Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

OFFICE CIRCULAR NO. 2021-002
21 June 2021

SUBJECT: Supplemental Guidelines and Amendments to Office Circular Nos. 2020-006 and 2020-008 (Interim Administrative Protocols)

Supplemental guidelines and amendments to Office Circular Nos. 2020-006 dated 10 May 2020 and 2020-008 dated 19 August 2020, *re: Interim Administrative Protocols in the Insurance Commission During the Community Quarantine in the Philippines Due to COVID-19 Pandemic*, are hereby issued to further ensure the safety and health of all Insurance Commission (IC) personnel and its stakeholders:

1. **PERSONAL PROTECTION AND HYGIENE**

1.1. Respiratory Hygiene and Cough Etiquette

1.1.1. **Wearing of a cloth mask over a medical procedure mask (DOUBLE MASKING) is encouraged**, as experimental simulations conducted by the US Centers for Disease Control and Prevention (CDC) showed that receiver's exposure was maximally reduced (>95%) when the source and the receiver were fitted with modified medical procedures masks.

2. **SCREENING PROCEDURES**

2.1. Sections 6.1.4, 7.1.5 and 8.1.4 of Office Circular No. 2020-006 *re:* ***Health Screening Form*** are hereby amended:

2.1.1. The Health Screening Form shall be accomplished ***ONLINE*** using the ***StaySafe.PH System***, owned by the Department of Interior and Local Government (DILG), and approved by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) in its Resolution No. 109 dated 10 April 2021.

2.1.2. The StaySafe.PH system was adopted by the IATF as the official social-distancing, COVID-19 health-condition reporting, and contact tracing system of the government.

2.1.3. Registration to the StaySafe.PH system may be completed through its website, https://www.staysafe.ph/, or through download of the application system at Google Play or Apple App Store. The StaySafe.PH Public User Module is attached for reference.

2.2. Everyone is responsible in **DISCLOSING TRUTHFUL AND ACCURATE INFORMATION** regarding their health condition and any exposure to COVID-19 in the Online Health Screening Form, including reporting and/or

respond to COVID-19 surveillance and response **(CONTACT TRACING)**. Non-cooperation may be penalized in accordance with Republic Act (RA) No. 11332 *(Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act)*, RA No. 11469 *(Bayanihan to Heal as One Act)*, and other applicable laws, rules and regulations.

3. **SAVING CLAUSE**

Cases not covered and other clarifications regarding the implementation of this Circular shall be addressed via email to the Office of the Insurance Commissioner (ocom@insurance.gov.ph), copy furnished the Office of the Deputy Insurance Commissioner – Management Support Services Group (eh.balmes@insurance.gov.ph).

4. **SEPARABILITY CLAUSE**

If for any reason, any section or provision of this Circular needs to be amended to take into consideration relevant government rules and regulations, the remainder of this Circular shall not be affected by such declaration and shall remain in force and effect.

5. **EFFECTIVITY**

This Office Circular shall take effect immediately.

DENNIS B. FUNA
Insurance Commissioner

StaySafe.PH Public User Module

Information Systems and Technology Management Service (ISTMS)

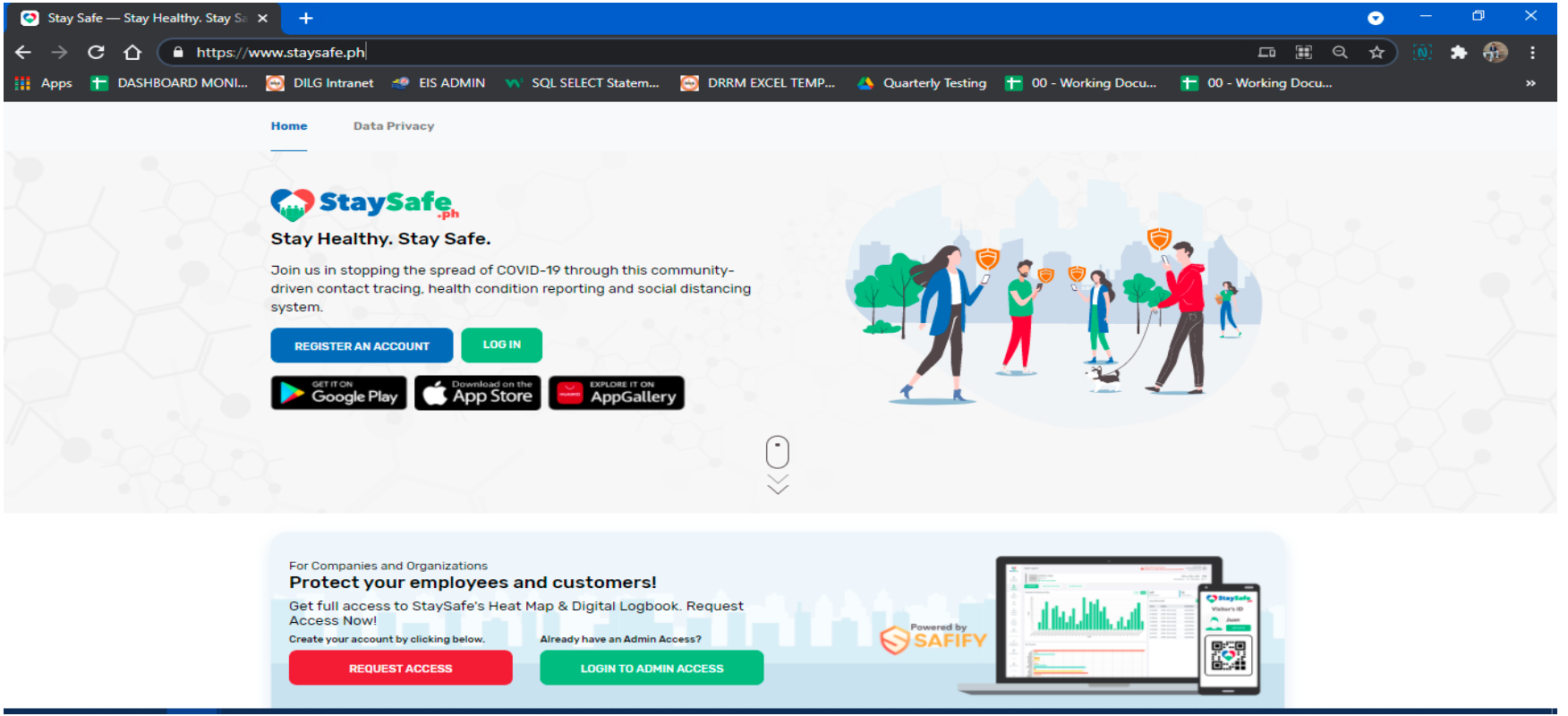
How to use StaySafe PH App

- Registration thru (Website/ Mobile App)
- How to Scan QR
- How to Update Health Status
- How to Update/Edit Information of User
- Creation of Visitor’s QR ID
- StaySafe Mobile App Features

Registration thru Website

1) Go to www.staysafe.ph then Click “Register an account”
2) Click “next” to read the overview of the app or “skip”
3) Enter your mobile number, check the box for “Terms and Conditions” and “reCAPTCHA” then click “REGISTER NOW”
4) Enter the OTP that you received thru SMS then it’ll automatically proceed to next step.
5) Create your password then click “CONTINUE”
6) Create your Code name
7) Create your 6 digit PIN then click “CONTINUE TO MY ACCOUNT”
8) Enter your Age, Gender and select if you have any current symptoms in the following then click “SAVE”
9) Answer the health checklist then click “SUBMIT”
10) You are now successfully registered to StaySafe PH.

Step 1: Go to www.staysafe.ph then Click “Register an account”



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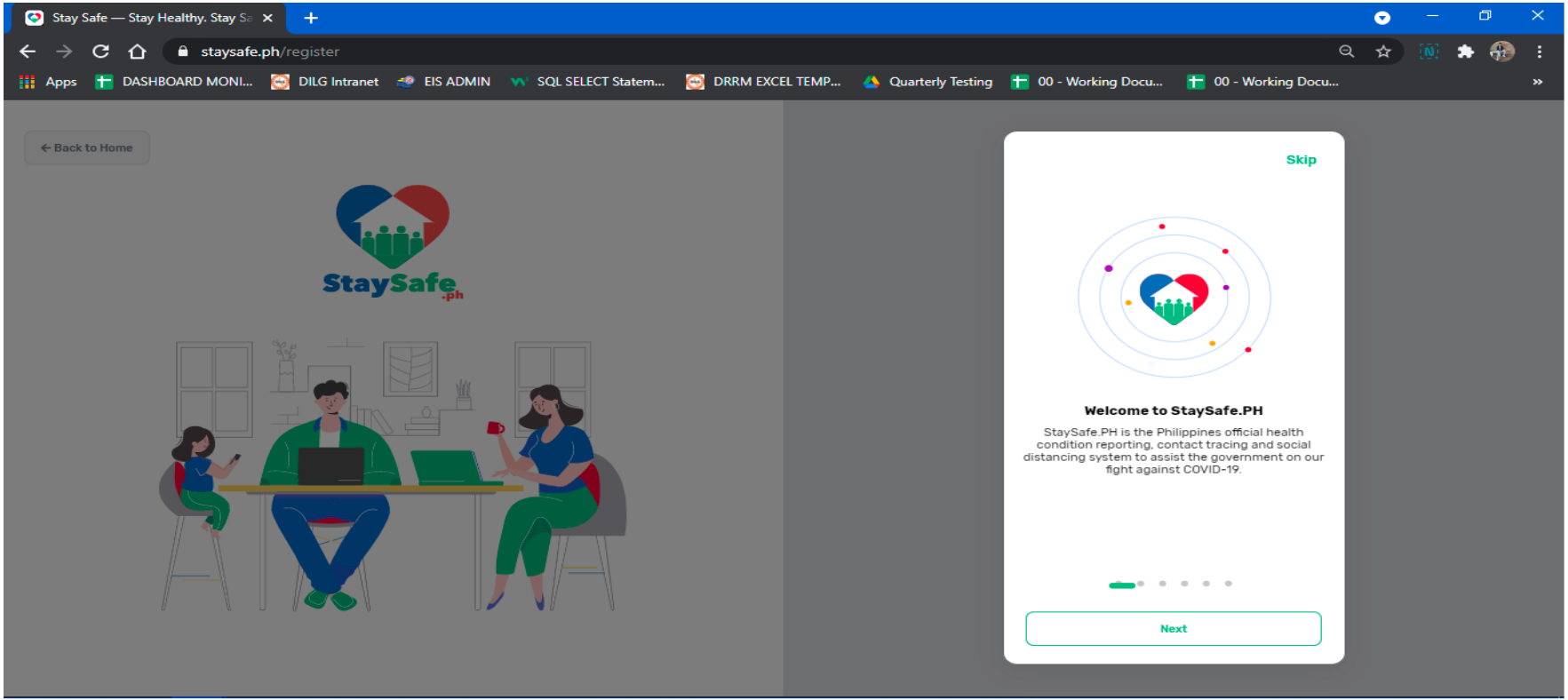
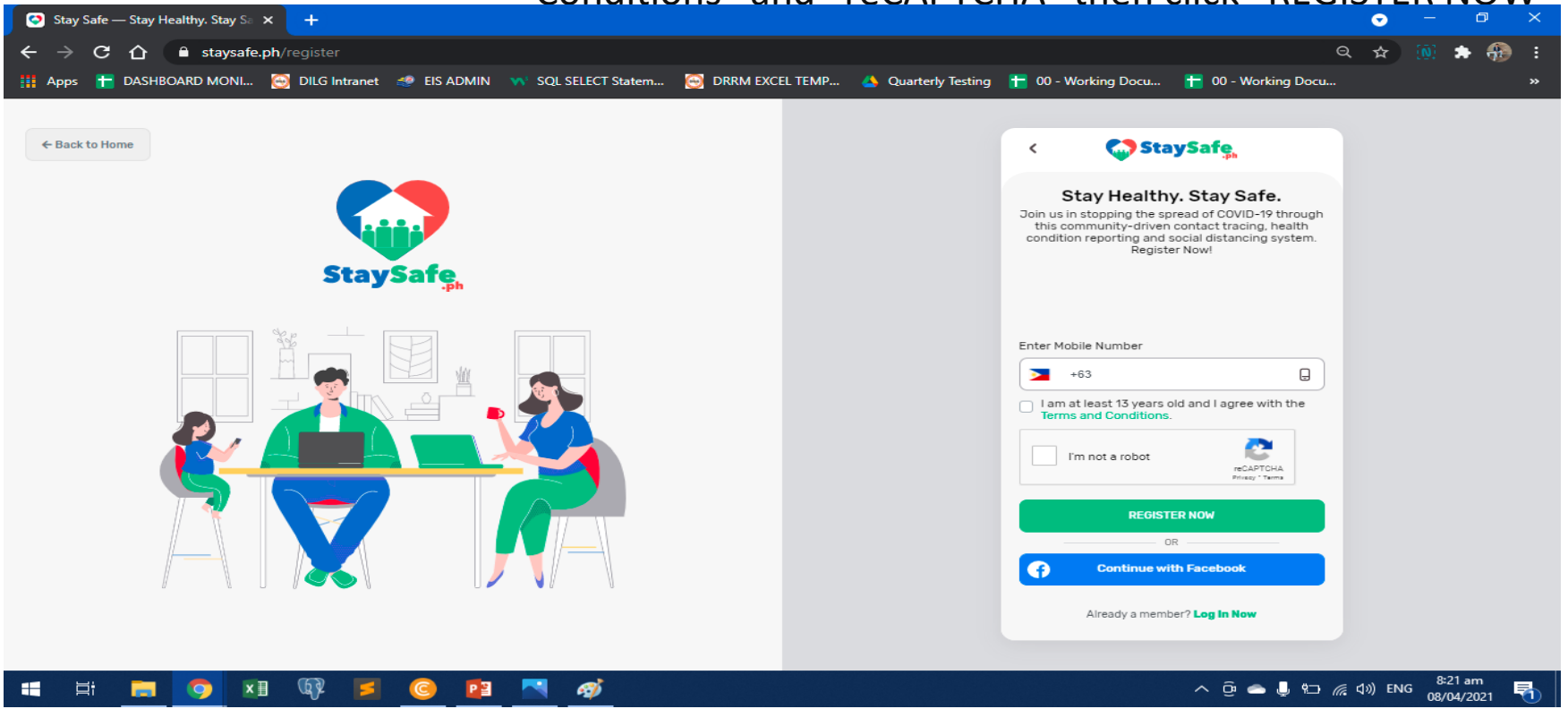
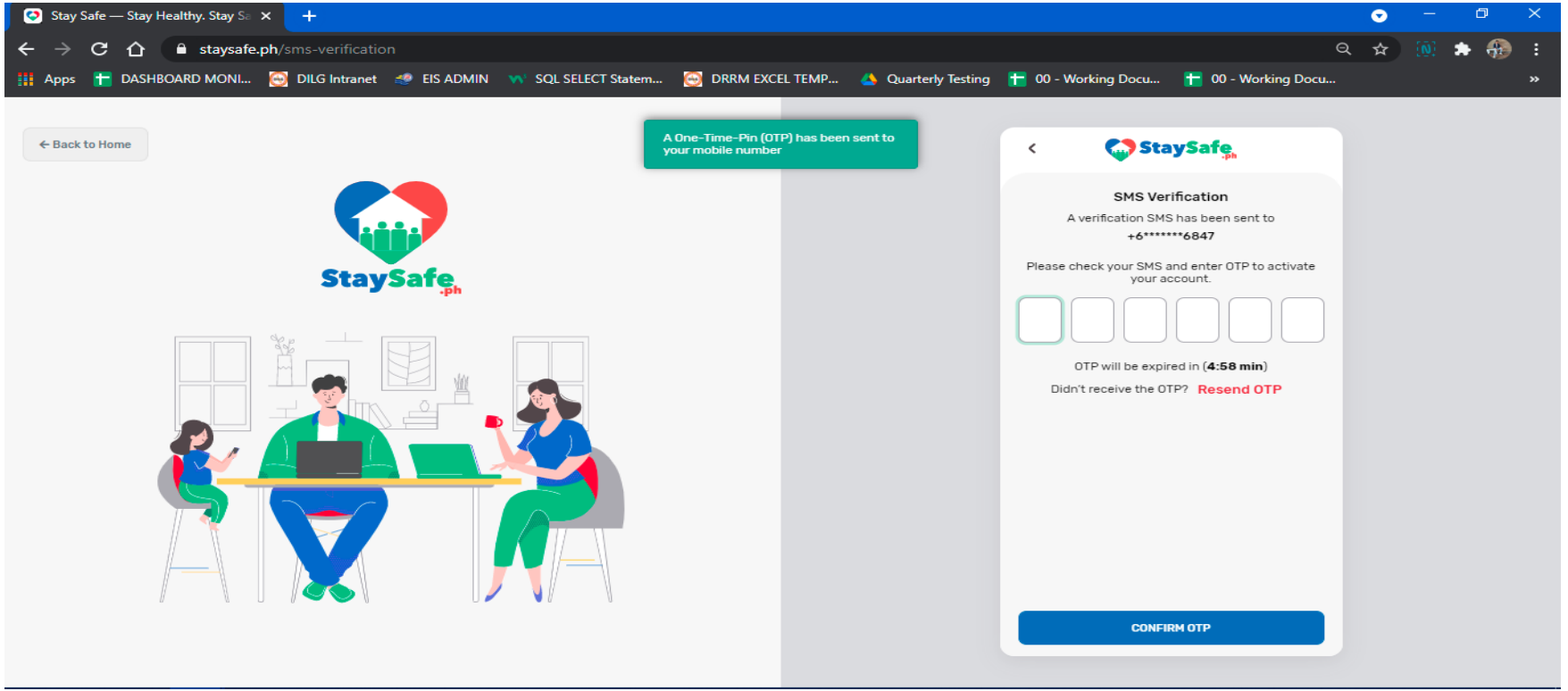


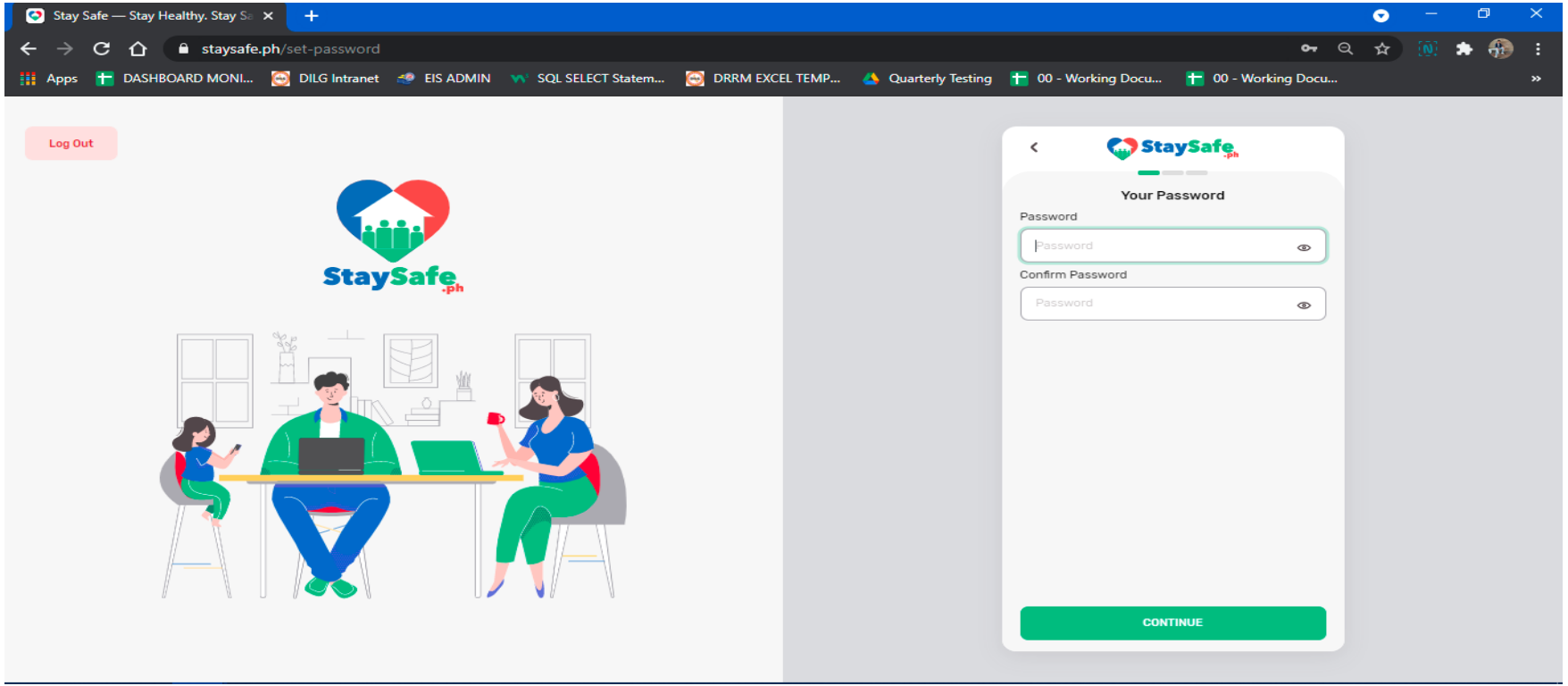
Step 3: Enter your mobile number, check the box for “Terms and Conditions” and “reCAPTCHA” then click “REGISTER NOW”



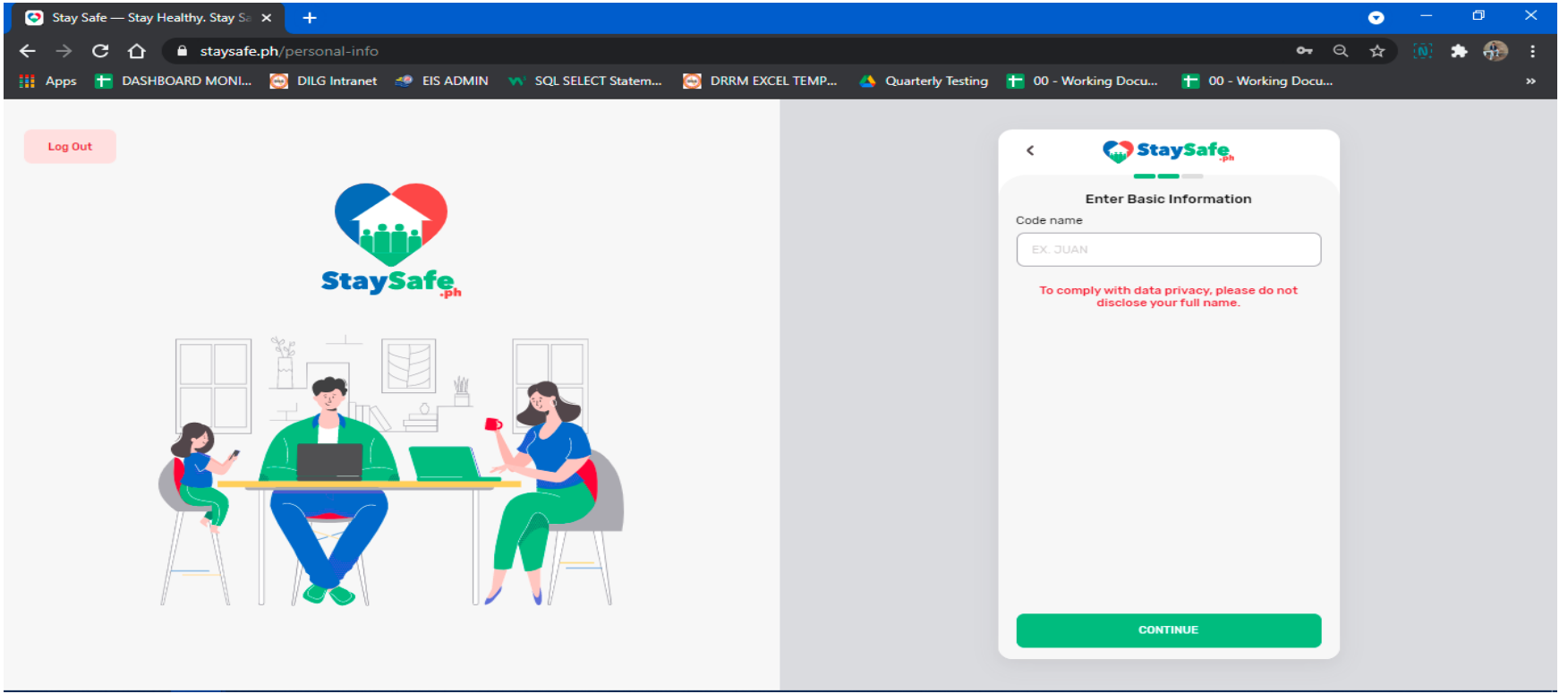
Step 4: Enter the OTP that you received thru SMS then it'll automatically proceed to next step



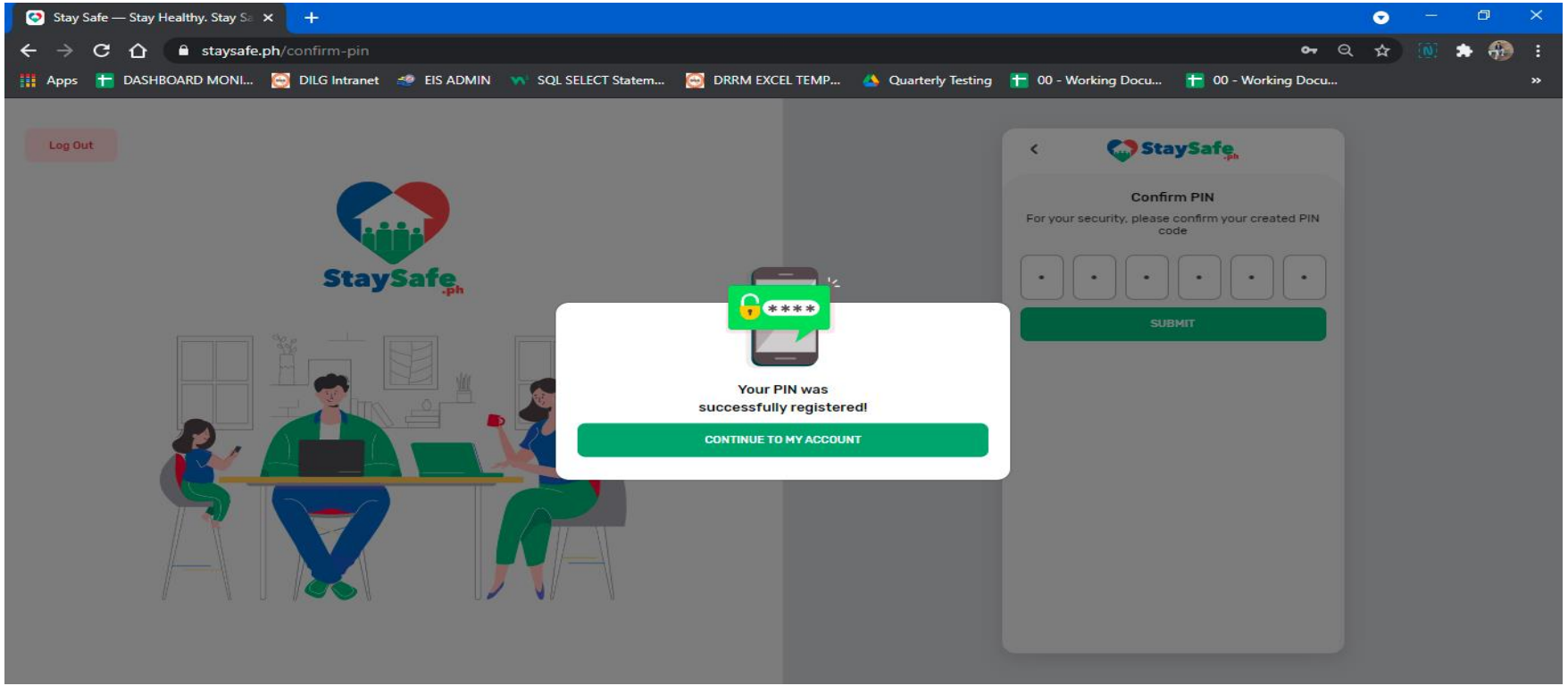
Step 5: Create your password then click “CONTINUE”



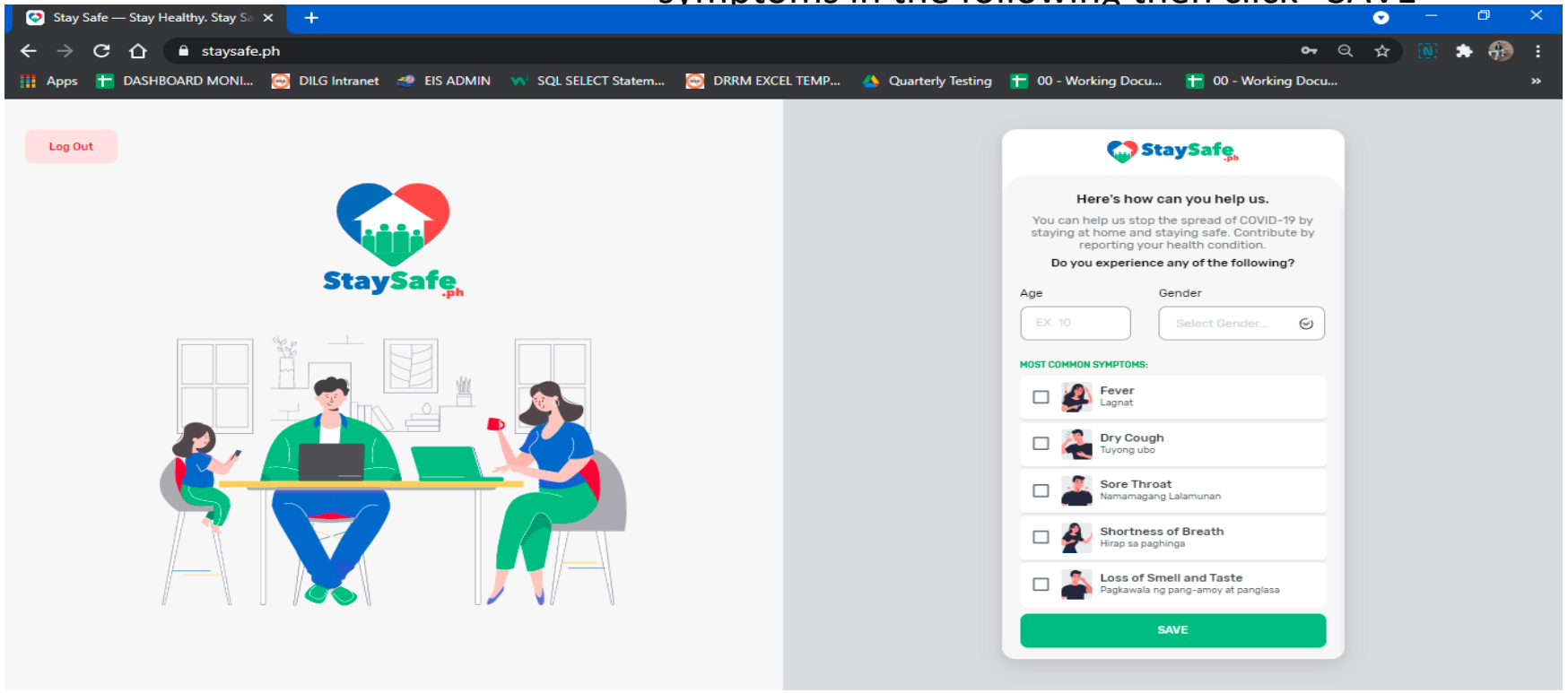
Step 6: Create your Code name



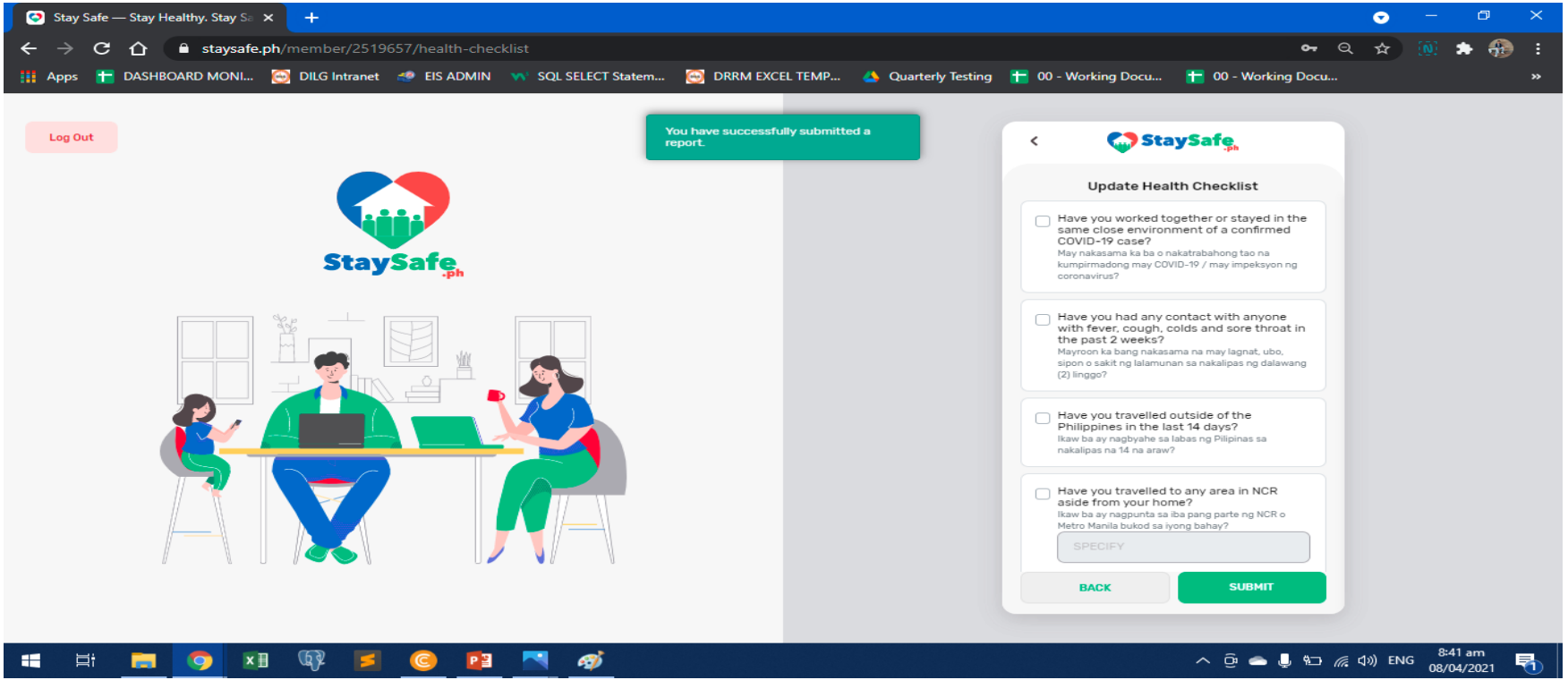
Step 7: Create your 6 digit PIN then click “CONTINUE TO MY ACCOUNT”



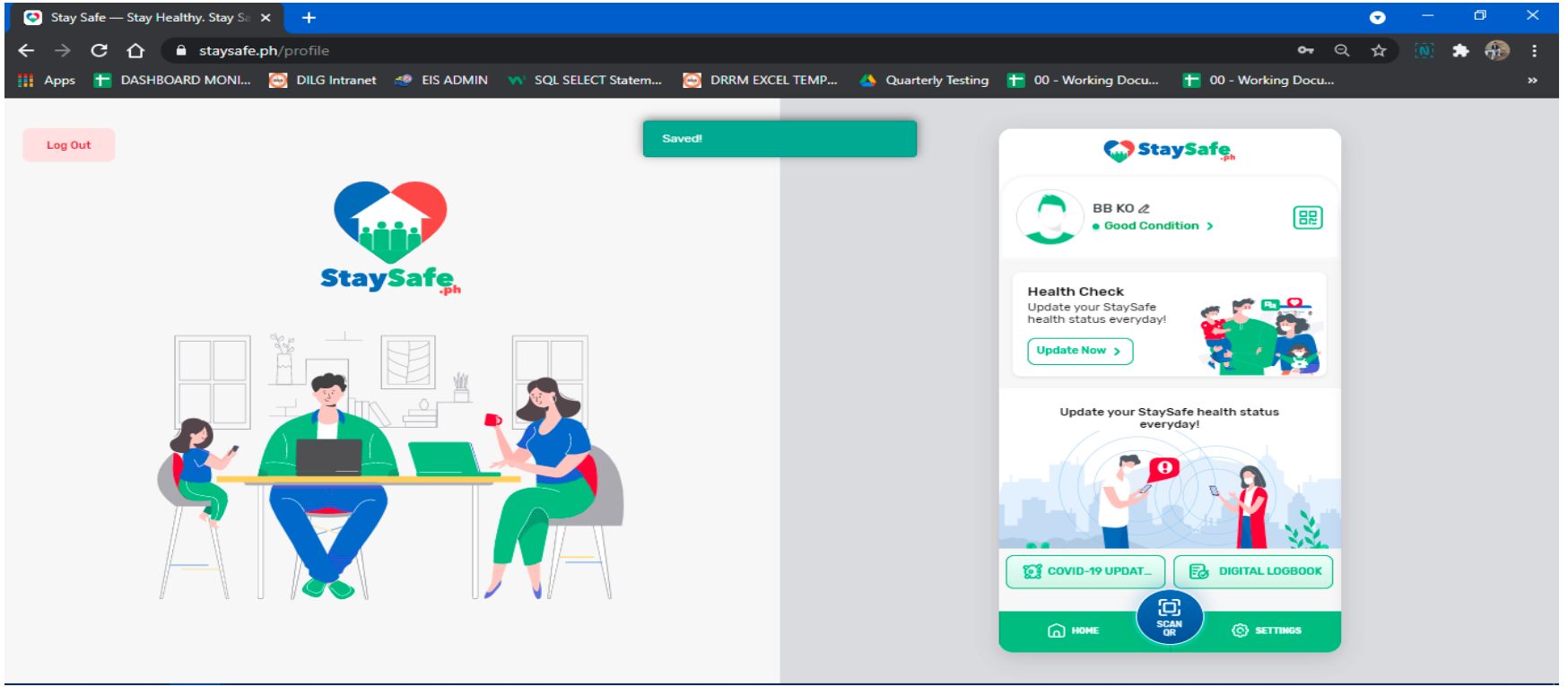
Step 8: Enter your Age, Gender and select if you have any current symptoms in the following then click “SAVE”



Step 9: Answer the health checklist then click “SUBMIT”



Step 10: You are now successfully registered to StaySafe App



Registration thru Mobile App

1) Go to Play Store or App Store, search for StaySafe PH then tap “install”
2) Open StaySafe app, tap “REGISTER NOW” enter your mobile number, check “Terms and Conditions” then tap “REGISTER NOW”
3) Enter the OTP number that you received thru SMS then it’ll automatically proceed to next step.
4) Create your password then click “CONTINUE”
5) Create your Code name
6) Tap “UPLOAD PHOTO or SKIP”
7) Create your 6 digit PIN tap check icon “ “ then tap “CONTINUE TO MY ACCOUNT”
8) Enter your Age, Gender and select if you have any current symptoms in the following then tap “SAVE” then tap “ACCEPT” Privacy Policy
9) You are now successfully registered to StaySafe PH.

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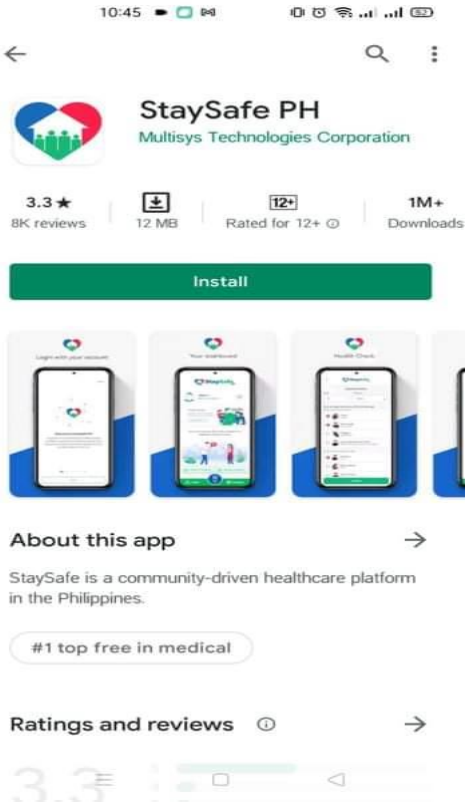

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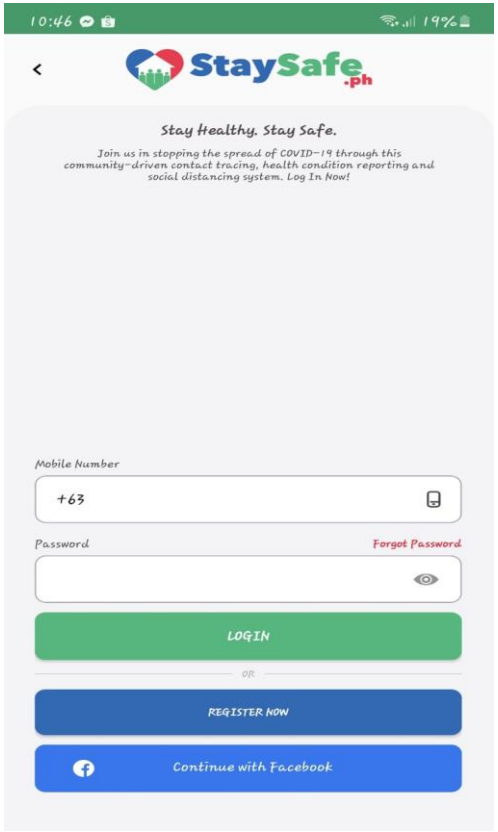

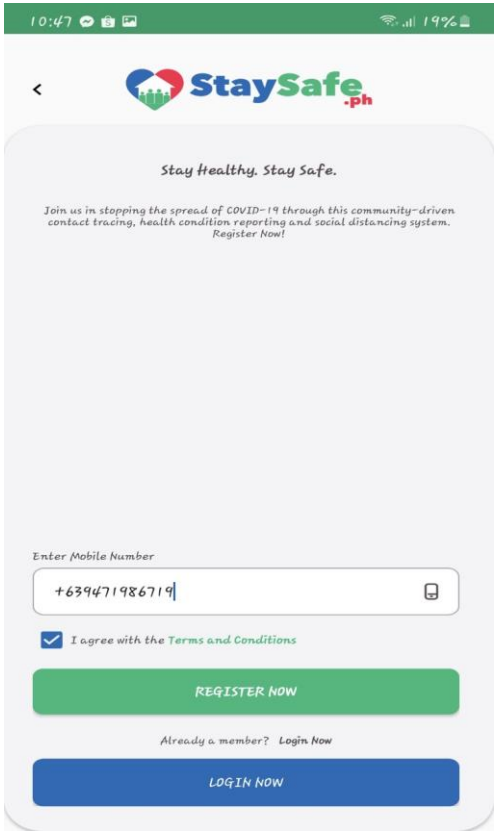

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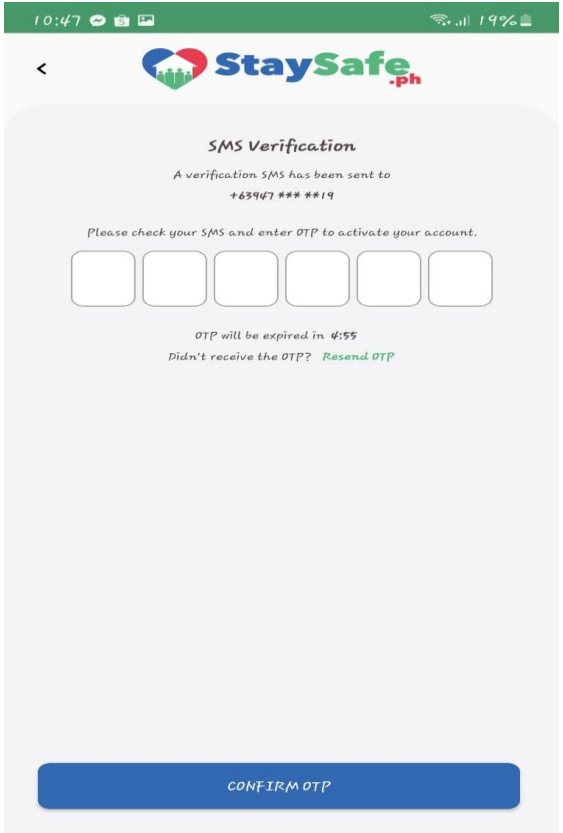
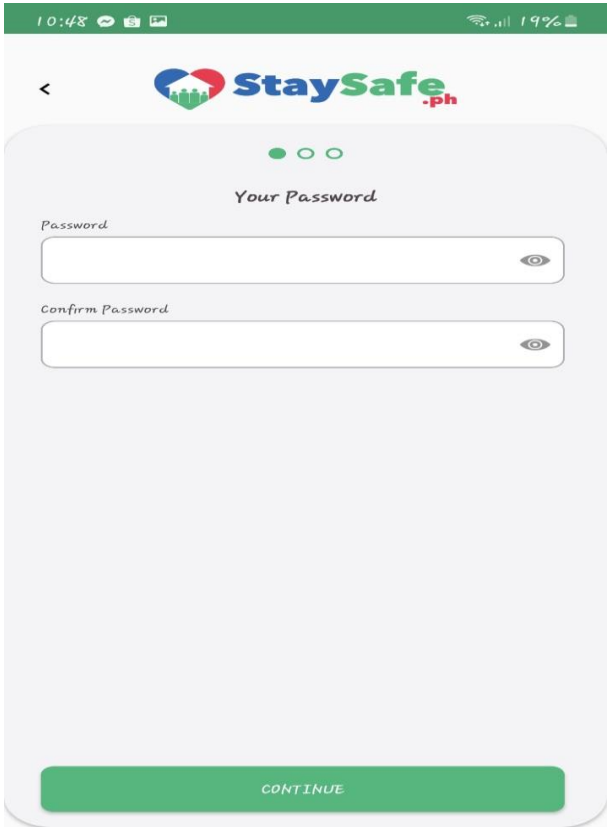


Step 4: Create your password then click “CONTINUE”



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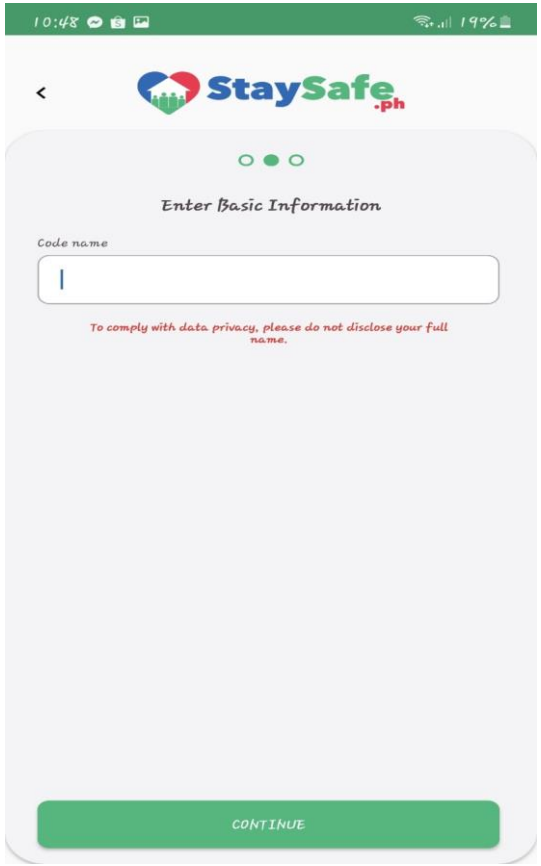
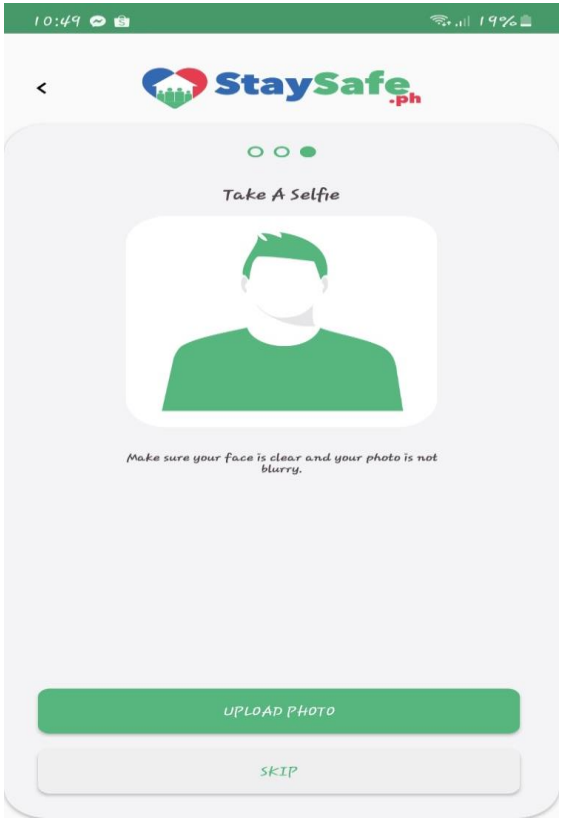


Step 6: Tap “UPLOAD PHOTO or SKIP”



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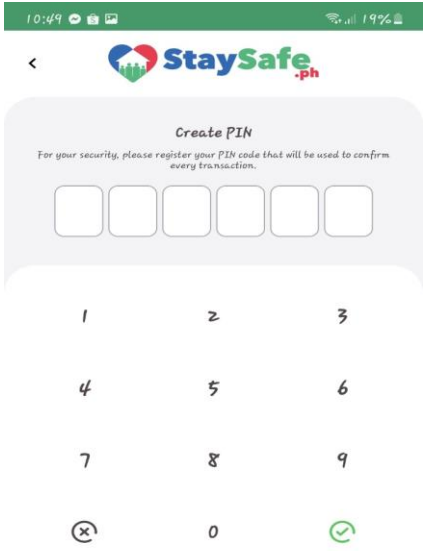

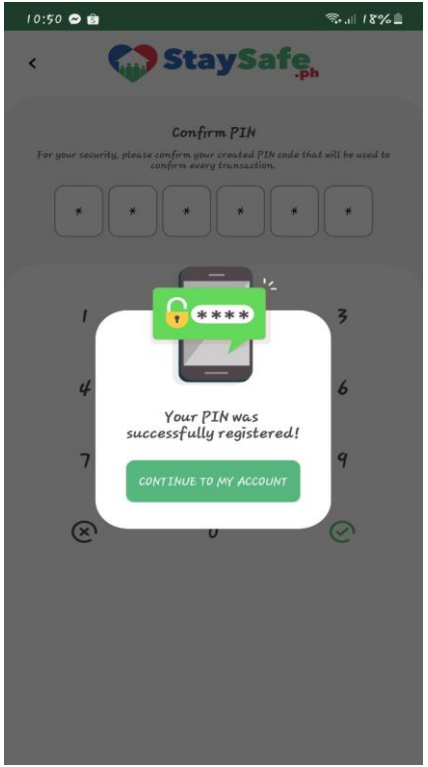

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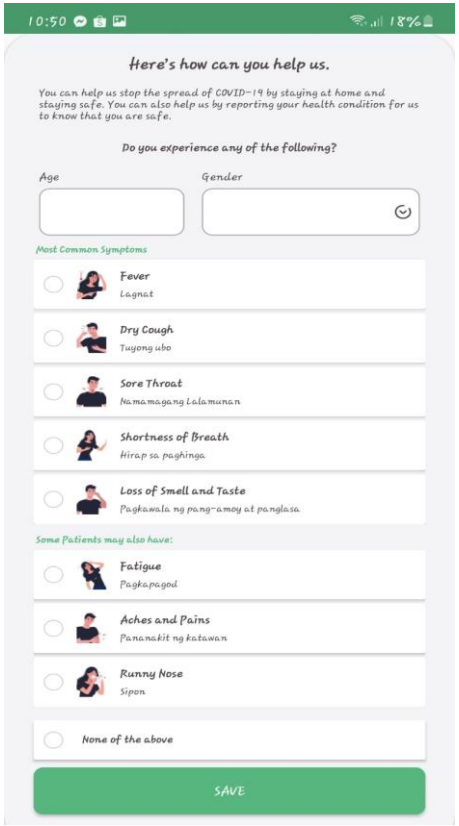

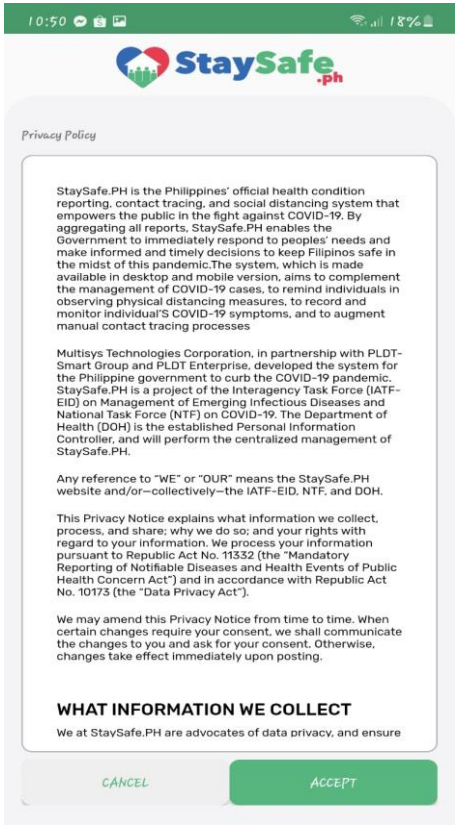

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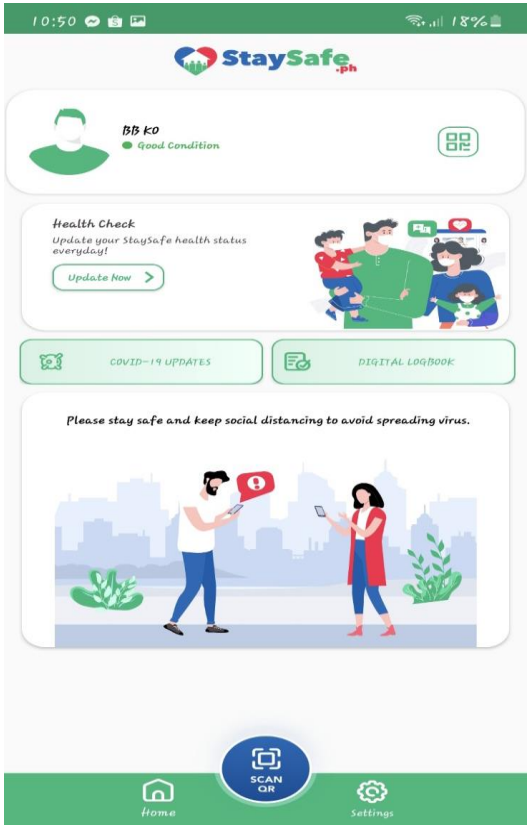

How to Scan QR?

Using StaySafe PH App

1) Open StaySafe PH App then tap "SCAN QR“
2) Select purpose of visit then scan the QR
3) Tap "CONFIRM VISIT" then "CLOSE". You may now enter if you're in good condition.

Using Phone Camera

1) Open your Camera then Scan QR directly then pop-out menu will appear to enter Webpage then tap the arrow icon “ “
2) Tap “Proceed”, enter your basic information then tap “Next”
3) Select if you have any current symptoms or None of the above then tap “Next”
4) Answer the health checklist then tap “SUBMIT” then a confirmation message will appear and you may now enter

Using StaySafe PH App

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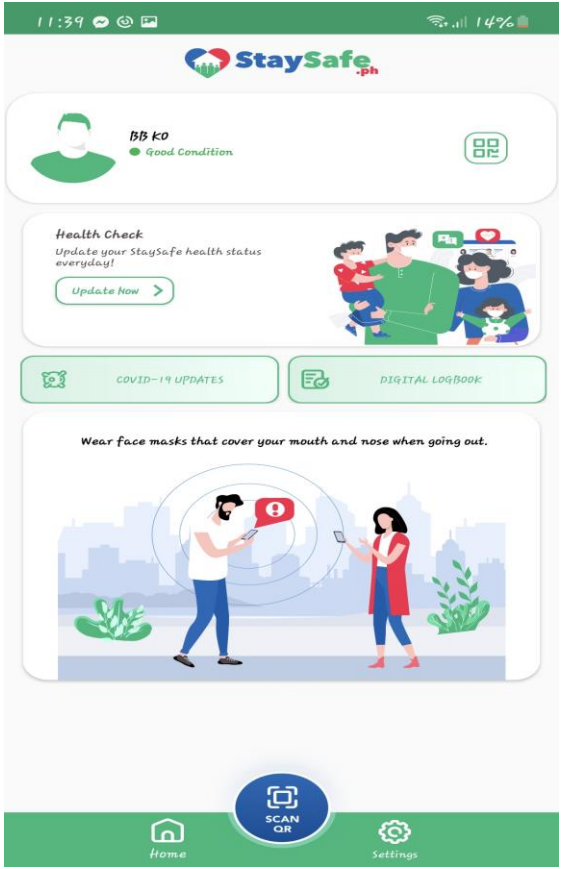
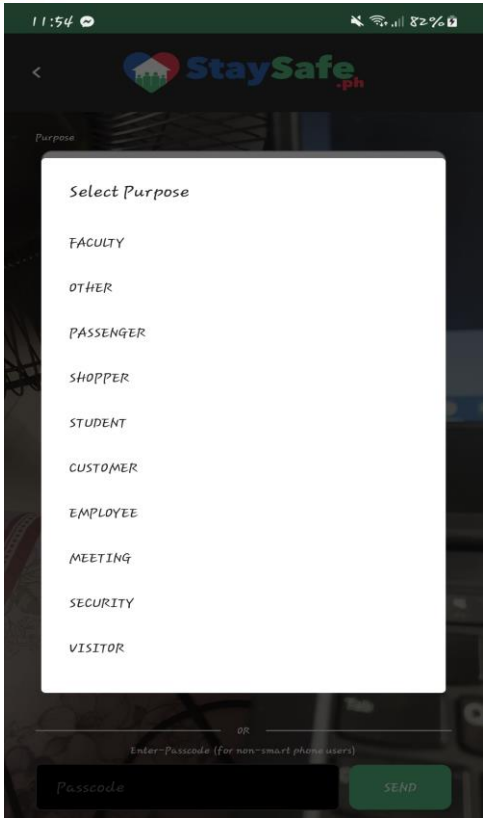
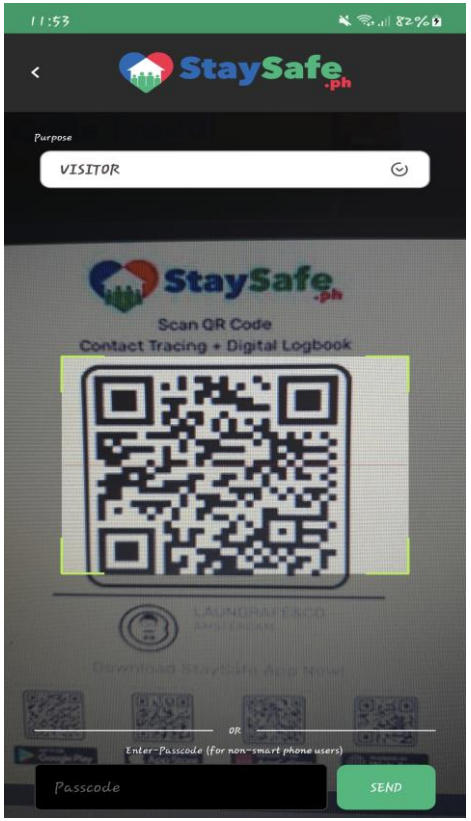


Step 2: Select purpose of visit then scan the QR





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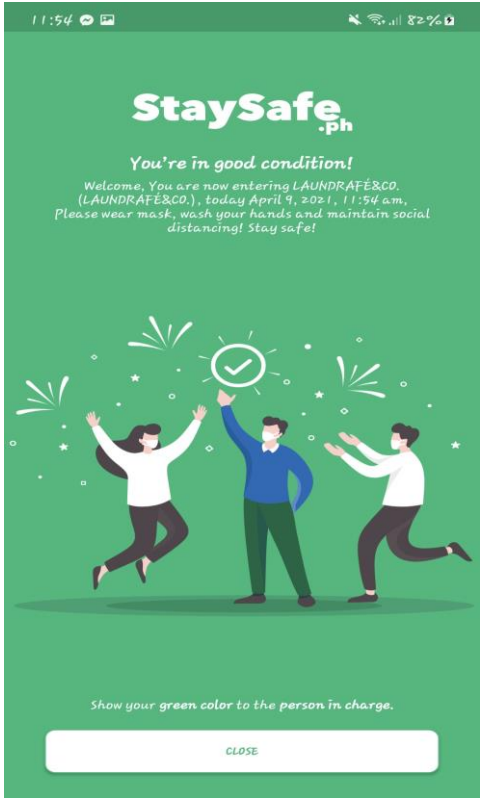

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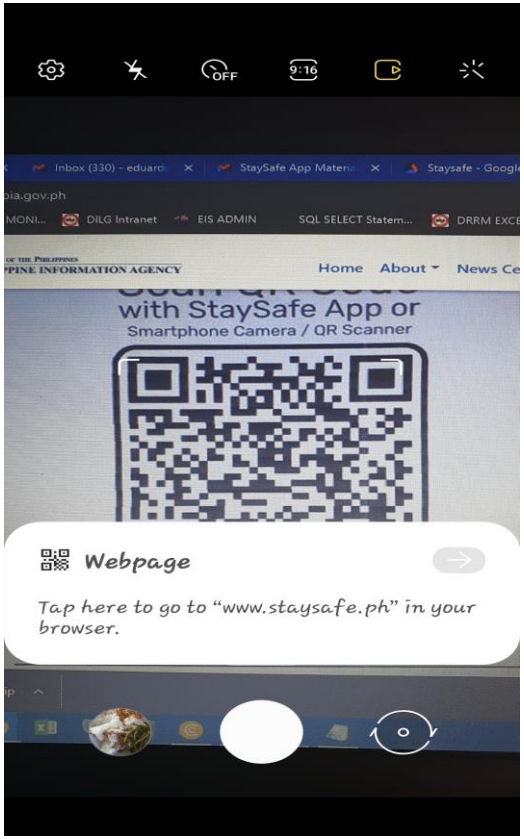

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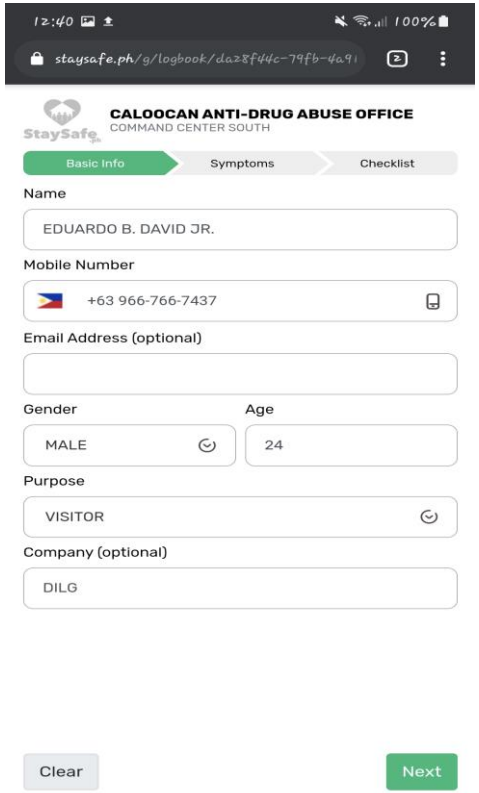
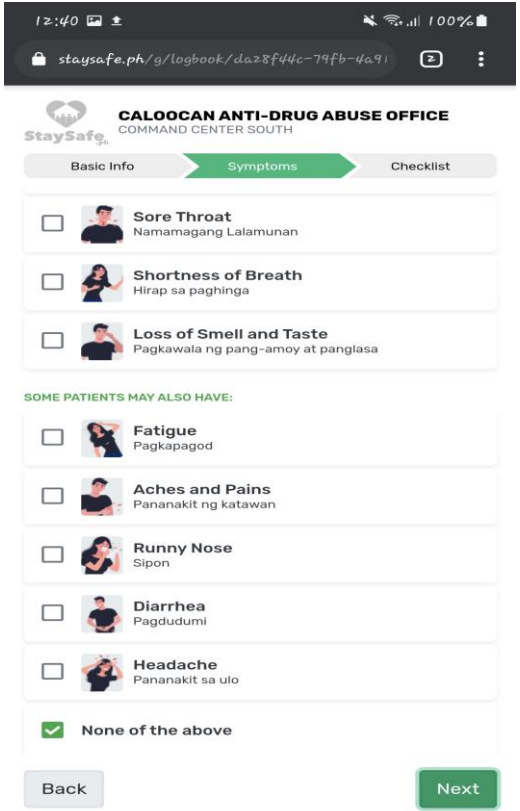
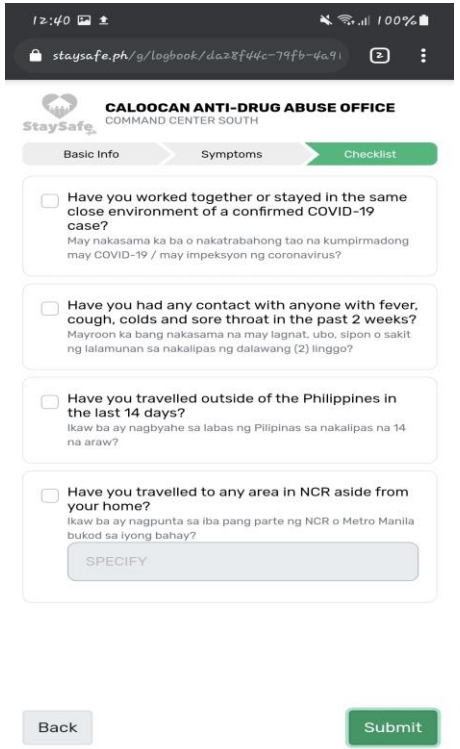
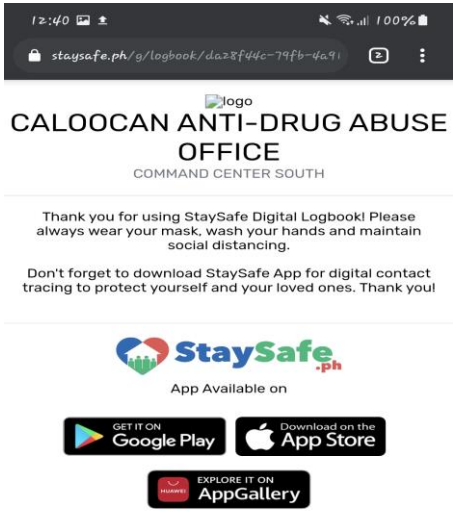


Step 3: Select if you have any current symptoms or None of the above then tap “Next”



Step 4: Answer the health checklist then tap “SUBMIT” then a confirmation message will appear and you may now enter.

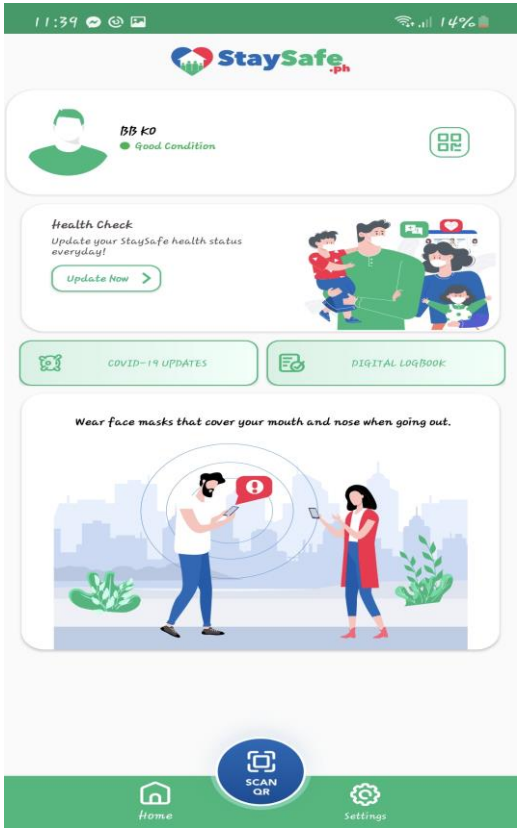




How to Update Health Status?

1) Open StaySafe PH App then tap "Update Now“
2) Select if you have any current symptoms or None of the above then tap “UPDATE”
3) Answer the health Decalaration Form, tap “UPDATE” then a confirmation will appear.

Step 1: Open StaySafe PH App then tap "Update Now"



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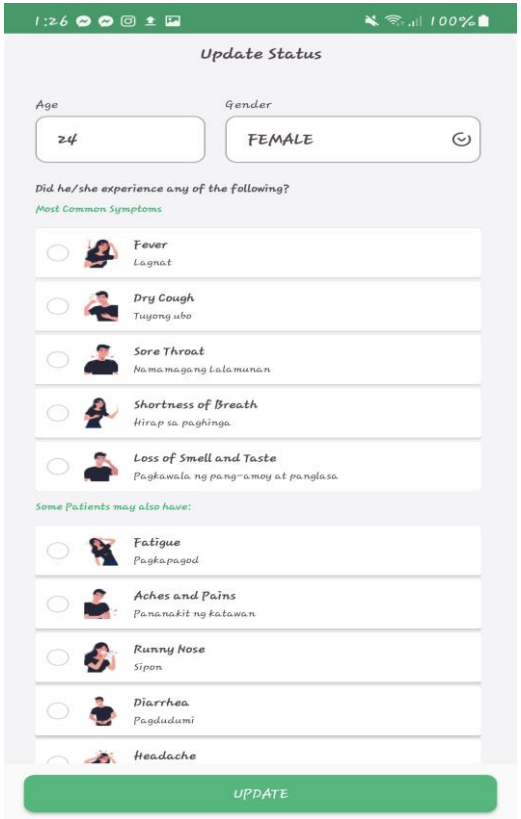
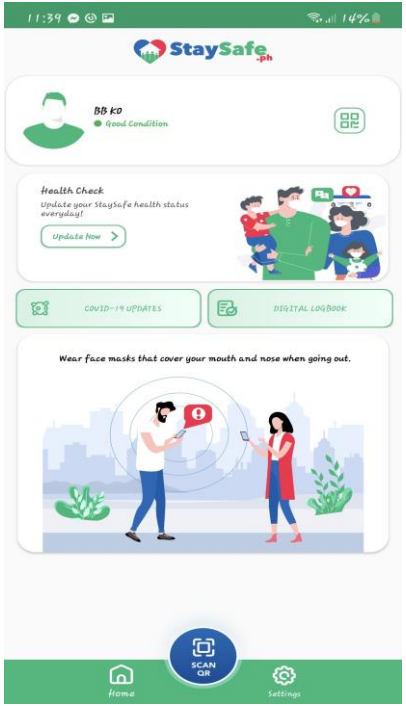
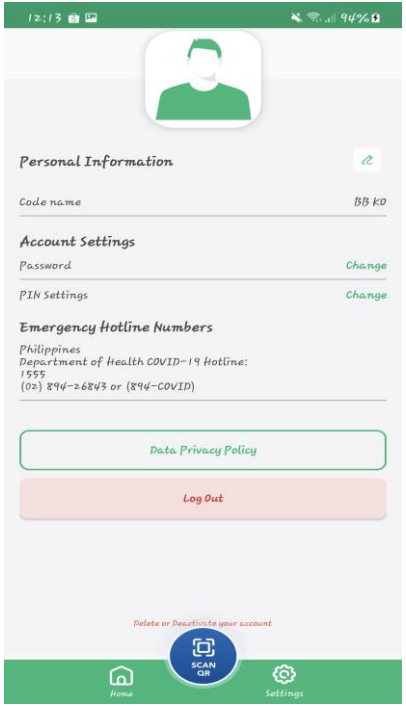


Step 3: Answer the health Decalaration Form, tap “UPDATE” then a confirmation will appear.

How to Update/Edit Information of User?

Open StaySafe PH App, tap “Settings” then you may now update/edit your Personal Information and Account Settings.

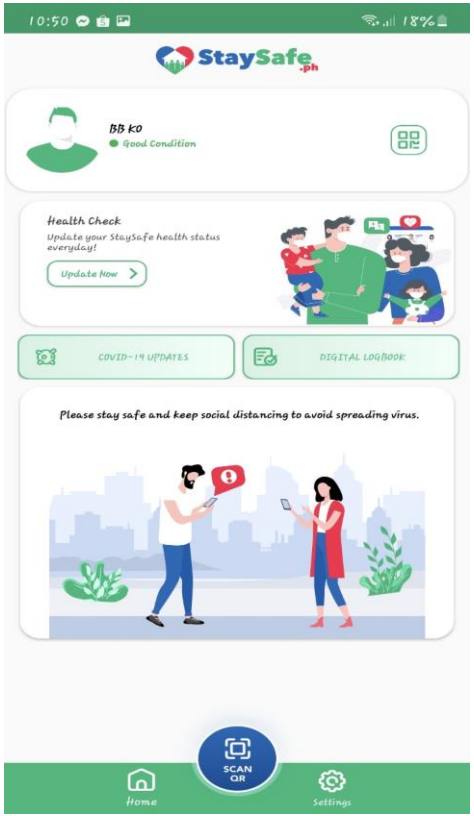




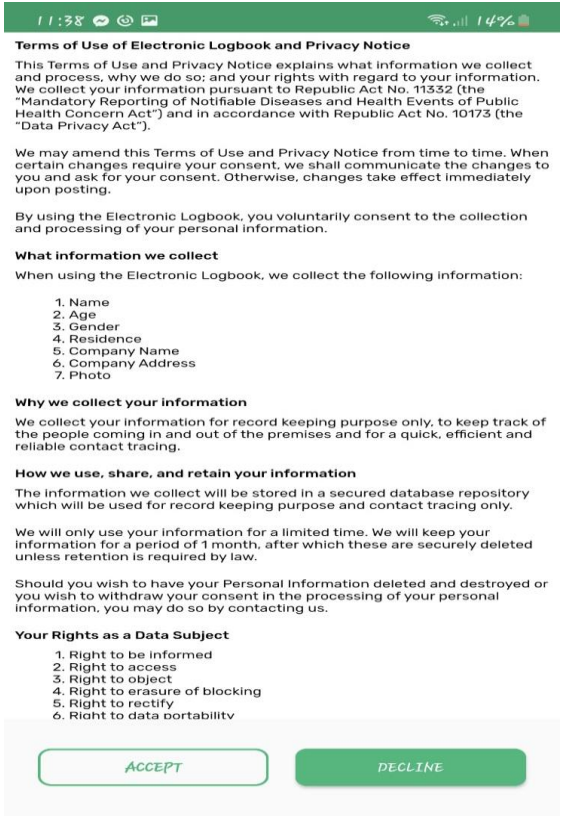
Creation of Visitors QR ID

1) Open StaySafe app, tap QR icon " " then tap "CREATE QR ID INFORMATION"
2) Read Terms of Use of Electronic Logbook and Privacy Notice then tap "ACCEPT"
3) Enter your Personal Information for the QR ID then tap "NEXT"
4) Select if you have any current symptoms in the following then tap "NEXT"
5) Answer the health checklist then click "SUBMIT"
6) You may now use your Visitor's QR ID

Step 1: Open StaySafe app, tap QR icon "" then tap "CREATE QR ID INFORMATION"



Step 2: Read Terms of Use of Electronic Logbook and Privacy Notice then tap “ACCEPT”



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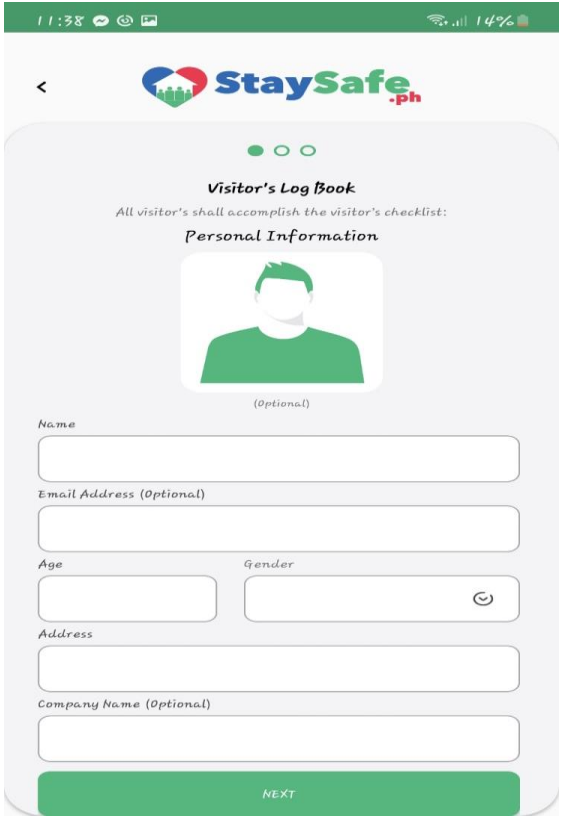
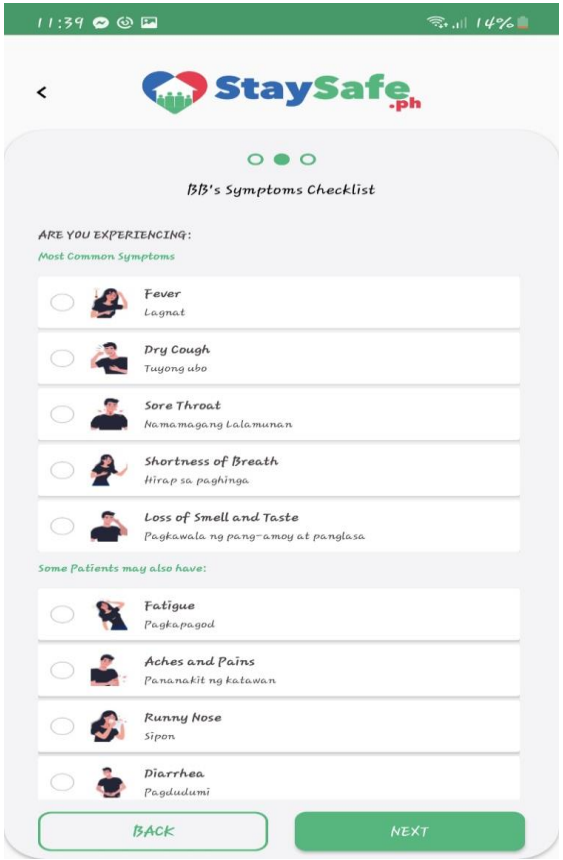
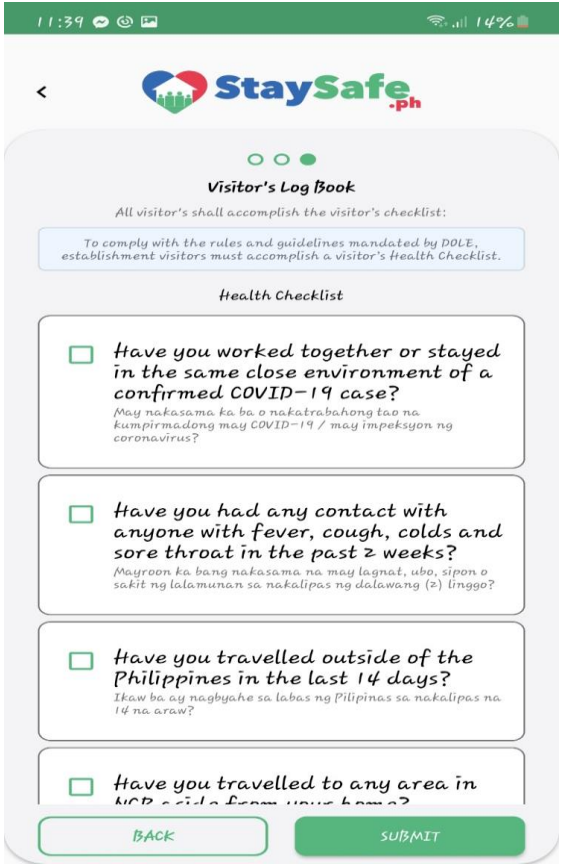


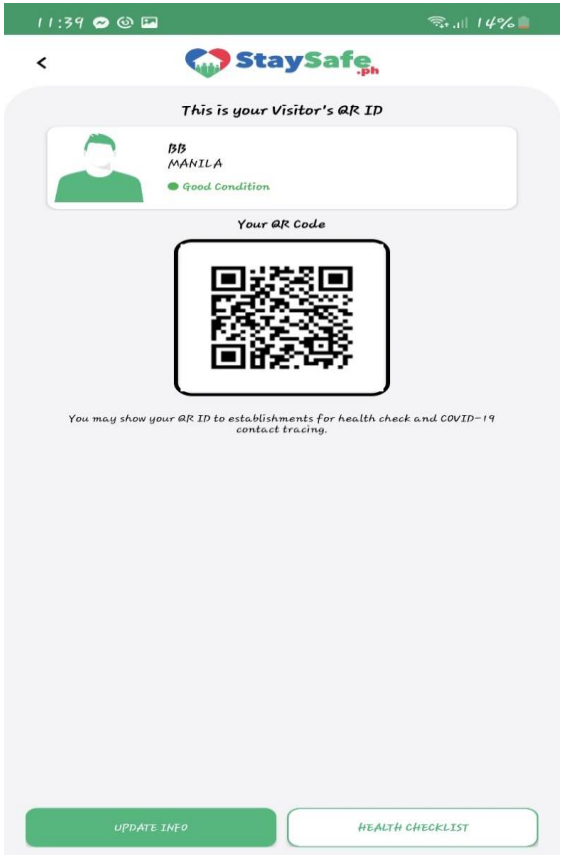
Step 4: Select if you have any current symptoms in the following then tap “NEXT”

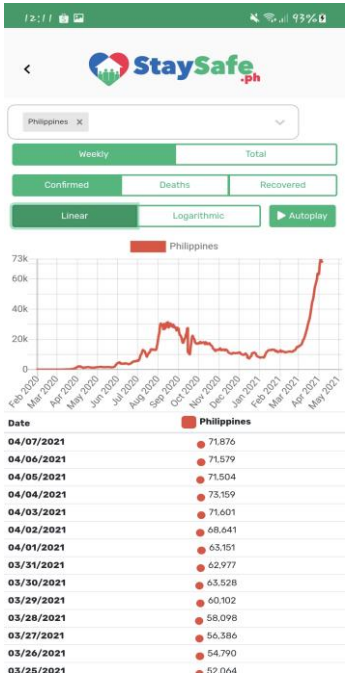
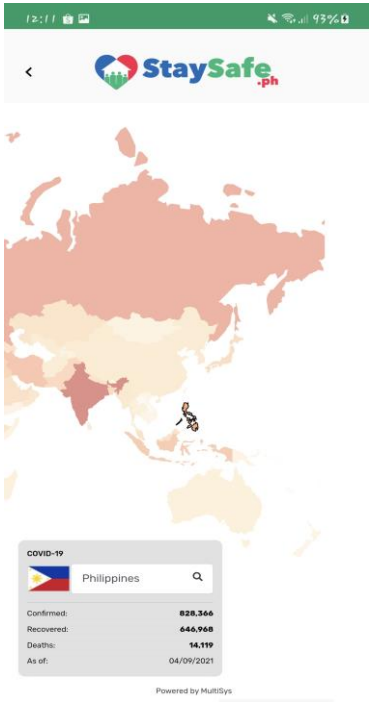
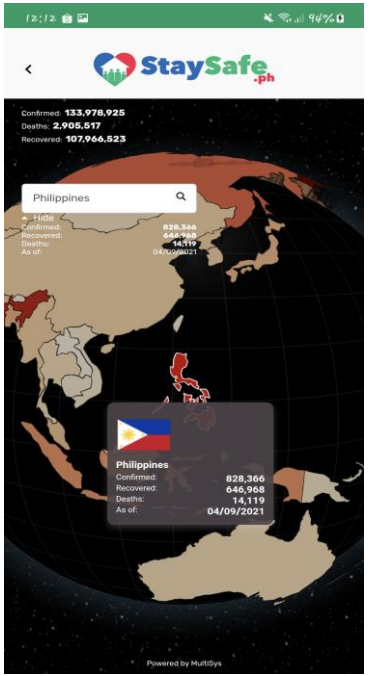


Step 5: Answer the health checklist then click “SUBMIT”



Step 6: You may now use your Visitor's QR ID



Additional Features of StaySafe.ph (Covid19 Updates)

Open StaySafe PH App, tap “COVID-19 UPDATES”, you may now see real-time updates Worldwide