

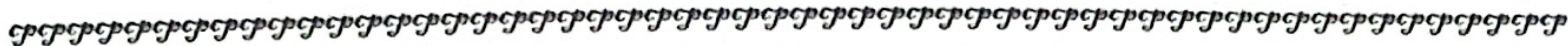


Republic of the Philippines
Province of Quezon
MUNICIPALITY OF QUEZON



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OFFICE OF THE MAYOR



ADMINISTRATIVE ORDER NO. 18

Series 2021

ORGANIZATION OF MUNICIPAL COVID-19 VACCINATION OPERATION CENTER

WHEREAS, the IATF for the Management of Emerging Infectious Diseases Resolution No. 95, dated January 21, 2021 had ratified the approved Philippine National COVID-19 Vaccination Roadmap and Implementation Plan, the National Deployment and Vaccination Plan for COVID-19;

WHEREAS, the National Task Force Against COVID-19 had approved and ratified the Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines that stated *"All implementing agencies of the NTF COVID-19, all Regional and Local COVID-19 Task Forces, and all Regional and Local COVID-19 Vaccination Operations Centers, Local Task Forces and Local COVID-19 Vaccination Operations Centers were mandated to implement and adapt"*;

NOW, THEREFORE, I, MA. CARIDAD P. CLACIO, Municipal Mayor of the Municipality of Quezon, Province of Quezon, by the power vested in me by law, do hereby order the Organization of Municipal COVID-19 Vaccination Operation Center composed with the following Teams:

Section 1. Planning, Campaign Management and Technical Team

a. Composition

Leader	:	Engr. Drexler O. Oliveros	ME/OIC-MPDC
Members	:	Ms. Laurice Pia O. Arandela	MLGOO
		Hon. Alejandro S. Clacio	PPLB President
		Hon. Briene L. Flores	SKF President
		Ms. Tarcela B. Oliveros	PPC President

b. Functions:

- 1) Develop and release bulletins and advisories relevant to the vaccination campaign
- 2) Set-up the local VOCs within their respective areas
- 3) Roll-out orientations and capacity-building to managers, stakeholders, implementers and monitors
- 4) Review preparedness plans of barangays and provide guidance/recommendations to implementers
- 5) Analyze and report data to Regional VOC

Section 2. Finance, Cold Chain and Logistics Team

a. Composition

Leader :	Mr. Maximo O. Luna, Jr.	GSO-Designate
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Members:	Ms. Jocelyn A. Sisperez	Municipal Accountant
	Ms. Felicidad M. Oliveros	Municipal Budget Officer
	Mr. Jeffrey M. Paclibon	Acting Municipal Treasurer
	Mr. Raywuel V. Escolano	MENRO-Designate
	PCPT Felix P Evidor Jr.	COP-QMPS
	Ms. Mercedita J. Alibarbar	Rural Sanitary Inspector

b. Functions:

- 1) Conduct inspection and ensure the quality of logistics to be delivered
- 2) Ensure timely delivery of vaccines, syringes, personal protective equipment and other logistics to implementing units
- 3) Closely coordinate with CHDs to ensure availability of vaccines, vaccine carriers for cold chain management and other supplies
- 4) Manage inventory of vaccines, its storage and distribution
- 5) Coordinate with implementing units on the latest inventory of logistics, supplies and its actual utilization
- 6) Facilitate the budget for the campaign's operations

Section 3. Coordination Team

a. Composition

Leader :	Mr. Jhon Errol D. Sisperez	MDRRMO
Members :	Ms. Laurice Pia O. Arandela	MLGOO
	Dr. Jeremiah Carlo V. Alejo	MHO
	Ms. Irma R. Barretto	MSWDO
	Ms. Myka Buerano	HRH Team Leader

b. Functions:

- 1) Coordinate and collaborate with barangays, health facilities, partners and stakeholders
- 2) Coordinate immediate concerns of implementing units to the LVOCs
- 3) Coordinate with partners to provide assistance and response, address concerns raised
- 4) Assist the LVOC Finance, Cold Chain, Logistics Team for concerns related to delivery and distribution for logistics and supplies
- 5) Oversee and provide human resource to the LVOC

Section 4. Vaccine Safety, Surveillance, and Response Team

a. Composition

Leader :	Dr. Jeremiah Carlo V. Alejo	Municipal Health Officer
Members :	Ms. Laurice Pia O. Arandela	MLGOO
	Ms. Arcele A. Clacio	BHW President
	Ms. Ayra Diana D. Cantos	Nurse II/NIP Coordinator

b. Functions:

- 1) Implement adverse event following immunization (AEFI), adverse events of special interest (AESI) surveillance activities
- 2) Lead in the conduct of AEFI/AESI case investigation and comprehensive data analysis
- 3) Generate AEFI/AESI surveillance report and provide information to LVOC then submit to RVOC
- 4) Provide regular updates on COVID-19 vaccine surveillance to the N/R VOC

Section 5. Communications, Advocacy and Partnership Team

a. Composition

Leader :	Hon. Briene L. Flores	SKF President
Members :	Mr. Jhon Errol D, Sisperez	MDRRMO
	Dr. Jeremiah Carlo V. Alejo	M H O
	Ms. Irma R. Barretto	MSWDO
	Ms. Laurice Pia O. Arandela	MLGOO
	Mr. Domingo J. Pancipane	ERT KABALIKAT

b. Functions:

- 1) Advocate to and conduct partnership meetings with partners and stakeholders
- 2) Distribute advocacy/ information materials, and/or other relevant communication document and/or other relevant communication documents/materials
- 3) Document COVID-19 vaccination campaign activities
- 4) Monitor the implementation of communications and community engagement activities
- 5) Provide feedback or report communications and community engagement and concerns to LVOC.

Section 6. Effectivity.

This Order shall take effect immediately upon approval thereof and shall remain in full force and effect unless sooner revoked or amended by the Local Chief executive.

ISSUED this 22nd day of February 2021 at Quezon, Quezon.


MA. CARIDAD P. CLACIO
Municipal Mayor