



Republic of the Philippines
CITY OF ROXAS
PROVINCE OF CAPIZ

Office of the City Mayor

EXECUTIVE ORDER NO. 8

Series of 2021

**CREATION OF ROXAS CITY CORONAVIRUS DISEASE 2019 (COVID-19)
IMMUNIZATION TECHNICAL WORKING GROUP**

WHEREAS, the 1987 constitution provides that the maintenance of order, the protection of life, liberty, and property, and promotion of the general welfare are essential for the enjoyment by all the people of the blessing democracy;

WHEREAS, the State shall also protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, in Republic Act No. 11332, The State shall endeavor to protect the people from public health threats through the efficient and effective disease, surveillance of notifiable diseases including emerging and re-emerging infectious diseases, diseases for elimination and eradication, epidemics, and health events including chemical, radio-nuclear and environmental agents of public health concern and provide an effective response system in compliance with the 2005 International Health Regulations (IHR) of the World Health Organization (WHO);

WHEREAS, in light of the dangers posed by Coronavirus disease 2019 ("COVID-19"), I issued Executive Order No. 8-A on 24 February 2020, the facts and circumstances of which are adopted by reference herein, which declared both a Public Health Emergency and State of Emergency;

WHEREAS, the COVID-19 vaccination program in the Philippines will be an immunization campaign against Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2), the virus that causes coronavirus disease 2019 (COVID-19), in response to the ongoing pandemic in the country.

WHEREAS, the Food and Drug Administration (FDA) issued an Emergency Use Authorization (EUA) for the Pfizer-BioNTech COVID-19 vaccine on January 14, 2021, prompting that mass vaccination is underway in the following months. There are nine other COVID-19 vaccines on order for the program, at varying stages of development.

WHEREAS, Local Government Units in the Philippines, from individual municipalities and cities and provinces, has allocated part of their budgets to procure their own supply of COVID-19 vaccines;

WHEREAS, in anticipation of the upcoming COVID-19 vaccines availability, Local Government Units are directed to create a COVID-19 Immunization TWGs for the Coronavirus Disease 2019 (COVID-19) Immunization Program of the Roxas City;

WHEREAS the City Government of Roxas allocated funds to purchase COVID-19 Vaccines that covers 70,000 of the target population.

WHEREAS the Roxas City Government shall create a Technical Working Group (TWG) there shall be nine (9) committees and four (4) sub-committees that compose the TWG to wit:

- I. Roxas City Steering Committee
- II. Social Mobilization and Communication Committee

- a. Crisis Communication Core Team and Speakers' Bureau
- b. Documentation
- III. Finance Committee
- IV. Logistics Management
 - a. Vaccine and Cold Chain Management
 - b. Transportation
- V. Safety Injection Committee/ Vaccination Committee
- VI. Supervision, Monitoring, Evaluation and Training Committee
- VII. Adverse Event Following Immunization and Surveillance Committee
- VIII. Operation Center Committee
- IX. Client Registration Committee

NOW THEREFORE, I RONNIE T. DADIVAS, Mayor of Roxas City, by virtue of the power vested in me by the law, do hereby order the organization of the Roxas City Corona Virus Disease 2019 COVID 19 immunization Technical working Group.

SECTION I. COMPOSITION.

I. Roxas City Steering Committee

Chairperson	:	Mayor
Vice Chairperson	:	City Health Officer
Members	:	Chairman, Committee on Health, Sangguniang Panlungsod
		Budget Officer
		Accountant
		Treasurer
		Legal Officer
		City Disaster Risk Reduction & Management Officer
		Provincial DOH Officer
		CLGOO
		Chief, PNP
		President, ABC
		All Medical Officers

REPRESENTATIVES from:

Capiz Medical Society
 Philippine Nurses Association – Capiz Chapter
 Philippine Red Cross – Capiz Chapter
 Technical Services Division, PHO/DOH
 Hospital Management Unit,
 Philippine Hospital Association – Capiz Chapter
 Philippine Pharmacists Association – Capiz Chapter
 BJMP
 BFP
 IMAP
 Philippine Coast Guard
 School of Nursing
 Dep Ed

II. Social Mobilization and Communication Committee

Chairperson	:	Fe Salgado
Co-Chairperson	:	RCCG
		RED CROSS
		CDRRMO
		PNP
		BFP

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DILG
Dep Ed
PNA

Sub-Committee on Crisis Communication Core Team and

Speaker's Bureau:

Dr. Lory Cahilog
Dr. Rizelle Dela Cruz
Dr. Faye Besana
Dr. Jo-Am Malapajo
Fe Salgado
DOH Rep

Sub-Committee on Documentation:

Erna Tupaz
RCCG
ICT

III. Finance Committee

Chairperson : Budget Officer
Co-Chairperson : City Mayors Office
Members : City Administrator
City Treasurer
City Accountant

IV. Logistics Management

Chairperson : Ruby Abalo
Co-Chairperson : City General Services Office
Members : Jocelyn Haguisan
Emily Beluso
Greg Anisco

Sub-Committee on Vaccine and Cold Chain Management:

Ruby Abalo
Jocelyn Haguisan

Sub-Committee on Transportation:

Greg Anisco

V. Safety Injection/ Vaccination Committee

Chairperson : Dr. Rizelle Dela Cruz
Co-Chairperson : Jocelyn Haguisan
Members : all Medical Officers
All Volunteers
Other members as provided in Annex 1

VI. Supervision, Monitoring, Evaluation and Training Committee

Chairperson : Dr. Lory Cahilog
Co-Chairperson : Dr. Rizelle Dela Cruz
Members : Dr. Faye Besana
Dr. Jo-Am Malapajo
Fe Salgado
Ruby Abalo

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Erna Tupaz
Jocelyn Haguisan

- VII. **Client Registration Committee**
Chairperson : Greg Anisco
Co-Chairperson : ICT Team
Members : City Social Welfare & Development Office
: Barangay Council/BHW
- VIII. **Operation Center and Data Management Committee**
Chairperson : Dr. Lory Cahilog
Co-Chairperson : Ronald Amigo
Members : Dr. Faye Besana
: Erna Tupaz
: ICT
: E-CONSULTA
: Arlin Lim
- IX. **Adverse Event Following Immunization and Surveillance Committee**
Chairperson : Dr. Rizelle Dela Cruz
Co-Chairperson : Cisa Loyola
Members : All CHO Doctors
: All CHO Nurses
: Composite team
- X. **Events Management Committee**
Chairperson : Ruel Bergantinos
Co-Chairperson : Arlette O. Caldea
Members : Arnel Dy
: Command Center Staff
- XI. **Security and Health Protocols Committee:**
Chairperson : Roxas City PNP Chief
Co-Chairperson : Gonzalo Andrada
Members : Roxas PNP Members
: TMU Roxas

Section II. DUTIES AND FUNCTIONS:

- I. **City Steering Committee**
- a. Formulate, recommend and develop plans, policies, mechanisms and strategies for the effective and efficient implementation of the COVID-19 immunization program;
 - b. Execute City action plan for COVID-19 immunization program;
 - c. Facilitate, oversee and supervise all activities related to planning, coordinating, supervising and monitoring of the campaign;
 - d. Enforce policies, guidelines, standards systems as defined in the guidelines of COVID-19 Immunization;
 - e. Provide scientific and technical advice on matters related to the COVID-19 vaccination program;
 - f. Direct vaccine allocation and resources upon consultation with the City Mayor;

- g. Identify areas that should be considered in the implementation of the COVID-19 vaccination program; and
- h. Perform such other functions as may be directed by the City Mayor

II. Social Mobilization and Communication Committee

- a. Formulate, develop and review social mobilization and communication plans and strategies;
- b. Assist in the mobilization of resources and services to strengthen partnership and other engagements for the effective implementation of COVID-19 immunization program;
- c. Generate political/ social commitment from the political and civil authorities and community leaders in support for the campaign;
- d. Create general public awareness and favorable response so that parents/ guardians will bring their children for immunization and various stakeholders (doctors & nurses in both public and private health facilities) to actively participate in the campaign;
- e. Provide local adaptation of prototypes and dissemination of key media messages for different audience using various media outlets;
- f. Establish networks, partnerships and linkages with various sectors;
- g. Plan and implement special advocacy events to generate awareness, resources and participation;
- h. Devise and develop strategies in creating awareness campaign among the general public or specific groups on COVID-19 vaccination program;
- i. Facilitate information sharing among the key partners and other stakeholders; and
- j. Create Sub-Committees on:
 - i. Crisis Communication Core Team and Speaker's Bureau
 - 1. Assist and act as resource persons during orientations, meetings, trainings, press briefings, TV and Radio interviews in connection with COVID-19 Immunization Campaign.
 - ii. Documentation
 - 1. Spearhead the documentation of the activities relevant to the campaign using multimedia approach, and;
 - 2. Prepare a post campaign comprehensive documentation output in print and audio-visual format.

III. Finance Committee

- a. Develop a work plan and operational budget or fund for the proper implementation of the COVID-19 immunization program;
- b. Ensure the necessary funds for the campaign are provided;
- c. Facilitate the procurement of the COVID-19 vaccines;
- d. Management of funds and resources generated for the campaign;
- e. Ensure adherence to national and local laws, policies, rules and regulations for the utilization of the fund for COVID-19 immunization program;
- f. Monitor financial resources and expenditures;
- g. Maintain financial records in accordance with the standard accounting policies and practices;
- h. Present financial report to the Steering Committee and to the City Mayor; and
- i. Review and recommend financial policies.

IV. Logistics Management

- a. Provide logistical support in the effective and efficient implementation of the COVID-19 immunization program;
- b. Facilitate transportation and distribution of vaccine;
- c. Prepare and develop logistic plan for the COVID-19 immunization program;
- d. Organize transport activities, including storage of vaccines, from point of delivery to distribution;
- e. Coordinate and track movement of vaccines through logistic pathways;
- f. Review freight and transportation activities of vaccines;

- g. Ensure that the necessary supplies, material and personnel for the campaign are provided;
- h. Facilitate the reproduction of reporting forms, IEC materials and other needed logistics as necessary;
- i. Responsible for vaccine movement, distribution, storage and cold chain system; and
- j. Ensure availability of drivers and vehicles for the duration of the mass immunization campaign.

V. Safety Injection/ Vaccination Committee

- a. Develop and implement injection safety plan;
- b. Facilitate administration of vaccine
- c. Ensure vaccine safety from delivery up to and including vaccine administration;
- d. Manage disposal of used injection equipment;
- e. Ensure adequate supply of vaccines and syringes and other things needed;
- f. Ensure proper implementation of guidelines and standards on proper vaccine handling, storage and safe disposal of used needles, syringes and other paraphernalia.
- g. Ensure utilization of AD syringe, vaccine disposal containers and other paraphernalia

VI. Supervision, Training, Monitoring and Evaluation Committee

- a. Develop training plan, design and program for staff and support groups;
- b. Identify information and training needs;
- c. Formulate, develop and coordinate education and training activities;
- d. Conduct monitoring and evaluation of the COVID-19 immunization program;
- e. Ensure that strategies and policies are in place and is functioning;
- f. Initiate problem-solving sessions, when necessary to resolve specific issues and conflicts;
- g. Conduct Capacity building activities to all identified health service providers and other volunteer workers;
- h. Develop COVID-19 vaccination monitoring tool and provide orientation for all users of the tool;
- i. Conduct monitoring and supervision activities to identified vaccination centers, LGUs and hospitals during the preparatory phase, implementation phase and post implementation phase;
- j. Provide necessary feedback to the COVID-19 vaccination TWG for concerns/problems encountered during the activity;
- k. Supervise implementation of the campaign; and
- l. Prepare necessary reports to be submitted to the Provincial Steering Committee.

VII. Client Registration Committee

- a. Formulate registration plan;
- b. Develop administrative and operational procedures and actions related to the registration of the public for the COVID-19 immunization program;
- c. Oversee and supervise implementation of the registration;
- d. Coordinate with the Operation Center and Data Management Committee for the data of registered and vaccinated individual
- e. Maintain data base of registered individual;
- f. Gather master list of identified eligible population for immunization;
- g. Develop a COVID-19 vaccination provincial registry; and
- h. Validate and update the city registry based on the submitted lists of eligible populations from the LGUs.

VIII. Operation Center and Data Management Committee

- a. Establish and manage COVID-19 Vaccination Operation Center;
- b. Ensure daily operation during the campaign;

- c. Analyze and consolidate all related reports for submission to the related agencies (PHO, DOH Regional Office VI); and
- d. Submit timely accomplishments reports to PHO and DOH Regional Office VI.

IX. Adverse Event Following Immunization and Surveillance Committee

- a. Conduct investigation of AEFI;
- b. Collate, analyze, report and provide feedback on all adverse reactions to vaccines including anaphylactic reactions and other relevant events; and
- c. Create network and conduct training of staff in health facilities for early detection and reporting of possible AEFI

X. Events Management Committee

- a. Develop pre, during and post vaccination checklist of all requirements and logistics for the successful conduct of the vaccination;
- b. Conduct checking of all requirements and logistics for every vaccination post;
- c. Ensures that all vaccination events are properly coordinated.

XI. Security and Health Protocols Committee:

- a. Ensures peace and order during the conduct of vaccination in different vaccination posts;
- b. Ensures health protocols and social distancing are strictly followed during the vaccination.

Section III. MEETINGS

The TWG shall meet every week or as may be necessary within the COVID 19 Vaccination preparation, implementation and evaluation at the conference room of the executive building. The Mayor or a majority of the working group members may call the meeting.

Section IV. EFFECTIVITY

This order shall take effect immediately.

Done this **24 MAR 2021** of 2021, at the City of Roxas, Province of Capiz.


RONNI T. DADIVAS
City Mayor

Attested:


LORIE BELLE O. USISON
General Services Officer
Acting City Administrator