



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF TRINIDAD

## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 48  
Series of 2023

**"AN ORDER REORGANIZING THE MUNICIPAL EPIDEMIOLOGY AND SURVEILLANCE UNIT 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, Republic Act No. 3573 mandates individuals and health facilities to report communicable diseases to local and national health authorities to suppress and prevent the widespread of the disease. Such mandate was also mentioned in the International Health Regulations of 2005 and DOH Administrative Order 2007-036;

WHEREAS, Republic Act No. 11332 provides the policies and prescribes procedures on Surveillance and Response to Notifiable Diseases, Epidemics, and Health Events of Public Health Concern, and Appropriating funds therefore, repealing for the purpose act co. 3573, otherwise known as the "Law on Reporting of Communicable Disease";

WHEREAS, The Municipal Epidemiology and Surveillance Unit (MESU) shall be guided by the following issuances: Republic Act 11332 ( Law on Reporting of Communicable Disease) requires all individuals and health facilities to report notifiable diseases to the local authorities, Administrative Order No. 2008-0023 (Implementing Guidelines for Formula One for Health as framework for health reforms) states that Disease Surveillance shall be intensified to ensure that the targets for disease elimination, prevention, and control are attained; and Administrative Order No. 2007-036 (Guidelines on the Philippine Integrated Disease Surveillance and Response (PIDSR) framework;

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 now order the reorganization of the Municipal Epidemiology and Surveillance Unit and Designating Dr. Novariza Evangelista as the Municipal Epidemiology Officer of the Municipality of Trinidad, Bohol, with the following stipulations:

### Section 1: COMPOSITION

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

Chairperson : Atty. Roberto C. Cajés, PhD.  
Municipal Mayor



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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. 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 4. 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





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- c. Barangay Health Workers
- 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 5. THE DISEASE SURVEILLANCE COORDINATOR (DSC)**

There shall be a designated Disease Surveillance Coordinator, who shall be responsible for the following roles and responsibilities:

1. Collection of PIDSR 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 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. Conduct a preliminary investigation of suspected epidemics;
7. Assist in an epidemic in an epidemic investigation conducted by PESUs, MESUs, or NEC;
8. Record in the weekly Notifiable Disease Report (WNDR) all cases of notifiable diseases admitted in the RHU or local hospital in the Municipality/City;
9. Submit PIDSR 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 a designated Disease Surveillance Officer in the person of Dr. Novariza Evangelista, Municipal Health Officer who shall be responsible for the following roles and responsibilities:

1. Analyze and interpret data to provide weekly and or monthly disease surveillance reports to the next higher level;
2. Provide technical assistance in outbreak investigation and response when necessary;
3. Conduct regular technical assistance visits with epidemiologists;
4. Notify the next higher level of cases of disease 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: Municipal Health Unit Officer

Member:



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1. Sanitary Inspector
2. Public Health Nurses
3. Rural Health Midwives
4. Medical Technologist
5. Vector Control Specialist
6. 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 epidemic response plan;
4. Oversee the implementation of control measures;
5. Meet daily during the 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 resources of additional human (multi0sectoral teams in the area) and material sources, list of referral laboratories, and available examinations, and 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 the 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 or Vice Chairman must be present during meetings where budgetary proposals are being prepared and considered. The affirmative vote of the majority of the members shall be necessary to approve such proposal.

**Section 10. REPEALING CLAUSE**

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

**Section 11. EFFECTIVITY**

This Executive Order shall take effect immediately.

DONE AND EXECUTED this 30<sup>th</sup> November 2023 in the Municipality of Trinidad, Bohol.

  
ATTY. ROBERTO C. CAJÉS, PhD.  
Municipal Mayor