



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER No. 2
Series of 2021

**PROVIDING FOR THE CREATION OF THE TASK FORCE ON COVID-19 VACCINATION
OF THE CITY OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, Executive Order No. 2, Series of 2020, issued on 04 February 2020, provides for the Creation of the Task Force on the 2019 Novel Corona Virus, its Compositions and Functions;

WHEREAS, Executive Order No. 14, Series of 2020, issued on 04 May 2020, provides for Amendments to the Creation of the Task Force on the 2019 Novel Corona Virus, its Compositions and Functions;

WHEREAS, Department of Health (DOH) Administrative Order No. 2021-0005, issued on 12 January 2021, provides for the National Strategic Policy Framework for COVID-19 Vaccine Deployment and Immunization;

WHEREAS, the Department of Health (DOH) Department Circular No. 2021-0009, issued on 14 January 2021, provides for the DOH's Strategic Plan for COVID-19 Vaccination (2021-2023) and National Strategic Policy Framework for COVID-19 Vaccine Deployment and Immunization, as the availability of the vaccines from pharmaceutical companies based overseas have become a reality and the transportation thereof to Philippine shores, either through the grant from the National Government or from the direct purchase of the City Government of Muntinlupa, will commence and happen in a matter of weeks from this date;

NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Creation and Composition.

The Task Force on the COVID-19 Vaccination of the City of Muntinlupa (*Task Force, for brevity*) is hereby created, and it shall be composed of the following individuals with their respective designations, namely:



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| a. | Jaime R. Fresnedi,
City Mayor | Chairperson; |
| b. | Engr. Allan A. Cachuela,
City Administrator | Co-Chairperson; |
| c. | Allan Rey A. Camilon,
Chairperson, Committee on Health and Sanitation,
Sangguniang Panlungsod | Member; |
| d. | Walter A. Arcilla,
Punong Barangay, Tunasan | Member; |
| e. | Allen F. Ampaya,
Punong Barangay, Poblacion | Member; |
| f. | Danilo R. Teves,
Punong Barangay, Putatan | Member; |
| g. | Adorado P. San Pedro,
Punong Barangay, Bayanan | Member; |
| h. | Christine May A. Abas,
Punong Barangay, Alabang | Member; |
| i. | Ruben P. Baes,
Punong Barangay, Ayala Alabang | Member; |
| j. | Rainier Emmanuelle B. Bulos,
Punong Barangay, Cupang | Member; |
| k. | Ronaldo L. Loresca,
Punong Barangay, Buli | Member; |
| l. | Rafael T. Sevilla,
Punong Barangay, Sucat | Member; |
| m. | Maria Teresa R. Tuliao, MD,
City Health Office | Member; |
| n. | Edwin L. Dimatatac, LIB, MD,
Ospital ng Muntinlupa | Member; |
| o. | Erwin O. Alfonso,
Department of Disaster Resilience and Management | Member; |
| p. | Teresita V. Navarro,
Public Information Office | Member; |
| q. | Dominico C. Idanan, PhD,
Schools Division Office, Muntinlupa
Department of Education | Member; |



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| r. | PSSupt. Melecio M. Buslig, Jr.,
Chief of Police, Philippine National Police - Muntinlupa | Member; |
| s. | Danidon M. Nolasco,
Muntinlupa Traffic Management Bureau | Member; |
| t. | Engr. Dynadelle N. Aranda,
City Engineering Department | Member; |
| u. | Lorna B. Misa,
Environmental Sanitation Center | Member; |
| v. | Nancy B. Torero,
Management Information Systems | Member; |
| w. | Necito M. Guico,
City Budget and Management Department | Member; |
| x. | Cristina G. Andres,
General Services Office | Member; |
| y. | Gemma F. Tiama,
Office of the City Mayor | Member; |
| z. | Remegio A. Javier, RN,
Head, City Epidemiology and Surveillance Unit | Member; |
| aa. | Maria Rochelle V. Abat, MD,
City Program Coordinator, National Immunization Program | Member; |
| bb. | Bernadette G. Ferino,
DILG Local Operations Office, Muntinlupa | Member; |
| cc. | Jose Mari C. Castro, MD,
Representative, Department of Health | Member; |
| dd. | Anatoly de los Santos, MD,
Representative, Department of Health | Member; |
| ee. | Socorro S. J. Hao, MD,
Representative, Muntinlupa Medical Society | Member. |

Membership in the Task Force is a function of the office occupied by the member. In the event of resignation, removal, termination, transfer, grave illness, death or any other similarly-situated circumstance, the successor shall assume membership without the need for the issuance of another order or directive. For any member from the private sector, civic duty shall determine and shape his or her involvement thereto, and he or she shall be bound by the same measure of fidelity, transparency and excellence.



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Section 2. Functions.

The Task Force shall perform the following functions, namely:

- a. Provide, coordinate and conduct trainings to all public and private members of the vaccination teams and other support groups, materials of which shall come from the DOH and shall be disseminated either online or in person;
- b. Plan the logistic needs of all vaccination activities and coordinate the procurement of materials, equipment, fixtures, and other necessities in the conduct of the programs;
- c. Coordinate and implement risk communication, health education and community engagement through the production and dissemination of information regarding the COVID-19 Vaccination Campaign, and conduct other related and appropriate activities;
- d. Ensure the compliance of all concerned departments and offices, both public and private, on guidelines, directives, memoranda and orders by competent authorities, which shall ensure the protection of all health workers and residents of the City of Muntinlupa;
- e. Ensure the conduct of vaccination procedures and data management in accordance with the guidelines set by the DOH;
- f. Perform such other functions as may be necessary to accomplish the foregoing and as may be directed by competent authority.

Section 3. Teams.

The Task Force shall have, but shall not be limited to, the following teams, the composition and functions of each are hereby enumerated, as follows:

- A. Vaccine Cold Chain and Logistic Management.
 - 1. Composition.



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- i. Maria Rochelle V. Abat, MD,
National Immunization Program Medical Coordinator;
 - ii. Benson John Balandra, RN,
National Immunization Program Nurse Coordinator;
 - iii. Physicians, Nurses and CHO Supply Officers of the Different Health Centers.
2. Functions.
- i. Upon arrival of the COVID-19 vaccine, conduct checking and evaluation of the vaccine quantity and condition (state of Vaccine Vial Monitor <VVM> if available, potency, expiration and undamaged state), and appropriateness of transport equipment and temperature upon receipt and prior to delivery. Other immunization supplies like diluent, syringes and safety collector boxes should be adequate, in good condition, and should properly match the vaccines delivered;
 - ii. Decide to reject any delivery if the VVM, if available, has reached its discard point, and/or if the vials show that the vaccine/diluent have been compromised. For freeze sensitive vaccines, if the temperature log indicated exposure to freezing at any point during delivery or if there is any physical indication that the vaccines have been frozen, the delivery shall not be accepted;
 - iii. Monitor and record the temperature of cold chain equipment two times a day, every day, except weekends and holidays, which presupposes that no access to the refrigerators and/or freezers have been made during such time;
 - iv. Maintain and implement contingency plan in disasters and mechanical or power supply breakdown;
 - v. Maintain cold chain facility and equipment in good condition, which includes maintenance of ideal temperature at all times. Ensure that vaccines are handled and disposed correctly and properly, including reverse logistics;
 - vi. Facilitate the distribution and delivery of COVID-19 vaccines and logistics.



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B. Covid-19 Immunization Program Coordinators
Capacity Building and Monitoring

1. Composition.

- i. Maria Rochelle V. Abat, MD,
National Immunization Program Medical Coordinator;
- ii. Benson John Balandra, RN,
National Immunization Program Nurse Coordinator;
- iii. Anatoly de los Santos, MD
Representative, Development Management Officer IV, Department of Health;
- iv. Physicians, Dentists, Nurses, Midwives, Sanitation Officers, Information Technologists and CHO Supply Officers of the Different Health Centers.

2. Functions.

- i. Capacity Building.
Conduct roll out trainings for health providers on how to prepare for vaccination sessions according to infection prevention and control protocols, including the set-up of health facilities and fixed post-vaccination area in the communities, and the handling, temperature storage, proper administration, and waste disposal of Covid-19 vaccines;
- ii. Conduct field monitoring and supportive supervision on vaccination deployment, cold chain and logistics management during the COVID19 vaccination;
- iii. Ensure data collection, consolidation, validation, analysis of the vaccination coverage;
- iv. CHO Supply Officer.
Assist the Cold Chain Manager in the storage of vaccines, distribution of logistics, and transport;
- v. Proper recording and reporting of the vaccines and logistics supplies for distribution in different health facilities.



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C. Demand Generation and Communication.

1. Composition.

- i. Teresita V. Navarro,
Public Information Office;
- ii. Sharon Dagundon,
Unit Head, Health Education and Promotion Officer (HEPO);
- iii. Designated HEPO of the Health Centers.

2. Functions.

- i. Coordinate in all levels of government, and share timely, consistent and contextualized information;
- ii. Initiate the demand and risk communication plan, through
 - a. Conduct promotion activities to public and private health facilities to generate demand and uptake for covid-19 vaccine among eligible population;
 - b. Address the vaccine hesitancy and mistrust feelings and deportment, and encourage the public to continue covid-19 preventive actions;
- iii. Conduct orientation to all health providers in public and private health facilities;
- iv. Implement advocacy, social mobilization and community engagement activities;
- v. Ensure social preparation of target population groups prior to vaccination.

D. Registry and Data Management

1. Composition.

- i. Information Technology Staff of the City Health Office;
- ii. Management Information Systems Staff.

2. Functions.



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- i. Conduct roll out training to all Information Technology personnel in public and private health facilities for the registration process and recording;
 - ii. Conduct data management of all records and patients' information details before, during and after vaccination;
 - iii. Ensure compliance with relevant, related laws, rules and regulations.
- E. Mental Health and Psycho-Social Support System.
1. Composition.
 - i. Personnel from the Social Services Department (SSD), Persons with Disability Affairs Office (PDAO), Health Emergency Management Staff (HEMS), and other departments, offices or units, which may have appropriately designated staff members, shall be enlisted to form the mental and psycho-social support system. Towards this end, Nicanor Echavez, MD, may be requested to assist and provide guidance.
 2. Functions.
 - i. Identify signs of distress resulting from emotional, cognitive, social and physical reactions and behaviors relating to the pandemic and in the conduct of vaccination procedures;
 - ii. Provide psycho-social support in patients in distress as a result of the pandemic crisis or vaccination procedures, among others.
- F. Safety Surveillance and Response
1. Composition.
 - i. National Immunization Program Coordinators;
 - ii. CHO Surveillance Unit.
 2. Functions.



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- i. Conduct roll out training among health providers, both public and private, for the detection, investigation, and analysis of Adverse Events following Immunization (AEFI) and Adverse Events of Special Interest (AESIs);
 - ii. Facilitate the early detection, investigation and analysis of AEFI and AESI to ensure an appropriate and rapid response;
 - iii. Provide recommendations to the LGU COVID-19 Vaccine Cluster and National Immunization Program Coordinator on improving immunization service delivery, compliance with injection safety and effective vaccine management based on lessons from the AEFI cases.
- G. Waste Management System
1. Composition
 - i. National Immunization Program Coordinators;
 - ii. CHO Sanitation Unit.
 2. Functions.
 - i. Conduct trainings to all Sanitation Officers in public and private offices on proper waste disposal, in close coordination with staff members from the Environmental Sanitation Center (ESC);
 - ii. Organize and plan the collection, transport and final disposal of waste materials used in all vaccination procedures.

Section 4. Program Implementation of Other Agencies.

Other offices or agencies, whether local or national, may be called upon to extend assistance for the successful, rapid, smooth and orderly implementation of the covid-19 vaccination program.

Towards this end, the following may be called upon or requested to provide the enumerated forms of assistance, namely:



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A. Barangay

Supply tables, chairs, and other logistical requirements, manpower for crowd control, ambulance vehicle in case of Adverse Events Following Immunization (AEFI) in the place of vaccination, and other strategies to complement the work of the Task Force.

B. Philippine National Police,
Bureau of Fire Protection and
Bureau of Jail Management and Penology

Make available security manpower upon arrival, during transport and delivery of the covid-19 vaccines from the Central Storage Facility to the health facility where vaccination shall take place, and during the actual vaccination procedure.

C. Social Services Department

Provide psycho-social support among the members of the community where vaccination shall take place, and address any fear or anxiety that may arise and make manifest.

D. Department of Disaster Resilience and Management

Provide transportation and first aid treatment of eligible priority individual or group recipient of the covid-19 vaccine, who may develop severe adverse reaction following the vaccination.

E. Schools Division Office, Department of Education.

Supply the classrooms of public schools as suitable places of vaccination, and supply the nurses deployed in public schools to administer the vaccines.

F. Other Offices and Agencies.

When necessary and ideal, draft and approve city-wide policies on the vaccination procedures, upon consultation with multi-sectoral representatives, set and made effective by and through the National Government;



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Coordinate the funding and procurement of logistics necessary in the implementation of the program, which includes close coordination with, but not limited to, the City Budget and Management Department (CBMD) and the General Services Office (GSO).

Section 5. Allocation of Funds for Operations.

All expenses that the Task Force may incur shall be taken from the Annual Budget of the Office of the City Mayor, the Department of Disaster Resilience and Management, the City Health Office, or any other department of office, as certified by the CBMD and the City Accounting Office (CAO).

Section 6. Repealing Clause.

Previously issued orders or directives inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

Section 7. Separability Clause.

Any provision found herein that is judicially decided illegal or administratively declared infirm shall not affect untouched provisions.

Section 8. Effectivity Clause.

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

DONE AND EXECUTED on this 20th day of January 2021 in the City of Muntinlupa.

JAIME R. FRESNEDI
City Mayor *af*