



Republic of the Philippines  
Province of La Union  
Municipality of Aringay



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### **Executive Order No. 17 - 2020** **AN ORDER REORGANIZING THE MUNICIPAL EPIDEMIOLOGY AND SURVEILLANCE UNIT OF THE MUNICIPALITY OF ARINGAY**

**WHEREAS**, *Section 15, Article II of the 1987 Constitution* mandates that the state shall protect and promote the right to health of the people and its health consciousness among them;

**WHEREAS**, *Section C2, paragraph III of Administrative Order NO. 23 s. 2005* of the **Department of Health** provides that the *Disease Surveillance* shall be intensified to ensure that the targets for disease elimination, prevention and control are attained;

**WHEREAS**, *Administrative Order No. 36 s.2007*, which prescribed the guidelines on the **Philippine Integrated Disease Surveillance and Response** mandate the Local Government Units to set up a functional Municipal Disease Surveillance System equipped with the necessary resource and adequate local financial support;

**WHEREAS**, it is pressing to create a **Municipal Epidemiology and Surveillance Unit** to provide consultancy assistance to Local Chief Executive, thus, prompting a response delivery of the essential health care services to the constituents and concerned health care agencies;

**NOW, THEREFORE, I, ERIC O. SIBUMA**, by virtue of the power and authority vested in me by Law, do hereby order the organization of the Municipal Epidemiology and Surveillance Unit, integrate support group and provide its composition, duties and functions.

#### **SECTION 1. Composition**

The **Municipal Epidemiology and Surveillance Unit** shall be composed of the following:

Chairman : **Hon. Eric O. Sibuma**, *Municipal Mayor*

Vice-Chairman : **Dr. Armando Avena**, *Municipal Health Officer*

Members :

- **Hon. Josephine M. Dacanay**, *SB Chair, Committee on Health*
- **Hon. Lorma L. Sibuma.**, *ABC President*
- **Rolando Q. Mallari, MD** - Health Administrator/Advisor
- **Cristopher Brandon C. Mallari, MD** - DTTB-RHP
- **Ms. Antonnette Bambico**, *Rural Health Nurse*
- **Mr. Jonathan Aludino**, *Rural Health Nurse*
- **Engr. Marikon Mangaoang**- *Municipal Engineer*



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- **All Sanitary Inspectors**
- **All Rural Health Midwives**
- **Mr. Edelito D. Gajo, LDRRMO III**
- **Dr. Demetrio Diaz Jr., Slaughter House Master II**

Secretariat: **Municipal Health Office Staff**

### Section 2. Duties and Functions

The **Municipal Epidemiology and Surveillance Unit** shall perform the following duties and functions:

1. Implement appropriate epidemic control measures based on DOH Standards;
2. Operate and Maintain a computer based data storage and analysis as much as possible;
3. Conduct series of capability building / training and workshop as well as information education campaign;
4. Draft the Municipal Epidemic Response Plan;
5. Identify and coordinate other sources of additional human and material resources for managing any epidemic;
6. Investigate, monitor, assess, and report any/all causes of epidemic;
7. Declare the existence of epidemic in the Municipality;
8. Report all available essential information immediately to the next higher level;
9. Do all other functions as may be necessary;

### Section 3. Composition of the Disease Reporting Unit

There shall be a **Disease Reporting Unit (DRU)** which shall be composed of the following:

Chairman: **Municipal Health Office**  
Vice-Chairman: **Barangay Health Units**  
Members:

- **Private Clinic Heads in the Municipality**
- **Barangay Health Stations**

#### Section 3a. Duties and Responsibilities

The **Disease Reporting Unit (DRU)** are primarily responsible in the detection of cases using the standards prescribed in the **Philippine Integrated Disease Surveillance and Response (PIDSUR) Manual of Procedures**;

### Section 4. Composition of the Disease Reporting Advocates

There shall be **Disease Reporting Advocates (DRA)** who shall be responsible in the reporting cases of notifiable disease and shall be composed of any of the following:



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1. **Barangay Chairman**
2. **Barangay Health Midwife**
3. **Community Health Workers**
4. **Barangay Nutrition Scholars**
5. **Health Workers**
6. **School Nutritionist**

### **Section 4a. Duties and Responsibilities**

The **Disease Reporting Advocates (DRA)** are responsible to report cases of notifiable disease detected in their areas to the **Disease Reporting Units (DRU)**.

### **Section 5. Disease Surveillance Coordinator (DSC)**

There shall be a designated **Disease Surveillance Coordinator** in the person of **Ms. Antonette Bambico, RN**, who shall be responsible with following roles and responsibilities:

1. Collection of PIDSRS from the different DRU's (Rural Health Units, Private Clinics, Private and Government Clinics in the Municipality and Barangay Health Stations);
2. Encode data and maintain a file of case investigation forms;
3. Consolidate data for weekly submission to the next higher level;
4. Analyze and interpret data to provide weekly and or monthly disease surveillance report to the next higher level;
5. Notify the next higher level of suspect epidemics within 24 hours of detection and perform preliminary investigation;
6. Conduct preliminary investigation of suspected epidemics;
7. Assist in epidemic investigation conducted by PESUs, RESUs or NEC;
8. Record in the Weekly Notifiable Disease Report (WNDR) all cases of notifiable disease admitted in the RHU, seen in the community, or local hospital in the city;
9. Submit PIDSRS to the next higher level and retain a copy for further basic data analysis;
10. Prepare and disseminate weekly/monthly disease surveillance reports; and
11. Participate in workshops, seminars, training, scientific meetings and other surveillance related activities.

### **Section 6. Disease Surveillance Officer (DSO)**

There shall be a designated Disease Surveillance Officer in the person of **Dr. ROLANDO Q. MALLARI**, Municipal Health Unit Administrator/Adviser Designate who shall be responsible with the following roles and responsibilities:

1. Analyze and interpret data to provide weekly and or monthly disease surveillance report to the net higher level;
2. Provide technical assistance in outbreak investigation and response when necessary;



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3. Conduct regular technical assistance visits with epidemiologist;
4. Notify the next higher level of easels of disease/s syndrome or event classified as "immediate notification" within 24 hours of detection and;
5. Manage logistics needed in the surveillance operations at her level.

### Section 7. Epidemic Investigation and Control Team

There shall be an organized **Epidemic Investigation and Control Team (EICT)** to be composed of the following:

Team Leader: Municipal Health Officer

Members:

1. **Sanitary Engineer**
2. **Sanitary Inspectors**
3. **Public Health Nurses**
4. **Rural Health Midwives**
5. **Medical Technologists**
6. **Vector Control Specialist**
7. **Barangay Health Workers**

Duties and Functions are as follows:

1. Conduct Epidemiologic Investigation of epidemics suspected or confirmed;
2. Establish active surveillance in the affected areas;
3. Implement the epidemic response plan;
4. Oversee the implementation of control measures;
5. Meet daily during epidemic to review the latest surveillance data and implement additional control measures;
6. Ensure the use of standard treatment protocols for the disease by the trained health workers;
7. Identify and coordinate other sources of additional human (multi-sectoral teams in the area) and material sources, list of referral laboratories and available examinations, list of referral hospitals) for managing the epidemics;
8. Provide regular feedback to the community, LGU, PHO, CHD and DOH;
9. Request assistance when necessary; and
10. Perform other tasks as instructed by the head of agency.

### Section 8. Meetings

The Municipal Epidemiology and Surveillance Unit shall meet and convene at least once every month or as often as may be necessary.



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### **Section 9. Quorum**

The majority of the members of the surveillance unit shall constitute a quorum, but the Chairman or Vice Chairman must be present during meetings where budgetary proposals are being prepared and considered. The affirmative vote of all the majority of the members shall be necessary to approve such proposal.

### **Section 10. Repealing Clause**

All Municipal orders, memoranda, issuances, rules and regulations or provisions inconsistent with this order shall be deemed repealed amended or modified accordingly.

### **Section 11. Effectivity**

This order takes effect immediately upon issuance. Let copies of this order be furnished to the DOH -CHD 1, Provincial DOH Office, Provincial Health Office (PHO), RHUs, Hospitals and Clinics in the city and all the members of the Municipal Epidemiology and Surveillance Unit and others concerned for their information.

Done this 13th day of March 2020, in Aringay, La Union.

**SO ORDERED.**

  
**ERIC O. SIBUMA**  
Municipal Mayor