



**GUIDELINES ON THE HEALTH AND SAFETY PROTOCOLS TO BE OBSERVED
IN THE CONDUCT OF THE SEC CERTIFICATION EXAMINATIONS DURING THE COVID-19 PANDEMIC**
Updated as of 31 January 2022

I. COVID-19 Vaccine Status

Only fully vaccinated individuals shall be allowed to take the SEC Certification Examinations when Pasay City is placed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) under COVID-19 Alert Level 4, 3, or 2 on the date of examination.

II. COVID-19 Test

Examinees residing in areas placed by the IATF under Alert Level 5 or Enhanced Community Quarantine, or those who have stayed in the same within the last two weeks prior to date of examination, shall undergo either of the following COVID-19 test conducted by a [Department of Health \(DOH\)-licensed COVID-19 Testing Laboratory](#):

- SARS CoV-2 Nasal/Saliva Rapid Antigen Test **24 hours prior to the examination schedule.**
- Oropharyngeal and Nasopharyngeal Swab/Saliva RT-PCR **three (3) days prior to the examination schedule.**

Of those required to take either of the above COVID-19 tests, only those with negative result shall be allowed to take the examination. The said negative result (hard copy or electronic copy) shall be presented to the proctor before the start of examination.

Negative result of Rapid Antibody Test for IgG and IgM, ECLIA Test and Rapid Antigen Home Test shall not be accepted.

III. Examination Sessions under the Alert Levels System

Examinees are advised to monitor on the Alert Level in their local government and the areas in granular lockdown. Examinees residing in areas placed under granular lockdown must immediately request for a reschedule through email at certification@sec.gov.ph before the examination schedule.

The SEC shall also adopt the following in view of the Alert Levels System.

COVID-19 Alert Level	Number of Examinees per session	Number of Examination Sessions per day
5	0	0
4	3 (10% capacity)	2
3	10 (30% capacity)	2
2	16 (50% capacity)	2
1	32 (100% capacity)	2

All examinees are still advised to wait for the Notice on the status of their scheduled examination.

IV. Other Health and Safety Measures

1. An examinee **must not** proceed to the SEC and take the examination under the following conditions:
 - a. Had flu-like symptoms such as fever, dry cough, sore throat, runny nose, nasal congestion, headache, body aches and pains, and diarrhea at least three (3) days prior to, or on the date of examination;
 - b. Had close contact or living in the same house with a confirmed case of COVID-19, whether symptomatic or asymptomatic;
 - c. Failed to undergo the 14-day quarantine in the case of a confirmed COVID-19 or a close contact of a confirmed case of COVID-19;
 - d. Has a pending result of COVID-19 test (RAT, Saliva Test, RT-PCR Test, and others); and
 - e. Had history of travel outside the Philippines within the last 14 days.

An examinee with any of these conditions shall immediately request for a reschedule through email to certification@sec.gov.ph. The request shall indicate any of the symptoms mentioned above and the preferred date of examination. Such request for rescheduling shall be subject to assessment and/or approval by the SEC Medical Doctor. If the examinee was a confirmed case of COVID-19, he/she shall submit a medical certificate stating the completion of the mandatory 14-day quarantine with a negative result to RT-PCR Test (Swab).

2. An examinee who opt not to take the exam due to health and safety considerations other than those enumerated above must email certification@sec.gov.ph together with a medical certificate **before** the scheduled examination.
3. Immediate isolation shall be required for any individual manifesting symptoms of COVID-19, such as continuous cough, runny nose or colds, and fever.
4. Surgical face masks shall be worn at all times.
5. Physical distancing of two (2) meters shall be observed at all times.
6. Cough and sneeze etiquette through the use non-pharmacological barriers such as the arm and sleeve, use of tissue, and/or moving away from the crowd shall be observed at all times.
7. Proper hand hygiene and control shall be observed at all times. Face, eyes, nose and mouth shall not be touched. Hand hygiene shall be maintained through handwashing with soap and water, or 70% Isopropyl/Ethyl Alcohol.

V. Things to Bring on Examination Day

1. A print-out or photocopy of COVID-19 vaccination card or certificate with wet signature of the examinee.
2. Duly accomplished [Certificate of Consent](#) and [Health Declaration Form](#).
3. One (1) valid government-issued or company sponsor-issued ID card (original hard copy) with applicant's photo and signature and signature of agency or company head

If the examinee fails to present a valid ID card, he/she shall not be allowed to take the examination and the examination payment shall be forfeited.

List of acceptable identification (ID) cards	
• Philippine Identification (PhilID)	• NBI Clearance
• SSS ID	• Latest Passport

• UMID	• Latest Driver's License
• PRC License	• Police Clearance
• PWD ID	• Solo Parent ID
• Comelec Voter's ID	• CSC Eligibility Card
• BIR/Taxpayer's ID	• Alien Certificate of Registration Identity Card
• PhilHealth ID	• Company/Office ID
• Postal ID	• Latest School ID
• Barangay ID	

4. Proof of examination payment (hard copy or electronic copy)
5. Application Receipt (electronic copy)
6. One (1) blue or black ballpoint pen
7. One (1) pencil (any type)
8. One (1) ordinary calculator (scientific/financial/programmable calculators are not allowed)
9. 70% Isopropyl or Ethyl Alcohol for personal use
10. Email confirmation of new examination schedule (if rescheduled examinee)

VI. Pre-Examination Procedures

Prior to entry to the SEC Main Office:

1. Wear surgical face mask.
2. Submit to non-contact temperature check. Any examinee with an initial temperature of more than 37.5°C will be advised to take a rest for 5-10 minutes. Should the temperature change to less than or equal to 37.5°C, the examinee will be allowed entry to take the examination. Should the temperature remain more than 37.5°C, the examinee will be immediately isolated and assessed by the SEC Medical Team.
3. Present screenshot of Health Declaration Form to guard on duty.

Prior to the start of the examination:

1. Be at the examination waiting area **at least 15 minutes prior** to the start of examination. Examinees are encouraged to use the restroom prior to the start of the examination to minimize movement during the examination.
2. Wash hands with soap and water in the restroom, or sanitize hands with 70% Isopropyl or Ethyl Alcohol prior to entry to the Examination Room
3. Submit to non-contact temperature check prior to entry to the Examination Room following the same procedure on temperature screening.
4. Place belongings in the designated area. The SEC will not be liable for any lost belongings. Only pencil, 70% Isopropyl or Ethyl Alcohol, bottled water, medicine/liniment, tissue paper, and eyeglasses are allowed to be brought to the examination area.
5. Present a valid ID card (original copy), proof of payment and Application Receipt to the proctor for verification. Upon verification, the proctor will give the examinee slip which contains the examinee ID and unique password, and one scratch paper. The examinee will be advised to: (a) sign the attendance sheet to confirm the correctness of the name and examination indicated, and (b) indicate the body temperature and assigned seat number.

6. In case an examinee arrives late, he or she may take the examination within the remaining time allotted.
7. Non-appearance on the day of examination would mean forfeiture of payment.

VII. Examination Procedure

1. Examinees must read and follow the Examinees' Guide which can be viewed on their designated laptop.
2. Examinees who have questions and concerns must raise their hand and wait to be acknowledged by the proctor.
3. Examinees who need to go to the restroom must advise the proctor.
4. Examinees are prohibited from talking to each other.
5. If, during the examination, the proctor notices an examinee manifesting symptoms of COVID-19, such as continuous cough, runny nose or colds, and fever, the examinee shall be advised to defer taking the examination. All examinees and proctor inside the examination room who had close contact with the examinee shall be advised to undergo RT-PCR or 14-day quarantine.

VIII. Post-Examination Procedure

1. The examinee must shred the examinee slip and the scratch paper in the shredder and promptly leave the Examination Room.
2. The List of Passers will be posted on the SEC website within three (3) working days after the day of examination.

IX. Attire

All examinees are advised to wear comfortable smart casual attire. Sleeveless shirt, shorts/short pants and slippers are not allowed.

X. Modifications in the SEC Examination Room

1. Physical barriers are installed in every examination desk, and markers are used in the entire area to maintain physical distancing.
2. Windows will be opened during the entire duration of the examination session to maximize natural ventilation.
3. Each examination desk is provided with an electric fan to improve air flow.
4. An air filtration device with High-Efficiency Particulate Air (HEPA) filter is installed and regularly maintained.
5. 70% Isopropyl or Ethyl Alcohol is provided through hands-free dispenser.
6. Hands-free trash receptacle is provided.
7. The SEC Examination Room is cleaned and disinfected thrice a day from Monday to Friday, and undergoes 24-hour lockdown period for disinfection every weekend.