

OFFICE OF THE MAYOR
GUBAT, SORSOGON



RONNEL U. LIM
MAYOR

EXECUTIVE ORDER NO. 8
Series of 2023

**AN ORDER CREATING THE MUNICIPAL EPIDEMIOLOGY SURVEILLANCE UNIT
OF THE MUNICIPALITY OF GUBAT**

WHEREAS, Article II, Section 15 of the 1987 Constitution states that the State shall protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, the 1987 Constitution, Article XIII, Section 11 states that State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all people at affordable cost.

WHEREAS, monitoring, surveillance, investigation of and response to health threats are vital capabilities for an effective health system, and the World Health Organization (WHO) International Health Regulations (IHR) 2005 requires countries to maintain an integrated, national system for public health surveillance and response;

WHEREAS, Republic Act No. 11223, also known as the “Universal Health Care Act”, recognizes the need to create a health care model centered on people’s needs and well-being, protected from hazard and risks that could affect their health;

WHEREAS, the Implementing Rules and Regulations (IRR) of R.A No. 11223 details that the epidemiologic surveillance and disaster risks reduction and management within the city-wide health system are public health programs under the health service delivery function of the City Health Office;

WHEREAS, Republic Act No. 11332, also known as the “Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act”, recognizes the importance of disease surveillance and response system of the Department of Health and it’s local counterparts as the first line of defense to epidemics and health events of public health concern that pose risk to public health and security;

WHEREAS, R.A No. 11332 further dictates that the Department of Health (DOH) in coordination with the Local Government Units (LGUs), shall ensure that the Epidemiology and Surveillance Units (ESUs) are established and functional in all levels of the DOH and its local counterparts;

WHEREAS, Department of Health Administrative Order No. 2019-0046 states that there is a need to institutionalize Disaster Risk Reduction and Management in Health (DRRM-H);

WHEREAS, in order to achieve requirements of the IHR, the Department of Health (DOH) is adopting an integrated approach regarding the surveillance of priority communicable diseases and conditions;

WHEREAS, disease surveillance and response are important components of public health, providing indispensable information for the conduct and implementation of targeted public health policies;

WHEREAS, disease surveillance and response are important components of public health, providing indispensable information for the conduct and implementation of targeted public health policies;

NOW, THEREFORE, I RONNEL U. LIM, by virtue of the power vested in me by law, do hereby order the organization of the Municipal Epidemiology and Surveillance Unit, integrate support groups and provide its composition, duties and functions.

Section 1. Composition. The Municipal Epidemiology and Surveillance Unit shall be composed of the following:

Chairman: **Ronnel U. Lim**, Municipal Mayor

Vice-Chairman: **Dr. Ronald Ferreras**, Municipal Health Officer

Members:

- **Hon. Roxan M. Escanilla**, SB Chair, Committee on Health
- **Hon. Ramilo Fajardo**, ABC President
- **Dr. Mari Ann Ecleo**, Doktora sa Barangay
- **Aleth Pura**, Rural Health Nurse
- **Engr. Jovanie Tabirao**, Municipal Engineer
- All Sanitary Inspectors
- All Rural Health Midwives
- **Rhalen Endeno**, LDRRMO III
- **Rudy Espeño**, Meat Inspector II

Secretariat: Municipal Health Office Staff (Data Encoder, Rural Health Nurse, Rural Health Midwife)

Section 2. Duties and Functions. The Municipal Epidemiology and Surveillance Unit Shall perform the following duties and functions:

1. Implement appropriate epidemic control measures based on DOH Standards;
2. Operate and Maintain a computer based data storage and analysis as much as possible;
3. Conduct series of capability building/training and workshop as well as information education campaign;
4. Draft the Municipal Epidemic Response Plan;
5. Identify and coordinate other sources of additional human and material resources for managing any epidemic;
6. Investigate, monitor, assess, and report any/all causes of epidemic;
7. Declare the existence of epidemic in the Municipality;
8. Report all available essentials information immediately to the next higher level;
9. Do all other functions as may be necessary;

Section 3. Composition of the Disease Reporting Unit. There shall be a Disease Reporting Unit (DRU) are primary in the detection of cases using the standards prescribed in the Philippine Integrated Disease Surveillance and Response (PIDSRS) Manual of Procedures;

Section 4. Composition of the Disease Reporting Advocates. There shall be Disease Reporting Advocates (DRA) who shall be responsible in the reporting cases of notifiable disease and shall be composed of the following:

1. **Barangay Chairman**
2. **Barangay Health Midwives**
3. **Community Health Workers**
4. **Barangay Nutrition Scholars**
5. **Private Health Workers**
6. **School Heads**
7. **School Nurses**
8. **School Nutritionists**

Section 4a. Duties and Responsibilities. The Disease Reporting Advocates (DRA) are responsible to report cases of notified disease detected in their message in their areas to the Disease Reporting Units (DRU).

Section 5. Disease Surveillance Coordinator (DSC). There shall be a designated Disease Surveillance Coordinator in the person of **Aleth Pura, RN**, who shall be responsible with the following roles and responsibilities:

1. Collection of PIDSRS from the different DRU's (Rural Health Unit, Private Clinics, Private and Government Clinics in the Municipality and Barangay Health Stations);
2. Encode data maintain a file of case investigation forms;
3. Consolidate data for weekly submission to the next higher level;
4. Analyze and interpret data to provide weekly and or monthly disease surveillance report to the next higher level;
5. Notify the next higher level suspect epidemics within 24 hours of detection and perform preliminary investigation;
6. Conduct preliminary investigation of suspected epidemics;
7. Assist in epidemic investigation conducted by PESU, RESU or NEC;
8. 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 city;
Disease admitted in the RHU, seen in the community, or local hospital in the city;
9. Submit PIDSRS to the next higher level and retain a copy for further basic data analysis;
10. Prepare and disseminate weekly/monthly disease surveillance reports; and
11. Participate in workshops, seminars, training, scientific meetings and other surveillance related activities.

Section 6. Disease Surveillance Officer (DSO). There shall be designated Disease Surveillance Officer in the person of **Dr. Mari Ann Ecleo**, who shall be responsible with the following roles and responsibilities:

1. Analyze and interpret data to provide weekly and or monthly disease surveillance report to the net higher level;

2. Provide technical assistance in outbreak investigation and response when necessary;
3. Conduct regular technical assistance visits with epidemiologist;
4. Notify the next higher level of easels of disease/s syndrome or event classified as “immediate notification” within 24 hours of detection and;
5. 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: Dr. Ronald Ferreras, Municipal Health Officer

1. Sanitary Engineering
2. Sanitary Inspectors
3. Public Health Nurses
4. Rural Health Midwives
5. Medical Technologists
6. Vector Control Specialist
7. Barangay Health Workers

Duties and Functions are as follows:

1. Conduct Epidemiologic Investigation of epidemics, suspected or confirmed;
2. Establish active surveillance in the affected areas;
3. Implement the implementation of control measures;
4. Oversee the implementation of control measures;
5. Meet daily during epidemic to review the latest surveillance data and implement additional control measures;
6. Ensure the use of standard treatment protocols for the disease by the trained health workers;
7. Identify and coordinate other sources of additional human (multi-sectoral teams in the area) and material sources, list of referral laboratories and available examinations, list of referral hospitals) for managing the epidemics;
8. Provide regular feedback to the community, LGU, PHO, CHD and DOH;
9. Request assistance when necessary; and
10. Perform other tasks as instructed by the head of agency.

Section 8. Meetings. The Municipal Epidemiology and Surveillance Unit shall meet and convene at least once every month or as often as may be necessary.

Section 9. Quorum. The majority of the members of the surveillance unit shall constitute a quorum, but the Chairman and Vice Chairman must be present during meetings where budgetary proposals are being prepared and considered. The affirmative vote of all the majority of the members shall be necessary to approve such a proposal.

Section 10. Repealing Clause. All Municipal orders, memoranda, issuances, rules and regulations or provisions inconsistent with this order shall be deemed repealed amended or modified accordingly.

Section 11. Effectivity. This order takes effect immediately upon issuance. Let copies of this order be furnished to the DOH-CHD 5, Provincial DOH Office, Provincial Health Office (PHO), RHU, Hospitals and Clinics in the city and all the members of

the Municipal Epidemiology and Surveillance Unit and others concerned for their information.

Done this 13th day of February 2023, in Gubat, Sorsogon.


RONNEL U. LIM
Municipal Mayor