



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 39
Series of 2023

"AN ORDER REORGANIZING THE MUNICIPAL EPIDEMIOLOGY AND SURVEILLANCE UNIT (MESU) AND DESIGNATING DR. NOVARIZA EVANGELISTA, MD. AS MUNICIPAL EPIDEMIOLOGY AND SURVEILLANCE OFFICE (MESO) OF THE MUNICIPALITY OF TRINIDAD, BOHOL"

WHEREAS, Section 15, Article II of the 1987 Constitution mandates that the state shall protect the right of the health of the people and its health consciousness among them;

WHEREAS, Section C, paragraph III of Administrative Order No. 23 (s.2005) of the Department of Health provides that Disease Surveillance shall be intensified to ensure that the targets for disease elimination, prevention, and control are attained;

WHEREAS, Administrative Order No. 36 (s.2007) which prescribed the guidelines on the Philippine Integrated Disease Surveillance and Response mandates the Local Government Unit to set up a functional Municipal Disease Surveillance System equipped with the necessary resource and adequate local finance support;

WHEREAS, It is pressing to create a Municipal Epidemiology and Surveillance Unit to provide effective disease control and prevention with a functional disease and surveillance system in order to protect and promote the right to health of the people and instill health consciousness among them;

NOW, THEREFORE, I, ATTY. ROBERTO C. CAJES, Municipal Mayor of Trinidad, Bohol by virtue of the powers vested in me by the law, do hereby order the reorganization of the Municipal Epidemiology and Surveillance Unit (MESU) and Designating DR. NOVARIZA EVANGELISTA as the Municipal Epidemiology Surveillance Officer (MESO) of the Municipality of Trinidad, Bohol, with the following stipulations:

Section 1: Composition o

The Municipal Epidemiology and Surveillance Unit of the Municipality of Trinidad, Bohol shall be composed of the following:

- Chairperson : ATTY. ROBERTO C. CAJES, PHD.
Municipal Mayor
- Co Chairperson : DR. NOVARIZA EVANGELISTA, MD
Municipal Health Officer
- Members : HON. JOAN ROBIE CAJES-IMBOY – Chair, SB Committee on Health
ENGR. MARVIS G. DELLOSA – MPDC
ENGR. PEOLITO G. ORIOQUE – Municipal Engineer
MR. DIEGO V. MEDINA – LDRMO
MS. PRINCESS MARY G. APAO – Sanitary Inspector
MS. MIRASOL MACUA – Encoder
ALL RURAL HEALTH MIDWIVES
- Secretariat : MUNICIPAL HEALTH STAFF



Section 2. Duties and Functions

The Municipal Epidemiology and Surveillance Unit shall perform the following functions:

1. Implement appropriate epidemic control measures based on DOH standards;
2. Operate and maintain computer-based data storage and analysis as much as possible;
3. Conduct a series of capability building and workshops 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 the epidemic;
7. Declare the existence of an epidemic in the Municipality;
8. Report all available essential information immediately to the next higher level; and
9. Do all other functions as may be necessary.

Section 3. The Municipal Epidemiology Surveillance Officer (MESO) shall:

1. Coordinate with hospitals, clinics, and Barangay Disease coordinators for the systematic and timely reporting of reportable diseases and other relevant health data;
2. Review pertinent records and laboratory tests, verifying diagnosis based on standard case definitions and interview patients for more specific information that is deemed necessary in controlling possible outbreaks;
3. Develop, maintain, and evaluate public health surveillance system in coordination with other LGUs Government and No-government Agencies, Provincial, Regional, and National Agencies;
4. Train and educate health personnel in epidemiology methods including data collection, analysis, and presentation; and
5. Collect, process analyze and disseminate information on vital health statistics, and programs.

Section 4. Composition of the Disease Reporting Unit

3.1. There shall be a Disease Reporting Unit (DRU) which shall be composed of the following:

Chairman	:	Municipal Health Officer
Co- chairman	:	Barangay Health Unit
Member	:	Private Clinic Heads on the Municipality
	:	Barangay Health Unit

3.2. Duties and Functions of the Disease Reporting Unit

The DRU is primarily responsible for the detection of cases using the standards prescribed in the Philippine Integrated Disease Surveillance and Response (PIDSR) Manual of Protocol.

Section 5. Composition of the Disease Reporting Advocate:

4.1. There shall be Disease Reporting Advocates (DRA) who shall be responsible for the reporting care of notifiable diseases and shall be composed of any of the following duties and functions:

- a. Barangay Chairperson
- b. Barangay Health Midwives
- c. Barangay Health Workers



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- d. Barangay Nutrition Scholar
- e. Municipal Health Worker
- g. School Nutritionist

4.2. Duties and Responsibilities of the DRA.

The DRA is responsible for reporting cases of notifiable diseases detected in their area to the DRA.

Section 6. The Disease Surveillance Coordinator shall be responsible for the following duties and functions:

1. Collection of PIDSRS from the different DRUs (Rural Health Units, Private Clinics, and Barangay Health Stations in the Municipality);
2. Encode data and 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 reports to the next higher level;
5. Notify the next higher level of suspected epidemics within 24 hours of detection and perform a preliminary investigation;
6. Assist in an epidemic investigation conducted by PESUs, MESUs, or NEC;
7. Record in the weekly Notifiable Disease Report (WNDR) all cases of notifiable diseases admitted in the RHU or local hospital in the Municipality/City;
8. Submit PIDSRS to the next higher level and retain a copy for further basic data analysis;
9. Prepare and disseminate weekly/monthly disease surveillance reports; and
10. Participate in workshops, seminars, training, scientific meetings, and other surveillance-related activities.

Section 7. Repelling Clause

All Executive Orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded, or modified accordingly.

Section 8. Effectivity

This Executive Order shall take effect immediately.

DONE AND EXECUTED this 2nd October 2023 in the Municipality of Trinidad, Bohol.


ATTY. ROBERTO C. CAJÉS, Ph.D.
Municipal Mayor