight: bold;">2022-04092</div> Feb 11, 2022 08:47 AM	Finance and Administrative Division (FAD - RICTU)	---	For Receiving	

**Application Summary** – the page consist application details, approval history and application history.

1. Click edit  button to display checklist form.
2. Click return  button to reinstate the application.
3. Click receive  button to start the assessment of the application.


SafetySeal

[Dashboard](#) / 
 [Application](#) / 
 [Generate Reports](#) / 
 [Logout\(jsquirante\)](#)

## Application Summary

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 [Application List](#) / 
 [Application View](#) / 
 Application Summary

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*Back*

**i Application**

Control No	<b>2022-04092</b>
Date Created	<b>Feb 11, 2022</b>
Establishment	<b>Finance and Administrative Division (FAD - RICTU)</b>
Safetyseal No	
Issued On	
Valid Until	---
Contact Tracing Tool	<b>StaySafe.ph</b>
Status	<div style="background-color: #003366; color: white; padding: 2px 5px; font-weight: bold;">For Receiving</div> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1.2em; margin-right: 5px;">✔</span> <span>14/14 Uploaded MOVS</span> </div> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1.2em; margin-right: 5px;">✔</span> <span>100% Self Assessment</span> </div> <div style="font-size: 0.8em; color: green; margin-top: 5px;">Application is now ready for assessment.</div>

**i Approval History**

DATE	USER	ACTION	REMARK
14 min(s) ago Feb 11, 2022 08:53 AM	Jan Eric Castillo	Update	Application 2022-04092 submitted For Receiving
38 min(s) ago Feb 11, 2022 08:52 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04092 for Checklist #CL14
58 min(s) ago Feb 11, 2022 08:52 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04092 for Checklist #CL13
15 min(s) ago Feb 11, 2022 08:52 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04092 for Checklist #CL12
38 min(s) ago Feb 11, 2022 08:51 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04092 for Checklist #CL11
1 min(s) ago Feb 11, 2022 08:51 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04092 for Checklist #CL10


**i Application History**

SAFETYSEAL NO	DATE	ISSUED DATE	EXPIRATION DATE	STATUS
No data available				

# Edit/View Checklist – the page contains the checklist form.

1. Click save as draft button to save any changes made to the checklist.
2. Click submit button to finish the transaction.

*Note: One (1) or more failed assessment will result to Disapproval of the application.*

 SafetySeal

DashboardApplicationGenerate ReportsLogout(jsquirante)

Checklist Edit

Home / Application List / Application View / Application Summary / Checklist Edit

Back

CHECKLIST FORM

Received

Control No:

2022-04092

Date:

Feb 11, 2022

Name of Government Agency/ Office:

DILG IV-A Regional Office

Name of Government Establishment/ Department/ Office/ Unit:

Finance and Administrative Division (FAD - RICTU)

Nature of Government Establishment/ Department/ Office/ Unit:

DILG Regional Office

Address:

Andenson Building 1, 3/F Andenson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna

Name of Person in Charge:

Jan Eric Castillo

Contact Details:

123456789

ANSWERED CHECKLISTS

#	REQUIREMENTS	MOVs to be Produced/ Uploaded	ANSWER	REASON WHY N/A	ATTACHMENTS	REMARKS FROM PNP	REMARKS FROM BFP	ASSESSMENT
1.	Use of StaySafe.ph or any contact tracing tool integrated with the same  Other contact tracing tool:	<ul style="list-style-type: none"><li>StaySafe QR Code</li><li>If implementing own CT app, IA will verify DILG CO if it is integrated with StaySafe</li><li>Use of manual CT may be considered at the moment</li></ul>	YES		<a href="#">View</a>			<div><div>✓ Pass</div><div>✗ Fail</div></div>
2.	Availability of temperature or thermal scanner (e.g. thermal gun) to assess employees, clients and visitors	<ul style="list-style-type: none"><li>Photo of the entrance with thermal scanner/ temperature checking</li></ul>	YES		<a href="#">View</a>			<div><div>✓ Pass</div><div>✗ Fail</div></div>
3.	Availability of health declaration sheet for employees and clients	<ul style="list-style-type: none"><li>NA if there is an online CT. If no CT, a photo of the form required to be filled up by employees and clients</li></ul>	YES		<a href="#">View</a>			<div><div>✓ Pass</div><div>✗ Fail</div></div>
4.	Availability of isolation area for identified symptomatic employees	<ul style="list-style-type: none"><li>Photo of the designated area</li><li>Internal Memo designating the same (if any)</li></ul>	YES		<a href="#">View</a>			<div><div>✓ Pass</div><div>✗ Fail</div></div>
5.	BHERTs and other COVID-19 Emergency hotlines are placed in conspicuous area	<ul style="list-style-type: none"><li>Photo the conspicuous area with COVID19 Emergency Hotlines</li></ul>	YES		<a href="#">View</a>			<div><div>✓ Pass</div><div>✗ Fail</div></div>
6.	Availability of handwashing stations with soap, sanitizers and hand drying equipment or supplies for employees and clients/visitors in	<ul style="list-style-type: none"><li>Photo of handwashing stations/ sanitizers used by the Office</li></ul>	YES		<a href="#">View</a>			<div><div>✓ Pass</div><div>✗ Fail</div></div>

FOR ONSITE VALIDATION/ INSPECTION

Defects/Defecencies noted during inspection:

Enter ...

Recommendations

Enter ...

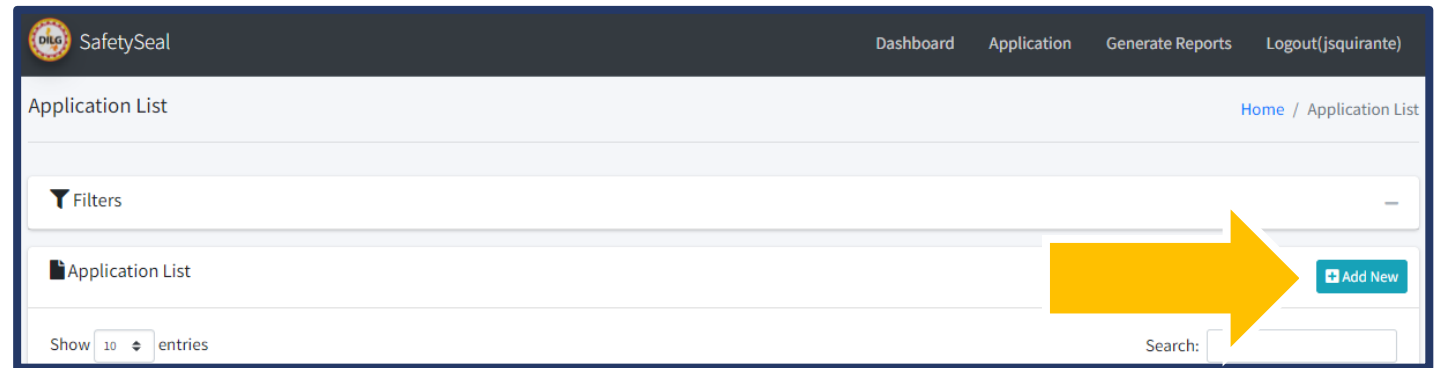
Save as Draft

Submit

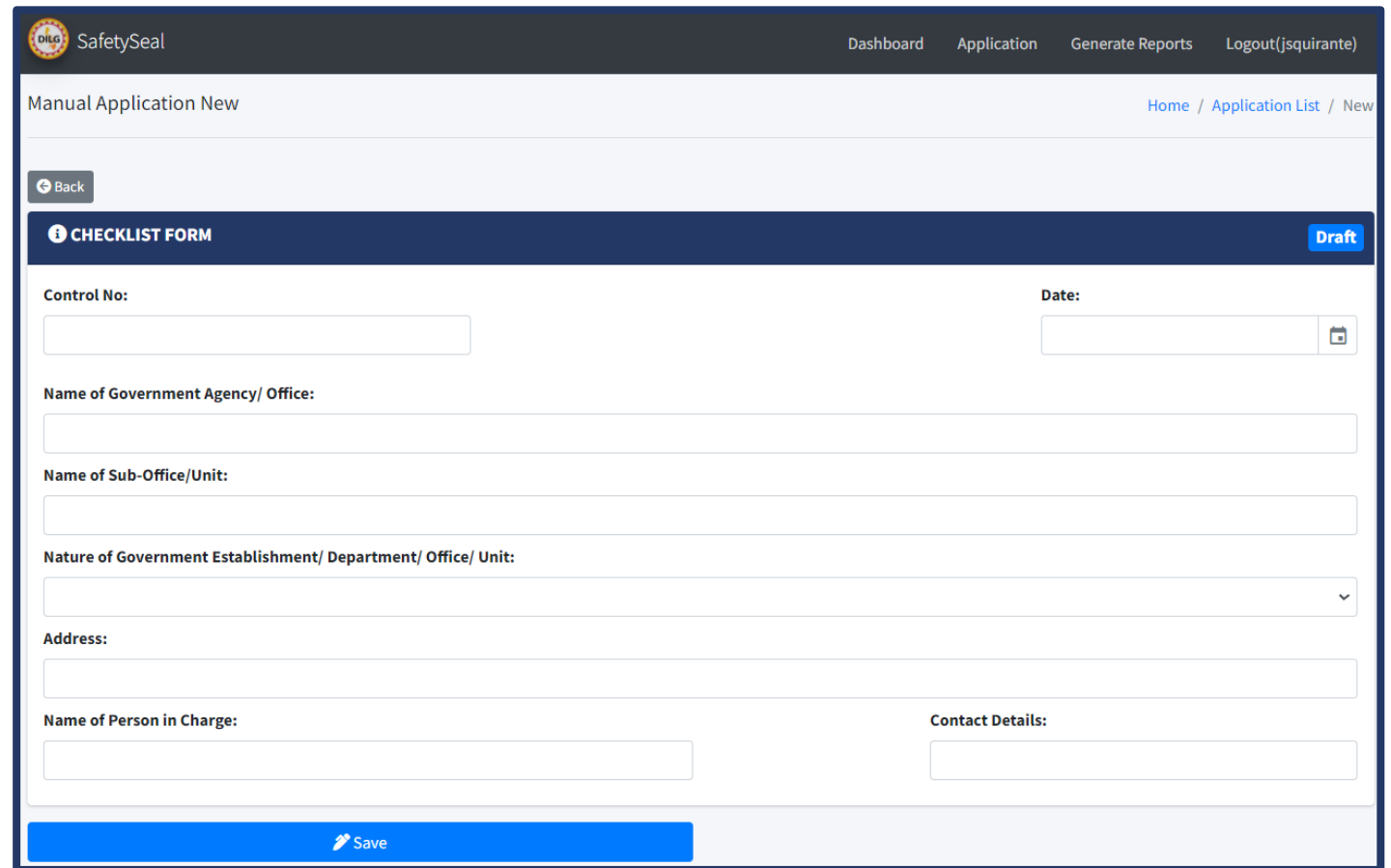


# Manual Encode

1. Click add new button to start.
2. Accomplish all fields then click save button to create entry.



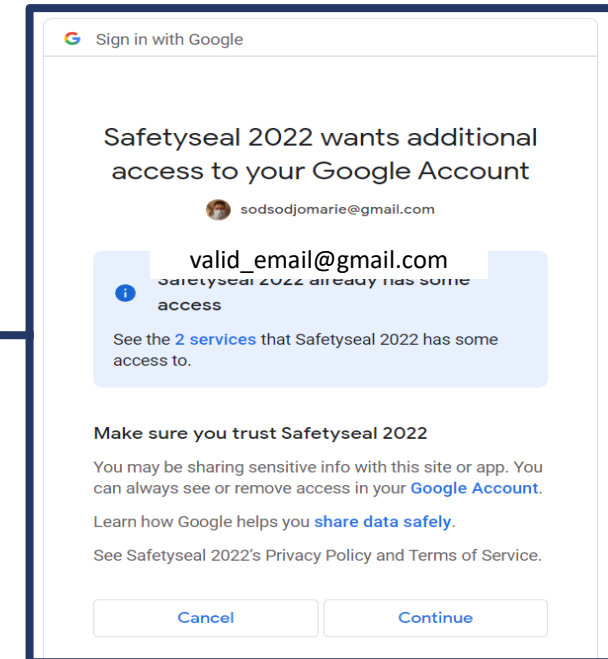
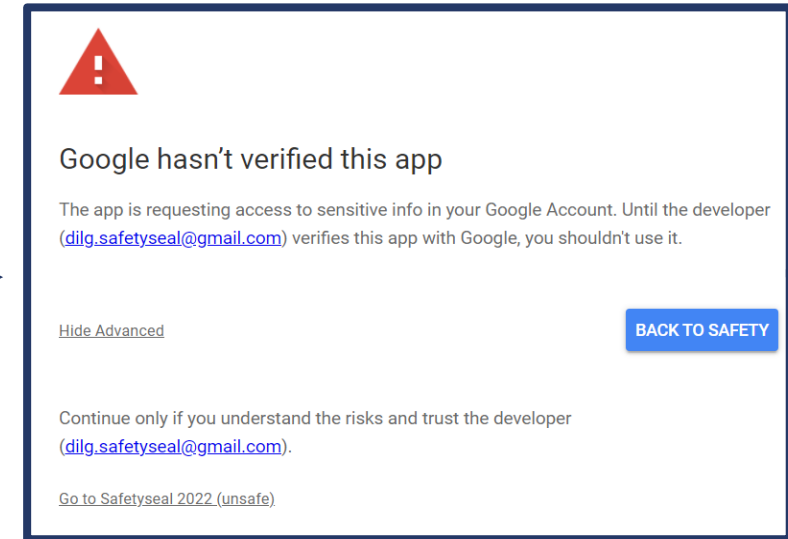
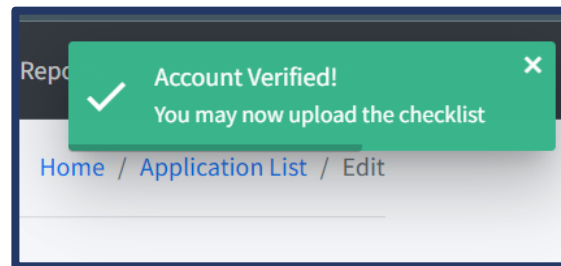
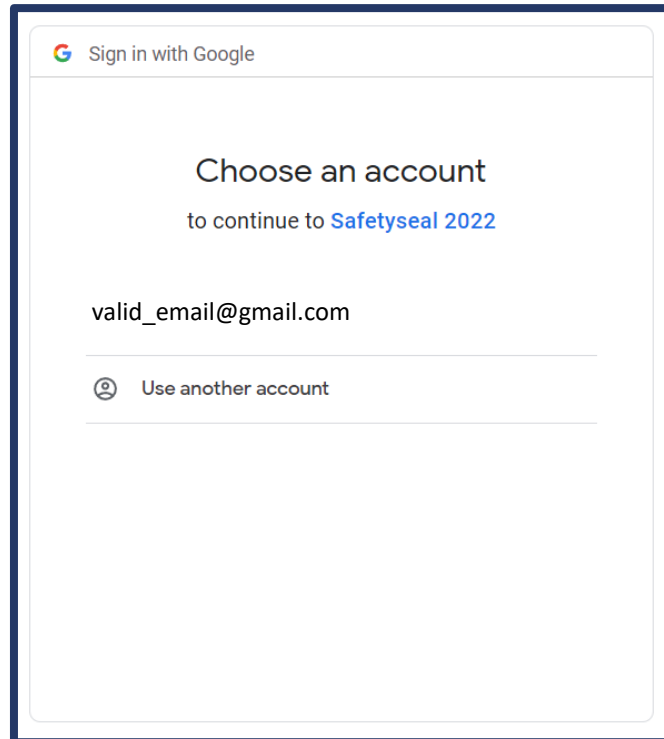
The screenshot shows the 'Application List' page in the SafetySeal application. The page has a dark blue header with the 'SafetySeal' logo and navigation links: 'Dashboard', 'Application', 'Generate Reports', and 'Logout(jsquirante)'. Below the header, the page title is 'Application List' with a breadcrumb link 'Home / Application List'. A 'Filters' section is visible. The main content area shows 'Application List' with a table of entries. At the bottom right, there is a blue 'Add New' button with a plus icon. A large yellow arrow points to this button. Below the table, there is a 'Show 10 entries' dropdown and a 'Search:' input field.



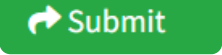
The screenshot shows the 'Manual Application New' page in the SafetySeal application. The page has a dark blue header with the 'SafetySeal' logo and navigation links: 'Dashboard', 'Application', 'Generate Reports', and 'Logout(jsquirante)'. Below the header, the page title is 'Manual Application New' with a breadcrumb link 'Home / Application List / New'. A 'Back' button is visible. The main content area is titled 'CHECKLIST FORM' with a 'Draft' button. The form contains several input fields: 'Control No:', 'Date:', 'Name of Government Agency/ Office:', 'Name of Sub-Office/Unit:', 'Nature of Government Establishment/ Department/ Office/ Unit:', 'Address:', 'Name of Person in Charge:', and 'Contact Details:'. A blue 'Save' button is at the bottom.


# Manual Encode – Upload Signed Checklist

1. Click **+ Add files** to upload signed checklist.
2. System will ask to signin for a valid gmail account.
3. Click Advanced.
4. Click Go to Safetyseal.
5. Select continue or allow.
6. Successful prompt message will appear.
7. Now upload the signed checklist.






# Manual Encode

1. Click  and click proceed button to finish the transaction.
2. Safety Seal No. will generate automatically.

 Confirmation

Are you sure you want to submit this assessment?





 SafetySeal

DashboardApplicationGenerate ReportsLogout(jsquirante)

Manual Application Edit

Home / Application List / Edit



 APPLICATION DETAILS

Approved

Control No:

CTM-01-0001

Safety Seal No.

R4A-LA-03-00076

Date:

02/11/2022

Name of Government Agency/ Office:

DILG IV-A CALABARZON

Name of Government Establishment/ Department/ Office/ Unit:

Finance and Administrative Division (FAD-HR) Unit

Nature of Government Establishment/ Department/ Office/ Unit:

DILG Regional Office

Address:


Andenson Building 1, 3/F Andenson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna

Name of Person in Charge:

Glacie Villanueva

Contact Details:

09482013524


 CHECKLISTS


CTM-01-0001-cd156efc58d14f264597c5c07b3b517c.pdf

View

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# Manual Encode - Renewal

- 1. Locate the application.
- 2. Click  to view applicant details.

 SafetySeal

DashboardApplicationGenerate ReportsLogout(jsquirante)

Application List

Home / Application List



Filters

Application List

Add New

Show10entries

Search:Ctm



CONTROL NO. <div>↑↓</div>	AGENCY NAME & Person in-Charge <div>↑↓</div>	LOCATION <div>↑↓</div>	DATE CREATED <div>↑↓</div>	SAFETYSEAL NO. <div>↑↓</div>	ACTION <div>↑↓</div>
<div>Expired</div> <div>CTM-01-0001</div>	<div>DILG IV-A CALABARZON</div> <div>--Glacie Villanueva--</div>	Andenson Building 1, 3/F Andenson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna	Feb 11, 2021	<div>R4A-LA-03-00076</div> <div><div>Issued</div><div>Feb 11, 2021</div><div>Valid Until</div><div>Aug 11, 2021</div></div>	<div></div>









Showing 1 to 1 of 1 entries (filtered from 50 total entries)

Previous1Next

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# Manual Encode - Renewal

1. Locate the application.
2. Click  to view applicant details.
3. Click  to display application summary.

<div> <div>Show</div> <div>10</div> <div>entries</div> </div> <div> <div>Search:</div> <div>Ctm</div> </div>					
CONTROL NO. 	AGENCY NAME & Person in-Charge 	LOCATION 	DATE CREATED 	SAFETYSEAL NO. 	ACTION 
<div> <div>Expired</div> <div>CTM-01-0001</div> </div>	<div> <div>DILG IV-A CALABARZON</div> <div>--Glacie Villanueva--</div> </div>	<div> <div>Andenson Building 1, 3/F Andenson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna</div> </div>	<div> <div>Feb 11, 2021</div> </div>	<div> <div> <div>R4A-LA-03-00076</div> <div> <div>Issued</div> <div>Feb 11, 2021</div> </div> <div> <div>Valid Until</div> <div>Aug 11, 2021</div> </div> </div> </div>	<div> <div> <div></div> <div></div> </div> </div>

Dashboard   Application   Generate Reports   Logout(jsquirante)


## Application View

[Home](#) / [Application List](#) / Application View

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<b>i Applicant</b>		<b>i Application List</b>			
Agency/Office	DILG IV-A CALABARZON	CONTROL NO	SUB-OFFICE/UNIT	EXPIRATION DATE	STATUS
Person In-Charge	Glacie Villanueva	CTM-01-0001 Feb 11, 2021 12:00 AM	Finance and Administrative Division (FAD-HR) Unit	Aug 11, 2021	Expired
Location	Andersonson Building 1, 3/F Anderson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna				

# Manual Encode - Renewal

1. Click renewal  button to proceed to renewal process.
2. Same details will be loaded to the new application.
3. Update the **control no** then click save as draft.
4. Upload signed checklist.
5. Then click submit.
6. Same Safety Seal no. will be generated.

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1 APPLICATION DETAILS

Renewed

Control No:	Safety Seal No.	Date:
CTM-01-0002	R4A-LA-03-00076	02/11/2022

Name of Government Agency/ Office:  
DILG IV-A CALABARZON

Name of Government Establishment/ Department/ Office/ Unit:  
Finance and Administrative Division (FAD-HR) Unit

Nature of Government Establishment/ Department/ Office/ Unit:  
DILG Regional Office

Address:  
Andenson Building 1, 3/F Andenson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna

Name of Person in Charge:	Contact Details:
Glacie Villanueva	09482013524

☰ CHECKLISTS

CTM-01-0001-ef379e8a7bfb8569d484455bdd88ee99.pdf

View

# Safety Seal Certificate

