



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2021 – 08 Series of 2021

ESTABLISHMENT OF LOCAL COVID-19 VACCINE OPERATIONS CENTER IN THE MUNICIPALITY OF BULAKAN

WHEREAS, Memorandum Circular No. 5, S. 2021, National Task Force on COVID-19, "Adaptation and Implementation of the Philippine National Deployment and Vaccination Plan" and established and Operation Local Covid-19, Vaccination Operation Centers;

WHEREAS, the National Task Force Memorandum composed of various terms under COVID-19, Vaccination Operations Centers and their corresponding roles and responsibilities;

WHEREAS, COVID-19 vaccine deployment and vaccination program is a combined national, regional and local responsibility that requires close collaboration between public health, external agencies, and community partners, and that the National and Local agencies, public and private sectors and others planning partners clearly understand each roles and responsibilities in the COVID-19 vaccination program;

WHEREAS, the Memorandum Circular No. 5, stated the creation of COVID-19, vaccine cluster and its Task Groups composed of National Government Agencies, participated by experts and professionals;

WHEREAS, Memorandum Circular No. 5 – S. 2021, identified SUB-TASK FORCE that will provide and implement different functions and responsibilities on COVID-19 Vaccine Operation Centers such as, namely a.) STG Planning, Policy and Technical Support, b.) STG Program Implementation c.) STG Registry, Data Management and Monitoring and Evaluation, and d.) STG Safety Surveillance and Response.

NOW THEREFORE, I, VERGEL C. MENESES, Municipal Mayor, in the Municipality of Bulakan, do hereby established and create Local COVID-19 Vaccine Cluster and its functions and responsibilities.

SECTION I. COMPOSITION OF THE LOCAL COVID-19 Vaccine Operation Center.

Chairperson

HON. VERGEL C. MENESES
Municipal Mayor

Co-Chairperson

DR. REYNALDO P. GLORIA
Municipal Administrator

HON. MA. ELENA SAN PEDRO
Sangguniang Bayan Member

Members of the Planning, Campaign Management and Technical Team:

Municipal Health Officer
Municipal Gov't. Operation Officer
MSWDO
MPDC – Designate
Municipal Information Officer
Chief of Police

DR. MA. ELISA VILLANUEVA
MR. ARCHIE B. CORONEL
MRS. MA. VICTORIA P. MORELOS
MR. JERICO CUNANAN
MRS. EVELYN VILLALUZ
PLTCOL DOMINADOR L. IGNACIO

Members of the Cold Chain and Logistic Team:

Health
Municipal Treasurer
Municipal Budget Officer
Municipal Accountant
MDRRMO – OIC
HR/GSO

MRS. ROSE ANN MARGARET ADOLFO
MRS. LEONORA MAGDANGAL
MRS. MARISSA DE LINO
MR. PAUL VINCENT M. MORELOS
MS. CANDELARIA MARTINEZ
MRS. LEONORA HERNANDEZ

Members of the Coordination Team:

Municipal Health Officer
Municipal Gov't. Operation Officer
ABC President
MSWDO
HR/GSO
DepEd District Supervisor
Chief of Police

DR. MA. ELISA VILLANUEVA
MR. ARCHIE B. CORONEL
HON. ROBERTO R. MORELOS
MRS. MA. VICTORIA P. MORELOS
MRS. LEONORA HERNANDEZ
MRS. PRISCILLA NAVARRO
PLTCOL DOMINADOR L. IGNACIO

Members of the Vaccine Safety, Surveillance and Response Team:

Municipal Health Officer
Health
RHU Nurse
RHU Nurse
Municipal Gov't. Operation Officer
MDRRMO – OIC

DR. MA. ELISA VILLANUEVA
DR. PAUL JOSEPH CRUZCOSA
MRS. ROSE ANN MARGARET ADOLFO
MRS. MARICAR PARONE
MR. ARCHIE B. CORONEL
MS. CANDELARIA MARTINEZ

Members of the Communications Advocacy and Partnership Team:

Municipal Information Officer
RHU Nurse
MICT – OIC
Office of the Mayor

MRS. EVELYN VILLALUZ
MRS. MARICAR PARONE
MR. JOHN PAUL GABRIEL
ES PRISCILLA REYES

Local COVID-19 Vaccination Operation Center Secretariat:

DOH
DOH

MR. JEROME CRUZ
MA. FATIMA SEVILLA

Contact Person of Local COVID-19 Vaccination Operation Center:

Municipal Health Officer
Contact No.

DR. MA. ELISA VILLANUEVA
09178015923

COVID HOTLINES:

09661820059
09310068118

09065911834
09325354063

SECTION II. FUNCTIONS AND RESPONSIBILITIES OF LOCAL COVID-19 OPERATION CENTER TEAMS.**FUNCTIONS OF PLANNING, CAMPAIGN MANAGEMENT AND TECHNICAL TEAM:**

- a. Develop and release bulletins and advisories relevant to the vaccination campaign;
- b. Set-up the local VOC within their respective areas;
- c. Roll-out the conduct orientations and capacity building to program managers, stakeholders, implementers and monitors;
- d. Monitor the implementation of the campaign;
- e. Review preparedness plans of Barangays and provide guidance/recommendations to implementers;
- f. Analyze and report data to the Regional VOC.

FUNCTIONS OF FINANCE, COLD CHAIN AND LOGISTICS TEAM:

- a. Conduct inspection and ensure the quality of logistics to be delivered;
- b. Ensure timely delivery of vaccines, syringes, personal protective equipment (PPEs) and other logistics from national or regional delivery hubs;
- c. Deliver vaccines, syringes, PPEs and other logistics to implementing units;
- d. Closely coordinate with CHDs to ensure availability of vaccines, vaccine carriers for cold chain management and other supplies;
- e. Manage inventory of vaccines, its storage and distribution;
- f. Coordinate with implementing units on the latest inventory of logistics, supplies and its actual utilization;
- g. Facilitate the Budget for the campaign's operations.

FUNCTIONS OF COORDINATION TEAM:

- a. Coordinate and collaborate with Barangays, health facilities, partners and stakeholders;
- b. Coordinate immediate concerns of implementing units to the Local COVID-19 Vaccine Operation Center (LVOCs);
- c. Coordinate with partners to provide assistance and response, and address concerned raised;
- d. Assist the LVOC Finance, Cold Chain and Logistics Team for concerns related to delivery and distribution of Logistics and supplies;
- e. Oversee and provide human resource support to the LVOC.

FUNCTIONS OF VACCINE SAFETY, SURVEILLANCE AND RESPONSE TEAM:

- a. Implement AEFI/AESI surveillance activities;
- b. Lead in the conduct of AEFI/AESI case investigation and comprehensive data analysis;

- c. Generate AEFI/AESI surveillance report and provide information to Local VOC, then submit to RVOC;
- d. Provide technical assistance or training to develop/enhance capacity of regional/ Local AEFI/ AESI surveillance;
- e. Provide regular updates on COVID-19 vaccine surveillance to the National/Regional VOC.

FUNCTIONS OF COMMUNICATIONS, ADVOCACY AND PARTNERSHIP TEAM:

- a. Advocate and to conduct partnership meetings with partners and stakeholders such as but not limited to the Local Chief Executive, LGU officials, medical societies, civil societies, religious sector, private physicians and other stakeholders;
- b. Distribute advocacy/information materials, and or other relevant communication documents/materials;
- c. Document COVID-19 vaccination campaign activities;
- d. Monitor the implementation of communications and community engagement activities in the implementing units and communities;
- e. Provide feedback or report communications and community engagement issues and concerns to LVOC.

SECTION III. VACCINATION OPERATION CENTER. The identified and established Vaccination Operation Center in Bulakan are the following:

- a.) Bambang Elementary School at Brgy. Bambang, Bulakan, Bulacan
- b.) Assumpta Academy at Brgy. San Jose, Bulakan, Bulacan
- c.) Pitpitan Elementary School at Brgy. Pitpitan, Bulakan, Bulacan

SECTION IV. MEETING OF LOCAL VOC. The Local VOC shall have a regular meeting as necessary, to provide feedback and recommendation to its implementing units, submit assessment on the regular basis and operate on a 24 hours basis as required.

SECTION V. EFFECTIVITY. This Executive Order shall take effect upon signing.

SIGNED this 26th day of February, 2021 at the Municipality of Bulakan, Province of Bulacan.


VERGEL C. MENESES
Municipal Mayor