



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

# OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
Telephone No. 043-2843146 Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

## EXECUTIVE ORDER NO. 05-2021

### AN ORDER PROVIDING FOR THE ESTABLISHMENT OF COVID-19 VACCINATION OPERATIONS CENTER IN THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

**WHEREAS**, Proclamation Nos. 922 and 1021 series of 2020 declared the Philippines under State of Public Health Emergency and State of Calamity due to the COVID-19 pandemic;

**WHEREAS**, DILG Memorandum Circular No. 2021-007 dated January 18, 2021 provides Interim Preparatory Guidelines in the Implementation of the National Vaccination Program;

**WHEREAS**, Department of Health Center for Health Development MIMAROPA Office Order No. 2021-001 dated February 2, 2021 mandates the operationalization of COVID-19 Vaccination Operations Center at the regional and local levels to complement the national organizational structure which is the COVID-19 Vaccine Cluster.

**NOW THEREFORE**, I, **ARISTEO A. BALDOS, JR.**, Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order the establishment of COVID-19 Vaccination Operations Center in the Municipality of Pinamalayan, Oriental Mindoro, as follows:

**Section 1. COMPOSITION** – The COVID-19 Vaccination Operations Center shall be composed of the following:

**Chairperson:**

**DRA. NIÑA KRISTINNE L. PUNZALAN** Rural Health Physician

**Co-Chairperson:**

**MS. AMELIA L. RAMOS** - Municipal Local Government Operations Officer

**Members:**

<b>MR. PATRICIO L. DEL VALLE</b>	- Development Management Officer IV/Planning, - Campaign Management and Technical Point Person
<b>MS. PURA P. MENDOZA</b>	- MSWD Officer/Coordination Team Point Person
<b>MR. MARLO C. ROSALES</b>	- LDRRMO III, Vaccine Safety, Surveillance and Response Team Point Person
<b>MR. RONE B. MADRID</b>	- OIC-GSO/Cold Chain and Logistics Team Point Person
<b>MR. JOHN DAVE M. DELOS SANTOS</b>	- Executive Asst. II/ Public Information Officer/Communications, Advocacy and Partnership Team Point Person

**Section 2. ROLES AND FUNCTIONS.** The Operation Center shall perform the following roles and functions:

**A. Planning, Campaign Management and Technical Team (Municipal Planning and Development Office)**

- Develop and release bulletin and advisories relevant to the vaccination campaign
- Set-up the local VOCs within their respective areas
- Roll-out the conduct of orientations and capacity buildings to program managers, stakeholders, implementers and monitors
- Monitor implementation of campaign
- Develop preparedness plans (MICROPLANS) and provide guidance/recommendations to implementers
- Analyze and report data to the RVOC



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### **B. COLD CHAIN AND LOGISTIC TEAM (General Services Office, Office of the Municipal Mayor)**

- a. Conduct inspection and ensure the quality of logistics to be delivered
- b. Ensure the timely delivery of vaccines, syringes, PPEs and other logistics from national or regional delivery hubs
- c. Deliver vaccines and 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.

### **C. COORDINATION TEAM (Municipal Social Welfare and Development Office)**

- a. Coordinate and collaborate with barangays, health facilities, partners and stakeholders
- b. Coordinate immediate concerns of implementing units to LVOCs. Coordinate with partners to provide assistance and response and address concerns raised.
- c. Assist the LVOC cold chain and logistics team for concerns related to delivery and distribution of logistics and supplies
- d. Oversee and provide human resource support to the LVOC
- e. Masterlisting and validation of eligible population, vaccination workforce, and implementing units and vaccination sites as post for submission to CHD
- f. Mapping and validation of vaccination sites and vaccination workforce for submission to CHD

### **D. VACCINE SAFETY, SURVEILLANCE AND RESPONSE TEAM (Municipal Disaster Risk Reduction and Management Office)**

- 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 local AEFI/AESI surveillance
- e. Provide regular updates on COVID-19 vaccine surveillance to the N/R VOC
- f. Report cases of AEFI to CHD Operation Center

### **E. COMMUNICATIONS, ADVOCACY AND PARTNERSHIP TEAM (Office of the Municipal Mayor, Office of the Municipal Administrator and Municipal Tourism Unit)**

- a. Advocate to and conduct partnership meetings with partners and stakeholders such as but not limited to the Local Chief Executives, 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 3. SECRETARIAT.** The Municipal Health Office shall serve as the Secretariat of the COVID-19 Vaccination Operations Center

**Section 4. EFFECTIVITY.** This Executive Order shall take effect immediately upon approval.

Done in the Municipality of Pinamalayan, Oriental Mindoro this 9<sup>th</sup> day of February 2021

  
**ARISTEO A. BALDOS, JR.**  
Municipal Mayor