



**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO 02, s. 2021**

**AN ORDER CREATING THE COVID-19 VACCINE OPERATION CENTER (VOC) OF THE MUNICIPALITY**

**WHEREAS**, the Department of the Interior and Local Government (DILG) has issued Memorandum No. 2021-007, where LGUs are directed to come up with a vaccination plans that contains the preparation of risk communication plans and conduct of early Vaccine Communication Campaign to disseminate critical information on COVID-19 vaccination;

**WHEREAS**, in support to the Department Circular No. 2021 – 0009 of the Department of Health (DOH) Strategic Plan for COVID-19 Vaccination (2021- 2023) to ensure vaccine accessibility by each and every Filipino, and the National Strategic Policy Framework for COVID-19 Vaccine Deployment and Immunization to provide strategic policy guidance and direction on the selection, access, deployment of the COVID-19 vaccine and the COVID-19 immunization program.

**WHEREAS**, the Municipal Government of Paniqui, is committed to support the national effort on COVID-19 vaccination program to ensure its smooth and effective implementation and the need to mobilize resources and coordination with the LGUs of the municipality;

NOW, THEREFORE, I, **Leonardo M. Roxas**, Municipal Mayor of **Paniqui, Tarlac**, by virtue of the power and authority vested in me by Law, do hereby order the organization and establishment of the Municipal COVID-19 Vaccine Operation Center (VOC), provide its composition and roles and responsibilities.

**Section 1. Composition of the Vaccination COVID-19 Operation Center**

The Municipal Vaccination COVID-19 Operation Center shall be composed of the following:

Chairperson: **DR. RAYMOND P. TAÑEDO**  
Municipal Health Officer

Co-Chairperson: **OMAR JAMES N. GABRIEL**  
MLGOO VI

Members:

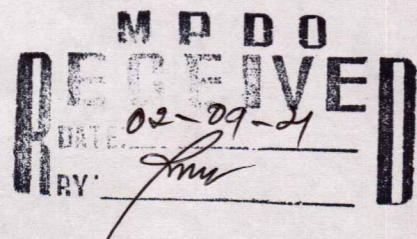
**A. Planning, Campaign Management, and Technical Support Team**

i. Team Leaders: **Engr. Aniel Bon C. Santillan**  
Municipal Administrator

ii. Members: **Eugenio B. Galanga**  
MSWD Officer

**Engr. Vladimir L. Santillan, EnP.**  
MPDC

**Hector Untalan**  
RHU 1 Staff





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**Hon. Nestor B. Castro**  
Municipal Councilor

**Sgt. Bancud**

**Sugar Ray Cruz**  
RHU 1 Staff

**B. Finance, Cold Chain, and Logistics Team**

i. Team Leader: **Hon. Aida D. Roxas II**  
Municipal Vice-Mayor

ii. Members: **Engr. Maybelyn C. Aranzaso**  
Municipal Engineer

**Raymond Gambito**  
OIC-Municipal Budget Officer

**Arvin Kennex B. San Diego, CPA**  
Municipal Accountant

**Alelyn I. Paragas, CPA**  
Municipal Treasurer

**Ruby G. Fronda**  
SB Secretary

**Anna Lydia Magallanes**  
RHU 1 Staff

**Mark Daoayanan**  
**Gilbert Dumpao**

**C. Coordination Team**

i. Team Leaders: **Jail Inspector Rodolfo M. Paculanan**  
Jail Officer-Paniqui Station

**Manuel A. Sambo**  
MDRRM Officer

ii. Members: **Estrelita M. Sanchez**  
Municipal Civil Registrar

**Lolita B. Molina**  
Municipal Assessor

**George M. Payumo**  
Municipal Agriculturist



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**Michael Politano**  
MDRRM Staff

**April Joy Manuel**  
**Melanie Andaya**  
**Johanna Lyssa Ramos**

**D. Vaccine Safety, Surveillance, and Response Team**

i. Team Leader: **Dr. Jolab O. Daguro**  
Chief of Hospital, Paniqui General Hospital

ii. Members: **Marissa T. Roque**  
RHU 2 Staff

**Fortune Abutin**  
Medical Technologist 1, RHU 1

**Leah F. Balacang**  
**Lorena Socias**  
**Thobie Rei Sto. Domingo**  
**Hans Chester Capinding**  
**BJMP Nurse Officer**  
**Joedenel Ladines**  
**Grace Den Ann Galbadores**  
**Michelle B. Mayo**

**E. Communication, Advocacy, and Partnership Team**

i. Team Leader: **Christopher Obcena**  
Public Information Officer/Tourism Officer

ii. Members: **Linda B. Manuel**  
Liga ng mga Baranagay Chairman

**Dr. Owen Vladimir Domingo**  
Dentist, RHU 1

**Joan Margarette G. Austria**  
**Joseph Ramos**  
**Ma. Theresa Lobo**  
**Jennica Manalo**  
**Ricky B. Perez**

**Secretariat:** Team Leader: **Catherine T. Esmolada**  
Executive Assistant III, Mayor's Office

Members: **Kathilyn B. Antonio**  
Sanitation Officer



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**Ma. Lourdes Chichioco**  
Dentist, RHU 2

**Marissa T. Roque**  
**Abegay Santos**  
**Armi Joy Tamayo**  
**Brigitte Mallari**  
**Arlan Acuña**

**Section 2. Duties and Responsibilities**

The Municipal VOC shall perform the following duties and responsibilities:

- a. Determine the number of eligible population for COVID-19 vaccination in the areas;
- b. Identify the vaccination workforce, the implementing units, and the number of vaccination posts/sites, and plot in an operational spot map;
- c. Identify the number of supervisor, vaccination teams, AEFI/AESI composite teams and other personnel needed and available for the vaccination campaign;
- d. Assign teams and vaccines to an implementing unit/vaccination post;
- e. Establish the vaccine requirement and ancillary needed;
- f. Identify gaps in cold chain capacity;
- g. Ensure timely delivery of logistics;
- h. Prepare a daily vaccination session plan;
- i. Develop a communication plan and implement social mobilization and advocacy activities;
- j. Prepare a supervision and monitoring plan and schedule;
- k. Prepare an AEFI/AESI management and surveillance system;
- l. Develop a waste management plan;
- m. Assess, evaluate, and monitor COVID-19 vaccination and other related activities

**Section 3.a Composition of the Planning, Campaign Management and Technical Support Team**

The Planning, Campaign Management, and Technical Support Team shall be composed of the following:

- Municipal Health Office – **Dr. Raymond P. Tañedo**
- Municipal Local Government Office – **Engr. Aniel Bon C. Santillan**
- Municipal Planning and Development Office – **Engr. Vladimir L. Santillan**

**Section 3.b Duties and Responsibilities**

The Planning, Campaign Management, and Technical Support Team are primarily responsible with the following:

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



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**4.a Composition of the Finance, Cold Chain, and Logistics Team**

The Finance, Cold Chain, and Logistics Team shall be composed of the following:

- General Service Office – **Vice-Mayor Aida D. Roxas**
- Municipal Budget Office – **Raymond Gambito**
- Municipal Health Office – **Raymond P. Tañedo**
- Municipal Disaster Risk Reduction & Management Office – **Manuel A. Sambo**
- Philippine National Police – **PLT/COL. Noriel B. Rombaoa**

**4.b Duties and Responsibilities**

The Finance, Cold Chain, and Logistics Team shall be primarily responsible for the following duties and responsibilities:

- 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 or provincial delivery hubs
- c. Deliver vaccines, syringes, PPEs, and other logistics to implementing units
- d. Closely coordinate with the province or 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

**5.a Composition of the Coordination Team**

The Coordination Team shall be composed of the following:

- Municipal Disaster Risk Reduction and Management Office – **Manuel A. Sambo**
- Municipal Environment & Natural Resource Office – **Nestor T. Ofrecio**
- Philippine National Police - **PLT/COL. Noriel B. Rombaoa**
- Bureau of Fire Protection – **F/Insp. Wilfredo R. Bañago**
- Department of Interior & Local Government – **Omar James N. Gabriel, MLGOO VI**
- Municipal Health Office – **Dr. Raymond P. Tañedo**

**5.b Duties and Responsibilities**

The Coordination Team shall be responsible for the following duties and responsibilities:

- a. Coordinate and collaborate with barangays, health facilities, partners and stakeholders
- b. Coordinate immediate concerns of implementing units to the Local VOCs
- c. Coordinate with partners to provide assistance & response & address concerns 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 Local VOC

**6.a Composition of Vaccine Safety, Surveillance, and Response Team**

The Vaccine, Safety, Surveillance, and Response Team shall be composed of the following:

- Local Surveillance Unit – **PLT/COL. Noriel B. Rombaoa**
- Public and private hospitals and/or clinics – **Dr. Jolab O. Daguro**
- Department of Interior and Local Government – **Omar James N. Gabriel, MLGOO VI**
- Philippine National Police - **PLT/COL. Noriel B. Rombaoa**
- Bureau of Fire Protection - **F/Insp. Wilfredo R. Bañago**



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**6.b Duties and Responsibilities**

The Vaccine Safety, Surveillance, and Response Team shall perform the following duties and responsibilities:

- 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 Provincial VOC
- 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 Local VOC

**7.a Composition of Communication, Advocacy, and Partnership Team**

The Communication, Advocacy, and Partnership Team shall be composed of the following:

- Municipal Information Office – **Christopher Obcena**
- Municipal Social Welfare and Development Office – **Eugenio B. Galanga, RSW**
- Liga ng Barangay – **Hon. Linda B. Manuel**
- Municipal Federation of BHWs – **Germilina Sandoval**
- Civil Society Organization/NGOs – **Rodrigo S. Gamino**
- Department of Education/Commission on Higher Education – **Marissa T. Cuchapin, PSCES/Pedro Q. Urzame, PNCES**
- Health Education and Promotion Officer – **Dr. Raymond P. Tañedo, Dr. Jolab O. Daguro**

**7.b Duties and Responsibilities**

The Communication, Advocacy, and Partnership Team shall be responsible for the following:

- 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 8. Meetings**

The Municipal COVID-19 Vaccination Operation Center shall convene twice a week and/or as often as may be necessary.

**Section 9. Repealing Clause**

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



Republic of the Philippines  
**MUNICIPALITY OF PANIQUI**  
Province of Tarlac



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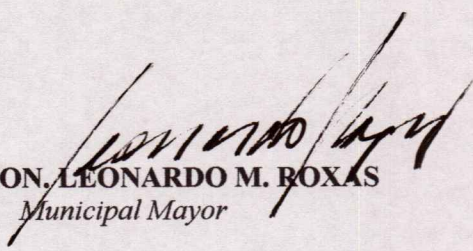
**Section 11. Effectivity**

This order shall take effect immediately upon issuance. Let copies of this order be furnished to the Provincial DOH Office Tarlac, Tarlac Provincial Health Office, RHUs in the Municipality,

Hospitals/Clinics in the municipality, and all members of the Municipal COVID-19 Vaccine Operation Center and other concerned agencies for their information.

Done this 9<sup>th</sup> day of February 2021 at Paniqui, Tarlac, Philippines.

**SO ORDERED.**

  
HON. LEONARDO M. ROXAS  
Municipal Mayor



**OFFICE OF THE MUNICIPAL MAYOR**

**LOCAL VACCINATION OPERATION CENTER**

