



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 10 February 2023

I. COVID-19 Vaccine Status

The following are the requirement/s for examinees to be allowed to take the examinations, based on the Alert Level in effect in the city/town of the examination venue on the date of the examination:

Alert Level	Requirement
Alert Level 5	No examination
Alert Level 4	<ul style="list-style-type: none"> • COVID-19 vaccination card or certificate for fully vaccinated individuals.¹
Alert Level 3	
Alert Level 2	
Alert Level 1	<ul style="list-style-type: none"> • COVID-19 vaccination card or certificate for fully vaccinated individuals <p>For partially or unvaccinated individuals²</p> <ul style="list-style-type: none"> • A negative result of SARS CoV-2 Nasal/Saliva Rapid Antigen Test within 24 hours, prior to the examination schedule, from a Department of Health (DOH)-licensed COVID-19 Testing Laboratory; • A negative result of Oropharyngeal and Nasopharyngeal Swab/Saliva RT-PCR within three (3) days/72 hours, prior to the examination schedule, from a DOH-licensed COVID-19 Testing Laboratory; or • A medical certificate from a licensed physician confirming the negative result of the individual’s self-administered COVID-19 antigen test.

Further, examinees residing in areas under Alert Level 5 or those who have stayed in the same within the last two weeks prior to the date of examination shall be required to present a negative result of COVID- 19 Test.

All fully-vaccinated examinees are highly encouraged to have a COVID-19 booster shot prior to taking the examination.

II. Examination Sessions under the Alert Levels System

Examinees are advised to monitor the Alert Level in their respective local government units 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 allowable capacity based on the [IATF Guidelines on the Implementation of Alert Levels System for COVID-19 Response](#).

All scheduled examinees will be notified accordingly should there be a change or cancellation of their schedule.

¹ According to the [IATF Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response](#).

² [IATF Resolution No. 148-B Series of 2021](#), November 11, 2021, provides: “Public and private establishments, even if not required by the Guidelines on the Implementation of Alert Levels System for COVID-19 Response in Pilot Areas to accommodate only fully vaccinated individuals, may nonetheless validly refuse entry and/or deny service to individuals who remain to be unvaccinated, or are merely partially vaccinated, despite being eligible for vaccination. Provided that frontline and emergency services shall continue to render assistance to all persons regardless of vaccination status.

III. Health and Safety Measures

1. An examinee **must not** proceed 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 required quarantine and isolation according to the DOH Updated Guidelines on Quarantine and Isolation for COVID-19 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. Failed to comply with the applicable IATF guidelines and protocols on entry to the Philippines, for those who had history of travel abroad.

An examinee with any of the abovementioned conditions must immediately request for a reschedule at least three (3) working days (excluding weekends and non-working holidays) prior to the schedule. The following are the required documents to be submitted upon request for a reschedule:

- A duly signed request letter, addressed to the Assistant Director of the Market Professionals and Investor Education Division (MPIED), stating clearly any of the abovementioned conditions; and
- A scanned copy of a medical certificate signed by a licensed physician.

If the examinee was a confirmed case of COVID-19, he/she shall submit a Barangay Quarantine Clearance or medical certificate stating the completion of the mandatory quarantine.

Such request for rescheduling shall be subject to the assessment of and/or approval by the SEC Medical Doctor.

For those stated in **Item e**, examinees may attach a copy of the flight itinerary.

2. Immediate isolation shall be required for any individual manifesting symptoms of COVID-19, such as continuous cough, runny nose or colds, and fever.
3. Surgical face masks shall be worn during the examination.
4. Physical distancing of at least one (1) meter is recommended.
5. Cough and sneeze etiquette through the use of 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.
6. 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.

IV. Things to Bring on Examination Day

1. A hard copy or electronic copy of the requirement indicated in Section I (COVID-19 Vaccine Status).
2. One (1) original valid identification ID card (see list below).

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 Philippine-issued 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	

3. One (1) blue or black ballpoint pen.

4. One (1) pencil (any type).
5. One (1) basic/ordinary calculator (scientific/financial/programmable calculators are not allowed).
6. 70% Isopropyl or Ethyl Alcohol for personal use.

V. Pre-Examination Procedures

Prior to entry to the examination venue:

1. Wearing of surgical face mask is highly recommended.
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.

Prior to the start of the examination:

1. Be at the examination venue at least 15 minutes prior for the Headquarters exam and 30 minutes for offsite/provincial. 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 venue following the same procedure on temperature screening.
4. Present the requirements indicated on the latest [Notice on Examination Schedules and Application Procedure](#) to the examination proctor for verification.
After verification, the examinee will be advised to sign the attendance sheet to confirm the correctness of the name and examination indicated.
5. 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.
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.

VI. Examination Procedure

1. Examinees must read and follow the Examinees' Guide which shall be provided on the examination day.
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 will be immediately isolated.

VII. Post-Examination Procedure

The examinee must promptly leave the venue after taking the examination.

VIII. Attire

All examinees are advised to wear comfortable smart casual attire (decent top, bottom and foot wear). Sleeveless shirt, shorts/short pants and slippers are not allowed.

This Guideline is subject to change to comply with the latest guidelines and resolutions that may be issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases or the Department of Health.

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