OFFICIAL RELEASED
SIGNATURE:
DATE: 9/19/23
TIME:

EXECUTIVE ORDER NO. 029 - 2023

"AN ORDER AMENDING EXECUTIVE ORDER NO. 057-2022 ENTITLED, AN ORDER REORGANIZING THE MUNICIPAL EPIDEMIOLOGY SURVEILLANCE UNIT(MESU) UNDER THE MUNICIPAL HEALTH OFFICE OF LGU SANTA MARIA, BULACAN"

WHEREAS, Section 8 of the Republic Act 11332 (Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act of 2018) mandates that the DOH in coordination with the LGUs shall ensure that the Epidemiology and Surveillance Units (ESUs) are established and functional in all levels of the DOH and its local counterparts, and in public and private health facilities and laboratories, as well as ports and airports in all provinces, cities and municipalities throughout the country;

WHEREAS, Republic Act No. 3573 mandates individuals and health facilities to report communicable diseases to local and national health authorities to suppress and prevent widespread of the disease. Such mandate was also mentioned in the International Health Regulations of 2005 and DOH Administrative Order 2007-036;

WHEREAS, the system provides data and information to program managers, planners, chief executives and decision makers as a guide in formulating specific disease prevention and continue measures to evaluate the effectiveness of program;

WHEREAS, the protection and promotion of public health are paramount concerns of the municipality, and it is essential to have a dedicated unit for epidemiological surveillance and response;

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by virtue of the power vested in me by law, do hereby order the reorganization of the Municipal Epidemiology Surveillance Unit (MESU) under the Municipal Health Office of Santa Maria.

Section 1. COMPOSITION. The Municipal Epidemiology Surveillance Unit (MESU) shall be composed of the following

Chairperson	:	**MA. CONSUELO G. FELICIANO, MD** Municipal Health Officer
Disease Surveillance Officer	:	**EDELFLOR V. SILEN** Public Health Nurse II

Epidemiology Assistant:

RHU I:	**CRISTINE GREGORIO, PHN I**
RHU II:	**KATHERINE MENDOZA, PHN I**
RHU III:	**ESTELA MARIE VICTORIA BAUTISTA, PHN II**
RHU IV:	**GLENDA MARIE CRUZ, PHN I**
RHU V:	**KELLY MENDOZA, PHN II**

RHU VI:		**RONA EMELYN BORCENA, PHN I**
Health Education and Promotion Officer	:	**PELAGIO B. PEREZ, PHN II**
Medical Technologist	:	**MARIE EDITHA E. PANGANIBAN, MT II** **NAOMI DE CASTRO, MT II** **MARY GRACE CHI, MT I**
Administrative Staff:		**JEWEL MAE MARTINEZ, CLERK I**
Encoder		**RICHARD HARRIS DE GUZMAN, CLERK I** **JOHN KENNETH GALDONES, CLERK I**
Community Health Workers (Support Staff):		**JOEL BORNALO, CLERK I** **DEBRALI OCUAMAN, CLERK I** **LOUIE VENANCIO, CLERK I** **ARVIN BUENAVENTURA, CLERK I** **MARY JOY SANTOS, CLERK I** **AMIRAH GUEVARRA, CLERK I** **RACHELLE FRANCISCO, CLERK III**
Driver	:	**JOLLY VERGARA**

Section 2. DUTIES AND RESPONSIBILITIES OF THE MUNICIPAL EPIDEMIOLOGY SURVEILLANCE UNIT

1. Set up, operate, manage and maintain a functional community disease surveillance system equipped with the necessary resources that involves the ongoing collections, analyses, interpretation and dissemination of health data;

2. Collect, encode, organize and interpret surveillance data.

3. Report all available essential information (e.g., Clinical description, laboratory results, number of human cases and deaths, sources and type of risk) immediately to the next higher level;

4. Implement appropriate epidemic measures immediately;

5. Establish, operate and maintain a municipal preparedness and response plan, including the creation of multi-disciplinary/multi-sectoral teams to respond to events that may constitute a public health emergency;

6. Facilitate submission of weekly notifiable disease surveillance reports from public and private hospitals; and

7. Perform other related tasks as may deem necessary in accordance with national laws.

Section 3. ROLES AND RESPONSIBILITIES OF THE MESU PERSONNEL

A. Health Officer or Chief of Health Services
Provide leadership and direction for public health initiatives.
Collaborate with the MESU team on disease prevention and control efforts.
Ensure compliance with public health regulations.
Represent the municipality in health-related matters.

B. Disease Surveillance Officer
Monitor and track disease reports from healthcare facilities.
Investigate suspected outbreaks and ensure timely reporting.
Collaborate with laboratories for testing and confirmation.
Coordinate contact tracing efforts.
Maintain and update surveillance systems.

C. Epidemiology Assistant (Public Health Nurse)
Assist in the identification and investigation of disease outbreaks.
Conduct health assessments and screenings.
Provide health education and conduct community outreach.
Collaborate with healthcare facilities and community organizations.
Administer vaccines and medications as needed.

D. Health Education and Promotion Officer
Develop health education materials and campaigns.
Conduct community outreach and health promotion activities.
Collaborate with schools and community groups to raise awareness.
Facilitate health workshops and training sessions.

E. Medical Technologist
Conduct laboratory tests and analysis as part of disease surveillance.
Ensure the proper handling and storage of specimens.
Collaborate with healthcare facilities and reference laboratories.

F. Administrative Staff
Provide administrative support, including record-keeping and document management.
Manage budgets and procurement processes.
Schedule and coordinate meetings, trainings, and events.
Assist in the preparation of reports and documents.

G. Data Entry Clerks (Encoder)
Assist in data collection, entry, and management.

Ensure the accuracy and security of health data.
Generate routine reports and data summaries.

H. Community Health Workers or Field Officers
Work directly with communities to gather health-related information.
Conduct health screenings, surveys, and home visits.
Assist in contact tracing efforts.
Promote health education and awareness.

Section 4. FUNDING. The MESU shall derive its funds from the Municipal Health Office's annual appropriation.

Section 5. EFFECTIVITY. This Executive Order shall take effect immediately and shall remain effective unless sooner revoked or modified.

Issued this 18th day of September 2023 here at the Municipal Hall of Santa Maria, Province of Bulacan.

BARTOLOME R. RAMOS
Municipal Mayor