

Section 1. Creation and Composition of the Inspection and Certification Committee.

The Inspection and Certification Committee (ICC) of the Municipality of Quezon for purposes of ascertaining compliance and inspecting of business establishments to Minimum Public Health Standards (MPHS) and of issuing certificates and seal as proof thereof is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:

Chairman: Mr. Jhon Errol D. Sis Perez, MDRRMO/PIO-Designate
Members: Ms. Laurice Pla O. Arandela, MLGOO
Dr. Jeremiah Carlo V. Alejo, MHO
Mr. Jeffrey M. Paclibon, Acting Municipal Treas./BPLO
PLT Leo U Lagrazon, COP-QMPS
SFO1 Francis Marsler E. Oliveros, OIC-BFP
Mr. Raywuel V. Escolano, MENRO-Designate
Ms. Jocelyn M. Valencia, PESO – Designate
Mr. Rei Jericoh Badinas, Tourism Operation Officer
Ms. Victoria T. Gonzales, Business Counselor-DTI

Section 2. Scope of Authority.

The following business establishments shall be under the scope of authority of the ICC of the Municipality of Quezon, pursuant to DILG Memorandum No. 2021-053, namely:

- a. Malls
- b. Wet Markets
- c. Retail stores
- d. Restaurants outside resorts/hotels
- e. Fastfood, eateries, coffeeshops
- f. Banks, money changers, pawnshops, remittance centers
- g. Car wash
- h. Laundry service centers
- i. Arts galleries, libraries, museums, zoo
- j. Sports centers
- k. Tutorial, testing and review centers
- l. Gyms
- m. Spas
- n. Cinemas
- o. Arcades
- p. All other private establishments

Section 3. Functions.

The ICC shall perform the following functions:

- a. Create as many Inspection Teams, as may be necessary, depending on the number of business establishments, mentioned in the preceding paragraph;
- b. Ensure that the business establishments meet and comply to all eligibility requirements as provided under Section 1 of JMC Memorandum Circular No. 21-01;

- c. Develop, with the help of the Business Permits and Licensing Office (BPLO), the Municipal Health Office (MHO), the Department of Interior and Local Government (DILG) Quezon Field Office, and other concerned offices, the checklists that shall enumerate the eligibility requirements in an easy-to-understand format, including the provision thereof in Filipino;
- d. Enforce the Certification Procedures outlined in Section 4 of JMC Memorandum Circular No. 21-01;
- e. Establish, if necessary a microsite, or a dedicated section in the official LGU website, which shall contain the following information:
 - 1. Implementing Guidelines of the Safety Seal Certification Program;
 - 2. Checklist for the type of Establishments Covered by the Municipality of Quezon (refer to Section 2 hereof);
 - 3. List of All Establishments Issued with Safety Seal, including the Status, whether Active, Revoked, or Reinstated;
 - 4. Complaint Hotlines;
 - 5. Request Form for Reassessment or Reinstatement of Safety Seal ;
- f. Grant Safety Seal to successfully compliant business establishments. The design and format of the Safety Seal shall be in accordance with the Official Safety Seal Design issued by the DILG. No Safety Seal shall be awarded without a valid business permit issued to the business establishment concerned;
- g. Exercise the right to order the suspension of operations of the business establishment, if any violation of minimum health standards is found and until corrective actions have been undertaken;
- h. Enforce the following, in accordance with JMC Memorandum Circular No. 21-01, namely:
 - 1. Complaints Handling, under Rule IV, including the installation of a dedicated hotline to receive inquiries, complaints and similarly-situated concerns, and the referral to the appropriate Issuing Authority should the concern emanate from an establishment not included in Section 2 hereof; and
 - 2. Renewal, Revocation Reinstatement, under Rule V.
- i. Prepare a Record of the Business Establishments awarded with the Safety Seal, and post the list in the microsite mentioned in Section 3 (e) for transparency purposes;
- j. Submit periodic reports, which shall include, but not limited to, the number and nature of business establishments awarded the Safety Seal, the number and nature of complaints and concerns received, the number and the reasons for decisions for reinstatement among others.

Section 4. Effectivity Clause.

This Executive Order shall take effect upon its signing, and it shall remain in full force and effect until repealed, revoked or amended accordingly.

DONE on this 15th day of June 2021 in the Municipality of Quezon, Quezon.


MA. CARIDAD P. CLACIO
Municipal Mayor