



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON

SAFETY SEAL



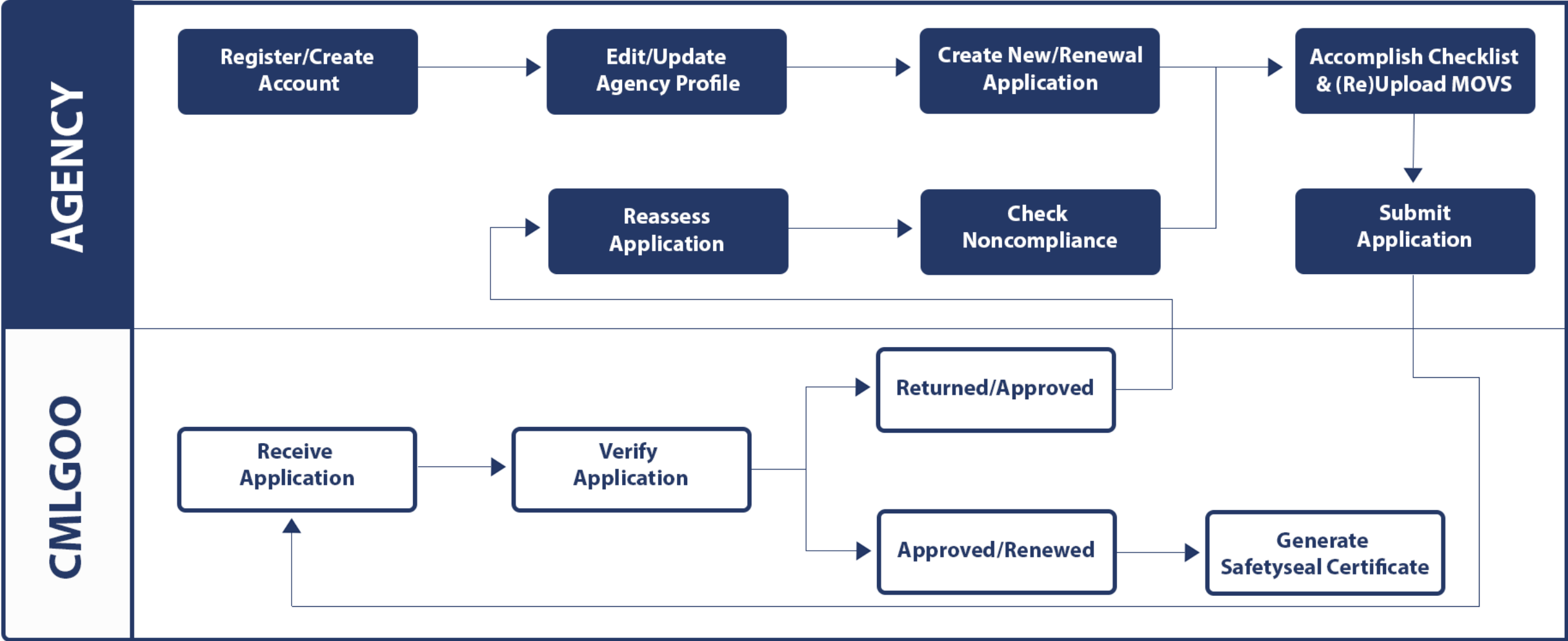
**We follow safety
& health protocols
against Covid-19**

SAFETY SEAL PORTAL USER'S GUIDE

Table of Contents

- Process Flow
- Registration
- Agency Profile
- Account Profile
- Application List
- Apply as New
- Edit/View Application
- Apply for Renewal

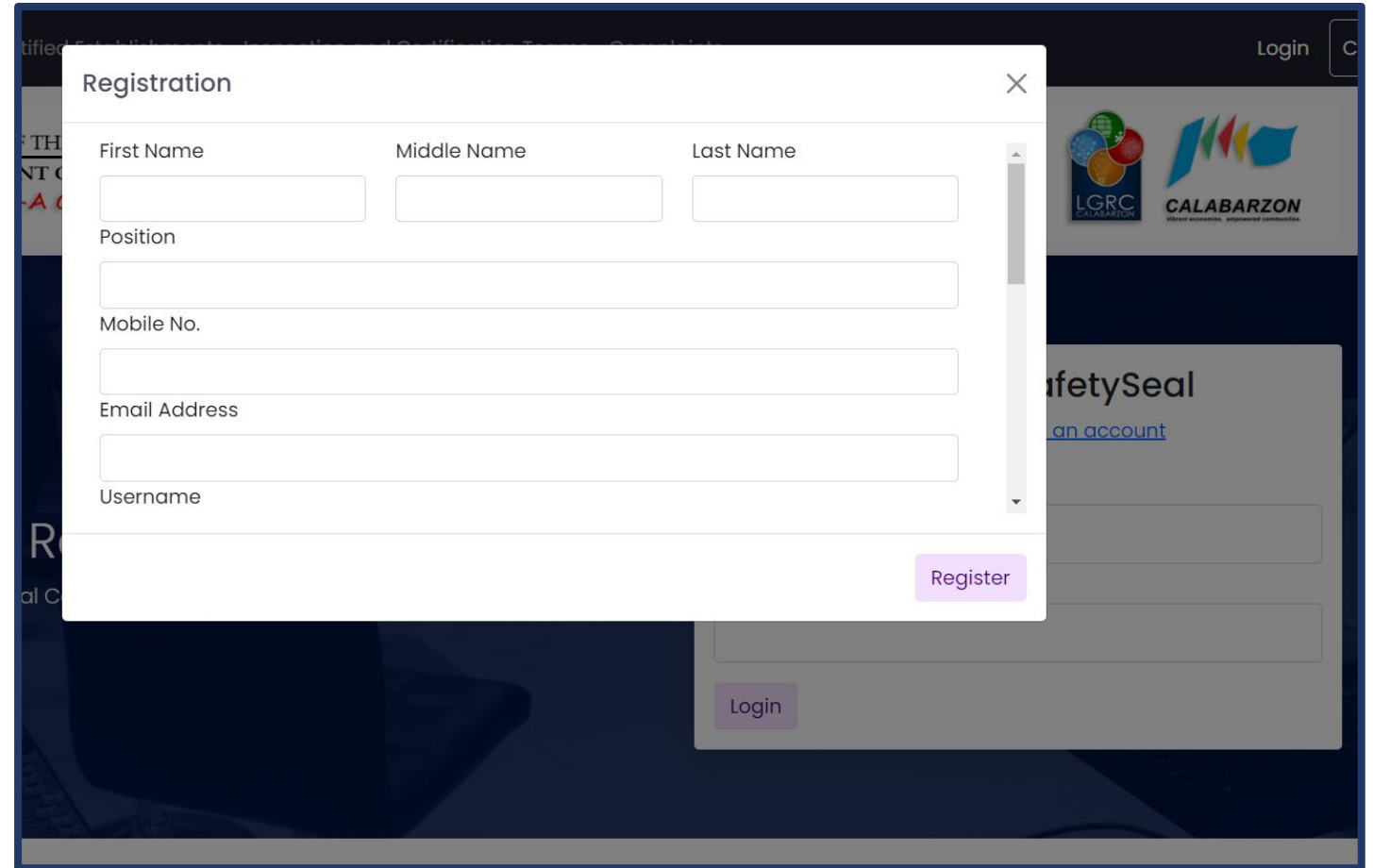
Process Flow



- 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.

Registration

1. Visit <http://safetyseal.calabarzon.gov.ph>
2. Click Login.
3. Click Create an account.
4. Accomplish registration form.
5. Click register button and wait for the email verification sent to your registered email.
6. Go to your registered email and click verify account.



The image shows a registration form titled "Registration" with a close button (X) in the top right corner. The form is overlaid on a website background that includes logos for LGRC CALABARZON and CALABARZON, and text for "SafetySeal" and "an account".

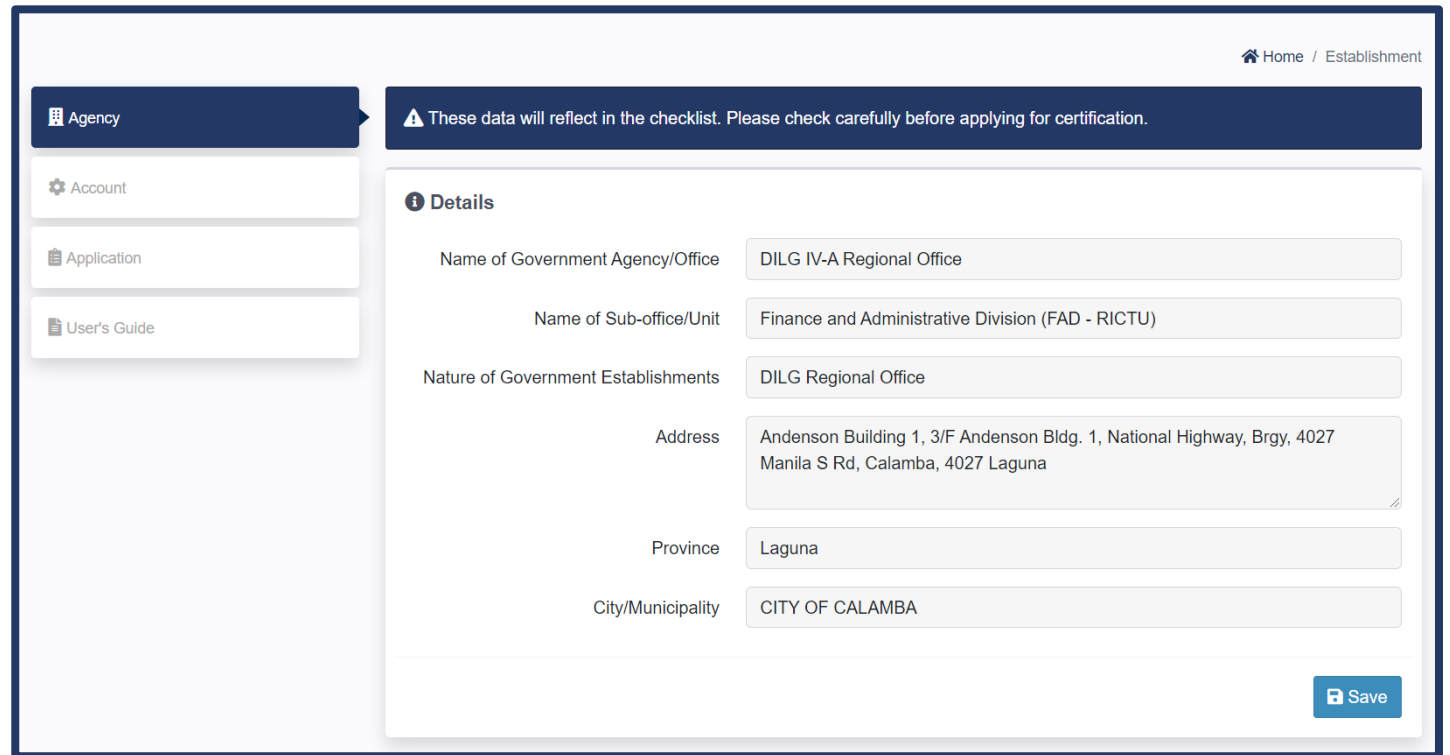
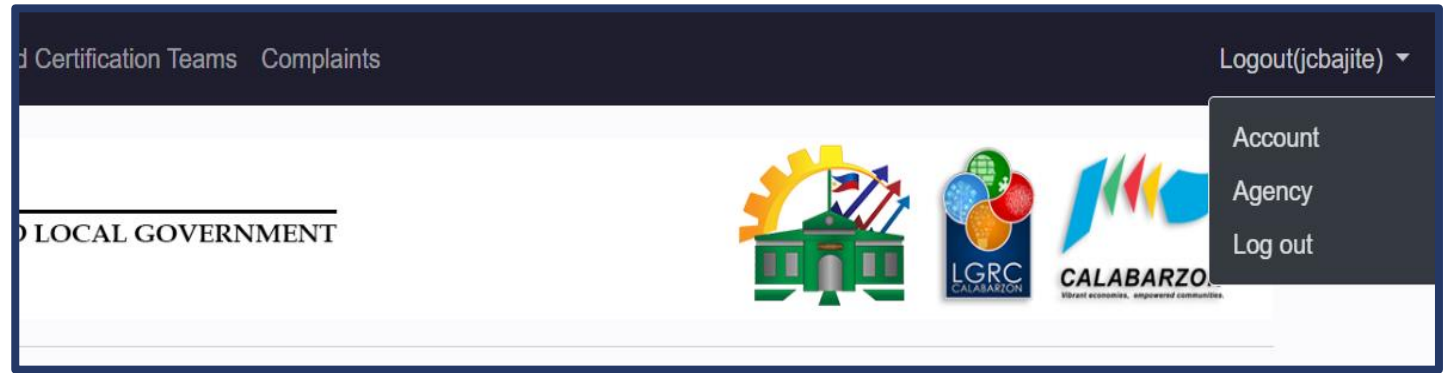
The registration form fields are:

- First Name
- Middle Name
- Last Name
- Position
- Mobile No.
- Email Address
- Username

A purple "Register" button is located at the bottom right of the form. In the background, a "Login" button is visible in the top right corner, and a "SafetySeal" logo is visible on the right side.

Agency Profile

1. Click Logout and select Agency.
2. Details are pre loaded based on the input details during registration.
3. Verify all details are correct.
*Note: Details will reflect in the checklist.
Please check the details carefully.*
4. Click save button.



Home / Establishment

Agency

Account

Application

User's Guide

⚠ These data will reflect in the checklist. Please check carefully before applying for certification.

Details

Name of Government Agency/Office	DILG IV-A Regional Office
Name of Sub-office/Unit	Finance and Administrative Division (FAD - RICTU)
Nature of Government Establishments	DILG Regional Office
Address	Andenson Building 1, 3/F Andenson Bldg. 1, National Highway, Brgy, 4027 Manila S Rd, Calamba, 4027 Laguna
Province	Laguna
City/Municipality	CITY OF CALAMBA

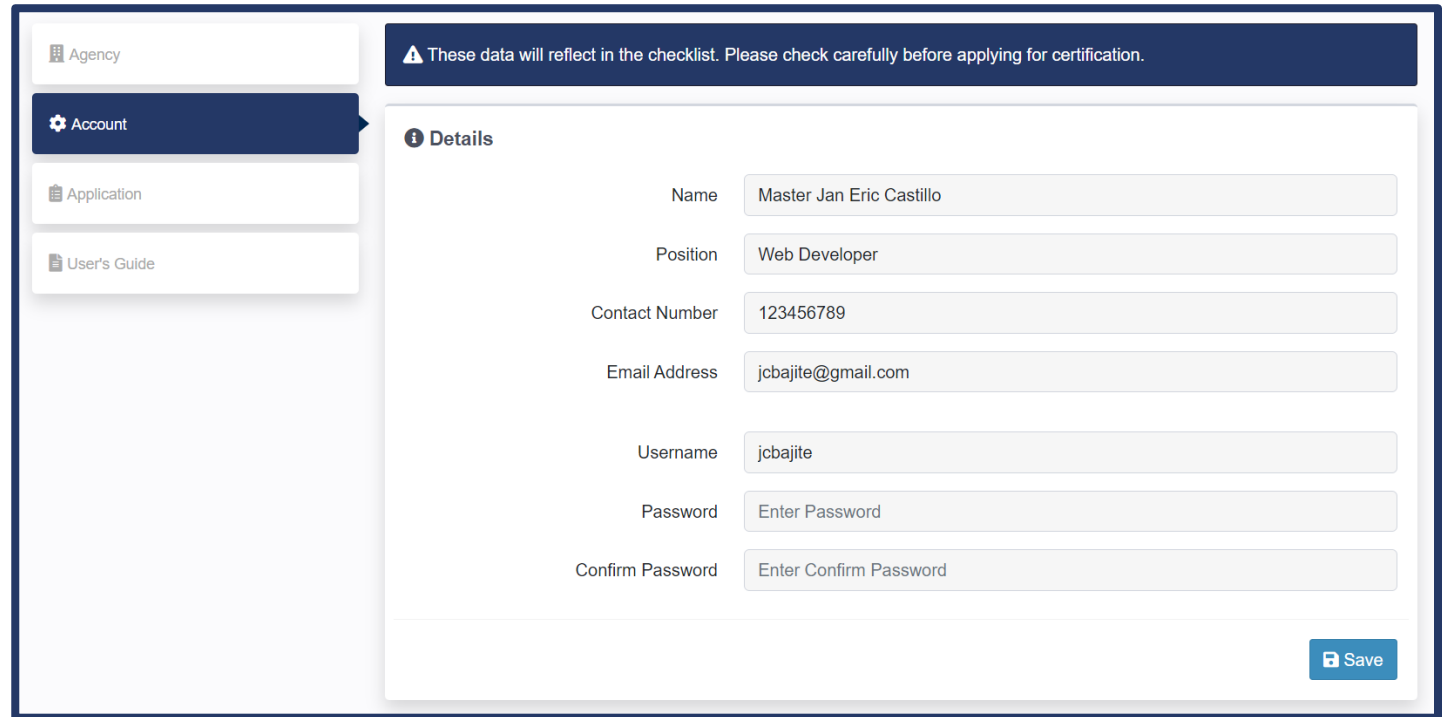
Save

Account Profile

1. Click Account Tab.
2. Details are pre-loaded based on the input details during registration.
3. Verify all details are correct.
Note: Details will reflect in the checklist.
Please check the details carefully.
4. If there is no update in user credentials (username & password) just leave the fields blank.
5. Click save button.



The screenshot shows the 'Agency' tab selected in the left sidebar. A yellow arrow points to the 'Name of Government Agency/Office' field, which contains the text 'DILG IV-A Regional Offi'. A warning banner at the top right states: 'These data will reflect in the checklist. Please check carefully before'.



The screenshot shows the 'Account' tab selected in the left sidebar. The 'Details' section is visible, containing the following pre-filled information:

Field	Value
Name	Master Jan Eric Castillo
Position	Web Developer
Contact Number	123456789
Email Address	jcbajite@gmail.com
Username	jcbajite
Password	Enter Password
Confirm Password	Enter Confirm Password

A warning banner at the top right states: 'These data will reflect in the checklist. Please check carefully before applying for certification.' A 'Save' button is located at the bottom right.

Apply as New

1. Click Application Tab.
2. Click Appy button.
Note: System will only accept one (1) application per applicant.
3. Then checklist form will appear.
4. Click save button.

[Back](#)

CHECKLIST FORM

Control No.:
2022-_____

Date Registered:
February 10, 2022

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

Name of Sub-Office/Unit:
Finance and Administrative Division (FAD - RICTU)

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

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

Name of Person in Charge:
Master Jan Eric Castillo

Contact Details:
123456789

[Save](#)

[Account](#)


[Application](#)

[User's Guide](#)



[Details](#)

NameMaster Jan Eric Castillo

PositionWeb Developer



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON



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

[Agency](#)

[Account](#)

[Application](#)

[User's Guide](#)

System will not accept new transaction if applicant has existing

Application List






CONTROL NO.	ESTABLISHMENT	STATUS	EXPIRATION
No data available			

[Apply](#)

SAFETY SEAL CERTIFICATION

The Safety Seal Certification is a voluntary certification scheme that affirms that an establishment is compliant with the minimum public health standards set by the government and uses or integrates its contact tracing with [staysafe.ph](#).

STAY CONNECTED



Apply as New

1. Accomplish checklist form.
2. To upload MOVS.
3. Click Upload button and locate the file.
4. Then click save button.




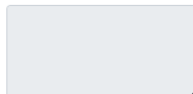

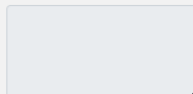

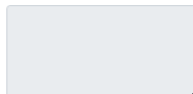

Attachments – Checklist #1

Allowed File Size: 10MB
Allowed File Type: 'pdf', 'png', 'jpeg', 'jpg', 'xls', 'word'

Choose Files No file chosen

Close Save

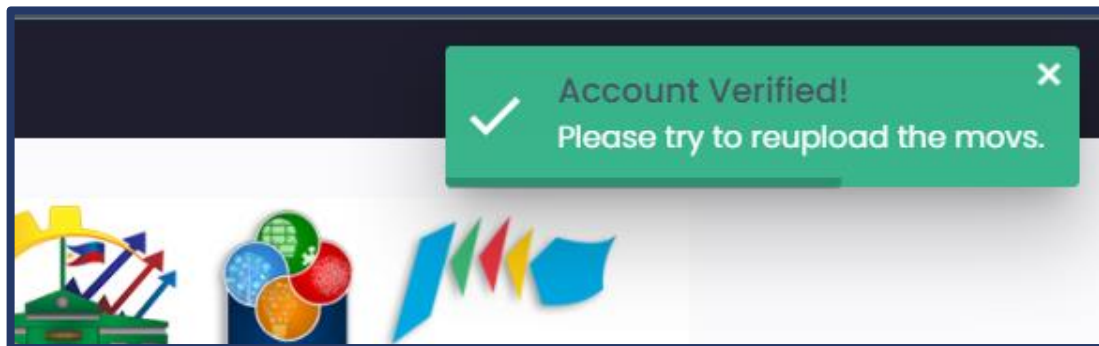
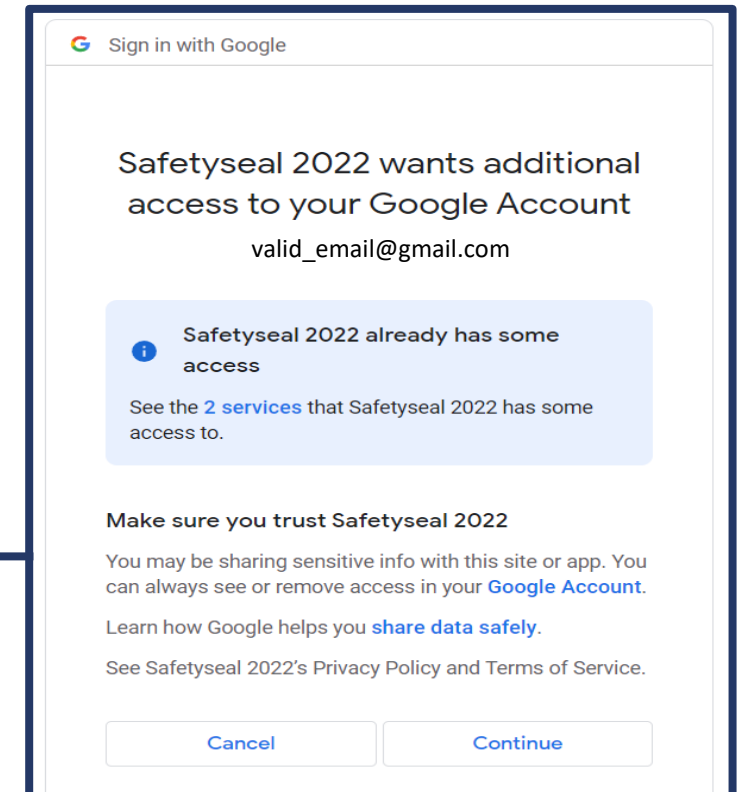
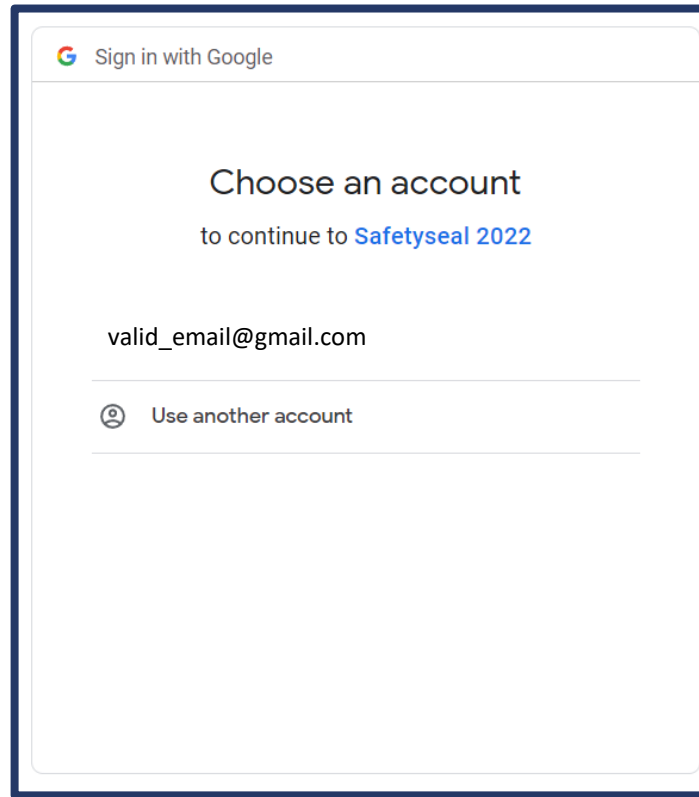
Instruction: (✓) Check the appropriate box (Yes/No), if the following requirement is provided

#	REQUIREMENTS	MOVs to be Produced/ Uploaded	YES	NO	N/A	Reason why N/A	Attachments
1	Use of StaySafe.ph or any contact tracing tool integrated with the same <input type="radio"/> StaySafe.ph <input type="radio"/> Other	<ul style="list-style-type: none">StaySafe QR CodeIf implementing own CT app, IA will verify DILG CO if it is integrated with StaySafeUse of manual CT may be considered at the moment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		  
2	Availability of temperature or thermal scanner (e.g. thermal gun) to assess employees, clients and visitors	<ul style="list-style-type: none">Photo of the entrance with thermal scanner/temperature checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Availability of health declaration sheet for employees and clients	<ul style="list-style-type: none">NA if there is an online CT. If no CT, a photo of the form required to be filled up by employees and clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Availability of isolation area for identified symptomatic employees	<ul style="list-style-type: none">Photo of the designated areaInternal Memo designating the same (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save as Draft Submit

Apply as New

1. For initial upload, the user is required to login to an existing google account.
2. Select the account.
3. Click continue or allow.
4. Successful prompt message will appear.
5. Now upload the movs.



Apply as New

1. Click submit button once checklist has been accomplished.
2. Click checkbox to enable proceed button
3. Then click proceed to submit the application.

Proceed

☒ 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.

Jan Eric Castillo / 02-10-2022

Name of Person in Charge / Date

Close

Proceed

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


#	REQUIREMENTS	MOV's to be Produced/ Uploaded	YES	NO	N/A	Reason why N/A	Attachments
12	Established referral system for medical and psychosocial services.	• Copy of MOA/Implementing Procedures re referral system for medical and psychosocial services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<div>Upload</div> <div>View</div>
13	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.	• Memo specifying the name/s of the safety officer/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<div>Upload</div> <div>View</div>
14	Availability of storage facility for proper collection, treatment, and disposal of used facemasks and other infectious wastes.	• Photo of the disposal facility/ mechanism for infectious waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<div>Upload</div> <div>View</div>

Save as Draft



Submit

Edit/View Application

1. Go to Application Tab.
2. Click view button to go to Application Summary page.
3. Click print button to download answered checklist.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON




Home / Application List


Agency



Account

Application

User's Guide

 System will not accept new transaction if applicant has existing application.

 Application List

CONTROL NO.	ESTABLISHMENT	STATUS	EXPIRATION	
2022-04088	Finance and Administrative Division (FAD - RICTU)	For Receiving	---	 

SAFETY SEAL CERTIFICATION

STAY CONNECTED

The Safety Seal Certification is a voluntary certification scheme that

Edit/View Application

- 1. This page contains the application details, approval history and application history.
- 2. Once application has been submitted, Applicant will wait for the approval of the assessor.

Home / Application List / Application

Back

Application

Control No

2022-04088

Contact Tracing Tool

StaySafe.ph

Date Created

Feb 10, 2022 10:55 AM

Establishment

Finance and Administrative Division (FAD - RICTU)

Status

Safetyseal No

Issued On

Valid Until

For Receiving

14/14 Uploaded MOVS

100% Self Assessment

Application is now waiting for CMLGOO's response.

Approval History

DATE	USER	ACTION	REMARK
23 min(s) ago Feb 10, 2022 11:48 AM	Jan Eric Castillo	Update	Application 2022-04088 submitted For Receiving
23 min(s) ago Feb 10, 2022 11:40 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04088 for Checklist #CL14
44 min(s) ago Feb 10, 2022 11:40 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04088 for Checklist #CL13
27 min(s) ago Feb 10, 2022 11:39 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04088 for Checklist #CL12
40 min(s) ago Feb 10, 2022 11:39 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04088 for Checklist #CL11
8 min(s) ago Feb 10, 2022 11:38 AM	Jan Eric Castillo	Update	Uploaded 1 attachment to 2022-04088 for Checklist #CL10

Application History

SAFESEAL NO.	DATE	ISSUED DATE	EXPIRATION DATE	STATUS
No data available				

Edit/View Application

1. If application is approved. Safety Seal certificate will be available for download.
2. If application is disapproved. Please follow the same procedure in applying for certification.

Agency

Account




Application

User's Guide

Home / Application List

System will not accept new transaction if applicant has existing application.

Application List

CONTROL NO.	ESTABLISHMENT	STATUS	EXPIRATION	
2022-04088	Finance and Administrative Division (FAD - RICTU)	Approved	Aug 10, 2022	  

SAFETY SEAL CERTIFICATION

STAY CONNECTED



SAFETY SEAL



We follow safety & health protocols against Covid-19




Safetyseal No : R4A-LA-03-00072

Date Issued : February 10, 2022

Valid Until : August 10, 2022

Apply for Renewal

1. Go to Application Tab.
2. Click the view button.
3. Click renewal  button to proceed.
4. Follow same procedure in applying as new application.

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

Agency



Account

Application

User's Guide

System will not accept new transaction if applicant has existing application.




Application List

CONTROL NO.	ESTABLISHMENT	STATUS	EXPIRATION	
2022-04088	Finance and Administrative Division (FAD - RICTU)	Expired	Aug 10, 2021	 

SAFETY SEAL CERTIFICATION

STAY CONNECTED



The Safety Seal Certification is a voluntary certification scheme that affirms that an establishment is compliant with the minimum public health


  

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

Back

Application

Control No	2022-04088	Contact Tracing Tool	StaySafe.ph
Date Created	Feb 10, 2021 10:55 AM	Status	Expired
Establishment	Finance and Administrative Division (FAD - RICTU)		 14/14 Uploaded MOVS
Safetyseal No	R4A-LA-03-00072		 100% Self Assessment
Issued On	Feb 10, 2021		
Valid Until	Aug 10, 2021		



Apply for Renewal






1. If application is approved. Same Safety Seal certificate will be issued.
2. If application is disapproved. Please follow the same procedure in applying for certification.

[Agency](#)
[Account](#)
[Application](#)
[User's Guide](#)

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

⚠ System will not accept new transaction if applicant has existing application.

📅 Application List

CONTROL NO.	ESTABLISHMENT	STATUS	EXPIRATION	
2022-04089	Finance and Administrative Division (FAD - RICTU)	Renewed	Aug 10, 2022	  
2022-04088	Finance and Administrative Division (FAD - RICTU)	Expired	Aug 10, 2021	 



SAFETY SEAL



We follow safety & health protocols against Covid-19

Safetyseal No : R4A-LA-03-00072
Date Issued : February 10, 2022
Valid Until : August 10, 2022

Safety Seal Certificate

