



Republic of the Philippines
MUNICIPAL GOVERNMENT OF TERESA
Province of Rizal

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OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 11, SERIES OF 2024

**AN ORDER REORGANIZING THE EPIDEMIOLOGY SURVEILLANCE UNIT OF
THE MUNICIPAL GOVERNMENT OF TERESA, RIZAL (ESUMGTR)**

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 instill health consciousness among them;

WHEREAS, Section C2, paragraph III of Administrative Order No. 23, Series of 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, Series of 2007 which prescribes the guidelines on the Philippine Integrated Disease Surveillance and Response mandates the Local Government Units to set up a functional Municipal Disease Surveillance System equipped with the necessary resource and adequate local financial support;

WHEREAS, due to the end of term 2019-2022 of municipal officials as a result of May 9, 2022 National and Local Elections, improvement on legislation and policy making of the government; and to facilitate the planning and implementation of every programs for the benefit of the general welfare of its constituents, there is a need to reorganize the Epidemiology and Surveillance Unit of the Municipal Government of Teresa, Rizal (ESUMGTR) prompting a response delivery of the essential health care services for the constituents and concerned health care agencies.

NOW, THEREFORE, I, RODEL N. DELA CRUZ, Municipal Mayor of the Municipality of Teresa, Rizal, by virtue of the powers vested in me by Republic Act 7160 and other existing laws hereby order the reorganization of the Epidemiology and Surveillance Unit of the Municipal Government of Teresa, Rizal (ESUMGTR).

Section 1. Composition. The ESUMGTR shall be composed of the following:

Chairperson : **Hon. Rodel N. Dela Cruz**
Municipal Mayor

Vice Chairperson : **Skynyrd G. Berdon**
Municipal Health Officer

Members : **Hon. Hoaward C. Francisco**
Sangguniang Bayan Chairman, Committee on
Health and Sanitation

Dawna Marly E. Yanong
MRDRRMO

Engr. Peterson Z. Demen
Engineering Office

Rolando B. Nicdao
Sanitary Inspector

Encoder : **Joelizza Trinidad**
RHU

Gio Enriquez
RHU

Contact Tracer : **Janico Espiritu Santo**
RHU

Section 2. Duties and Functions. The ESUMGTR shall perform the following duties and functions:

- a. Implement appropriate epidemic control measures based on DOH standards;
- b. Operate and maintain a computer-based data storage and analysis as much as possible;
- c. Conduct series of capability building/training and workshop as well as information education campaign;
- d. Draft the Municipal Epidemic Response Plan;
- e. Identify and coordinate other sources of additional human and material sources for managing any epidemic;
- f. Investigate, monitor, assess, and report any/all causes of epidemic;
- g. Declare the existence of epidemic in the municipality;
- h. Report all available essential information immediately to the next higher level; and
- i. Do all other functions as may be necessary.

Section 3. Composition of the Disease Reporting Unit (DRU). There shall be a DRU which shall be composed of the following officers:

Main Reposting Office	Municipal Health Office
Sub-Offices	Rural Health Units
Members:	Private and Public Hospitals and Private Clinics in the Municipality and Barangay Health Stations

Section 4. Duties and Responsibilities. The Disease Reporting Unit (DRU) is primarily responsible in the detection of cases using the standards prescribed in the Philippine Integrated Disease Surveillance and Response (PIDSR) Manual of Procedures.

Section 5. Composition of the Disease Reporting Advocates (DRA). There shall be a Disease Reporting Advocates (DRA) who shall be responsible in the reporting cases of notifiable disease and shall be composed but not limited of any of the following:

- a. Barangay Chairman
- b. Barangay Health Midwife
- c. Community Health Workers
- d. Barangay Nutrition Scholars
- e. Health Workers
- f. School Nutritionist

The designated Disease Surveillance Coordinator is **Maria Luisa Kamille H. Peñaranda, RN** who shall be responsible of the following:

- a. Collection of PDSR from the different DRU's (Rural Health Units, Private Clinics, Private and Government Hospitals in the Municipality, Barangay Health Stations);
- b. Encode data and maintain a file of case investigation forms;
- c. Consolidate data for weekly submission to the next higher level;
- d. Analyze and interpret data to provide weekly and or monthly disease surveillance report to the next higher level;
- e. Notify the next higher level of suspect epidemics within twenty four (24) hours of detection and perform preliminary investigations;
- f. Conduct preliminary investigation of suspected epidemics;
- g. Assist in epidemic investigation conducted by PESUs or NEC;
- h. 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 Municipality;
- i. Submit PIDSR to the next higher level and retain a copy for further basic data analysis;
- j. Prepare and disseminate weekly/monthly disease surveillance reports; and
- k. Participate in workshops, seminars, training, scientific meetings and other surveillance related activities.

Section 6. Disease Surveillance Officer (DSO). There shall be a s designated Disease Surveillance Officer in the person of **Skynyrd G. Berdon, MD**, Municipal Health Officer who shall be responsible with the following roles and responsibilities:

- a. Analyze and interpret data to provide weekly and or monthly disease surveillance report to the next higher level;
- b. Provide technical assistance in outbreak investigation and response when necessary;
- c. Conduct regular technical assistance visits the epidemiologist;
- d. Notify the next higher level of diseases/s syndrome or event classified as "immediate notification" within twenty-four (24) hours of detection; and
- e. 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	:	Sanitary Inspectors Public Health Nurses Rural Health Midwives Medical Technologies Barangay Health Workers

Section 8. Duties and Functions of the Epidemic Investigation and Control Team. The following duties and functions are:

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

Section 9. Repealing Clause. All municipal orders, memoranda issuances, rules and regulations or provisions inconsistent with this order shall be deemed repealed amended and/or modified accordingly.

Section 10. Effectivity. This order shall takes effect immediately upon issuance. Let copies of this order be furnished to the DOH-CALABARZON, provincial DOH Office, Provincial Health Office (PHO), RHUs, Hospitals and Clinics in the Municipality and all the members of the ESUMGTR and others concerned for their information.

Done, this 1st day of February 2024, Municipality of Teresa, Rizal.



RODEL N. DELA CRUZ
Municipal Mayor