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**WHEREAS**, the Philippines is now under Phase III of the National Action Plan Against Coronavirus Disease 2019 which seeks to mitigate the health risks related to Covid-19 while gradually transitioning to full socioeconomic recovery;

**WHEREAS**, one of the key components of Phase III is a national vaccination program intended to make the majority of the populace less susceptible to Covid-19:

**WHEREAS**, the undersigned earlier issued Executive Order No. 2021-01 creating a preparatory committee in Naga City for the national and local vaccination programs tasked with the formulation of the Naga City Vaccination Plan including the identification of vaccinees, vaccination sites, cold storage, public health workers, among others;

**WHEREAS**, there is now a need to establish an operation center to ensure the successful execution of the vaccination roll-out in Naga City;

**NOW THEREFORE, I, NELSON S. LEGACION**, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. NAGA CITY COVID-19 VACCINATION OPERATION CENTER.** The Naga City Covid-19 Vaccination Operation Center (NCVOC) is herein created with the following teams:

- Planning, Campaign Management and Technical Team
- Cold Chain and Logistics Team
- Coordination Team
- Vaccine Safety, Surveillance and Response Team
- Communications, Advocacy and Partnership Team
- Vaccination Site Management Team
- Finance Team

**SECTION 2. PLANNING, CAMPAIGN MANAGEMENT AND TECHNICAL TEAM.** The Planning, Campaign Management and Technical Team shall have the following roles and responsibilities:

Room 201, 2nd Floor, Naga City Hall, J. Miranda Avenue,  
Concepcion Pequeña, City of Naga  
(054) 881 0447 | (054) 205 2980 *loc.* 2010  
[www.naga.gov.ph](http://www.naga.gov.ph)





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- a. Develop bulletins and advisories relevant to the vaccination campaign for production and dissemination by the Communications, Advocacy and Partnership Team;
- b. Conduct orientations and capacity building to program managers, stakeholders, implementers and monitors;
- c. Monitor the implementation of the campaign;
- d. Review preparedness plans of barangays and provide guidance/recommendations to implementers; and,
- e. Analyze and report data to the Regional VOC.

The City Health Office is herein designated as the Planning, Campaign Management and Technical Team with the City Health Officer, Dr. Vito Borja II, as team leader.

**SECTION 3. COLD CHAIN AND LOGISTICS TEAM.** The Cold Chain and Logistics Team shall have the following roles and responsibilities

- a. Conduct inspection and ensure the quality of logistics to be delivered;
- b. Ensure timely delivery of vaccines, syringes, personal protective equipment (PPEs) and other logistics from national or regional delivery hubs;
- c. Deliver vaccines, syringes, PPEs, and other logistics to implementing units;
- d. Closely coordinate with CHDs to ensure availability of vaccines, vaccine carriers for cold chain management, and other supplies;
- e. Manage inventory of vaccines, its storage and distribution; and,
- f. Coordinate with implementing units on the latest inventory of logistics, supplies and their actual utilization.

The City Disaster Risk Reduction and Management Office is herein designated as the Cold Chain and Logistics Team with its head, Mr. Ernesto Elcamel, as team leader.

**SECTION 4. COORDINATION TEAM.** The Coordination Team under the NCVOC shall have the following roles and responsibilities:

- a. Coordinate and collaborate with barangays, health facilities, partners and stakeholders;
- b. Coordinate immediate concerns of implementing units to the NCVOC Executive Committee as herein created;
- c. Coordinate with partners to provide assistance and response, and address concerns raised;
- d. Assist the Cold Chain and Logistics Team for concerns related to delivery and distribution of logistics and supplies; and,
- e. Oversee and provide human resource support to the NCVOC.

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The Public Safety Office is herein designated as the Coordination Team with its head, Mr. Renne Gumba, as team leader.

**SECTION 5. VACCINE SAFETY, SURVEILLANCE AND RESPONSE TEAM.** There shall be a Vaccine Safety, Surveillance and Response Team with the following roles and responsibilities:

- a. Implement Adverse Events Following Immunization (AEFI) and Adverse Events of Special Interest (AESI) surveillance activities;
- b. Lead in the conduct of AEFI/AESI case investigation and comprehensive data analysis;
- c. Generate AEFI/AESI Surveillance report and provide information to NCVOC, then submit to the Regional Vaccination Operation Center;
- d. Provide technical assistance or training to develop/enhance capacity of regional/local AEFI/AESI surveillance; and,
- e. Provide regular updates on COVID-19 vaccine surveillance to the National/Regional Vaccination Operation Centers;

The Naga City Hospital is herein designated as the Vaccine Safety, Surveillance and Response Team with the chief of hospital, Dr. Joseph Sanchez, as team leader.

**SECTION 6. COMMUNICATIONS, ADVOCACY AND PARTNERSHIP TEAM.** There shall be a Communications, Advocacy and Partnership Team with the following roles and responsibilities:

- a. In coordination with the Planning, Campaign Management and Technical Team, release bulletins and advisories relevant to the vaccination campaign;
- b. Advocate to and conduct partnership meetings with partners and stakeholders such as but not limited to city officials, medical societies, civil societies, religious sector, private physicians and other stakeholders;
- c. Distribute advocacy/information materials, and/or other relevant communication documents/materials;
- d. Document COVID-19 vaccination campaign activities;
- e. Monitor the implementation of communications and community engagement activities in the implementing units and communities; and,
- f. Provide feedback or report communications and community engagement issues and concerns to NCVOC.





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The City Events, Protocol and Public Information Office is herein designated as the Communications, Advocacy and Partnership Team with its head, Mr. Allen Reondanga, as team leader

**SECTION 7. VACCINATION SITE MANAGEMENT TEAM.** There shall be a Vaccination Site Management Team which shall have the following roles and responsibilities:

- a. Recommend to the Executive Committee vaccination sites that can comply with the standards set by the Department of Health;
- b. Make the necessary coordination for the use of the selected sites if not owned by the city government;
- c. Oversee the preparations of the sites taking into consideration the convenience and comfort of vaccinees and the vaccination team;
- d. Maintain the functionality and cleanliness of the sites for the duration of the vaccination campaign; and,
- e. Ensure that wastes are handled and disposed of properly.

The City Engineer's Office and the Solid Waste Management Office are herein designated as the Vaccination Site Management Team, with the latter being in charge of site cleanliness and waste handling and disposal. The City Engineer and the head of SWMO shall be the Team Leader and Co-Team Leader, respectively.

**SECTION 8. FINANCE TEAM.** There shall be a Finance Team with the sole purpose of facilitating the budget for the campaign's operations. The City Budget Office is herein designated as the Finance Team with the City Budget Officer, Mr. Francisco M. Mendoza, as team leader.

**SECTION 9. EXECUTIVE COMMITTEE.** An NCVOC Executive Committee is herein created to facilitate coordination among the teams and with external vaccination actors, and identify and address implementation issues or bottlenecks in advance.

The Executive Committee shall be chaired by the city mayor and co-chaired by the city director of the Department of the Interior and Local Government. It shall have the following members:

- a. Representative, Department of Health
- b. Chief of Police, Philippine National Police
- c. Superintendent, Department of Education-Naga City
- d. President, Liga ng mga Barangay
- e. Chairperson, Sangguniang Panlungsod Committee on Health
- f. City Administrator



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- g. All NCVOC Team Leaders and Co-Team Leader
- h. City Planning and Development Coordinator
- i. Information and Technology Officer
- j. City Social Welfare and Development Officer
- k. Naga City People's Council representative

**SECTION 10. COOPERATION CLAUSE.** Team Leaders may request the Executive Committee for additional manpower and logistics from other departments and offices of the city government, or from other government agencies or civil society organizations, and if deemed essential and feasible, the same shall be arranged by the Executive Committee.


**SECTION 11. SECRETARIAT.** The Acting Secretary to the Mayor is herein designated as NCVOC Secretary.

**SECTION 12. EFFECTIVITY.** This Executive Order shall take effect immediately.

Issued this 24<sup>th</sup> day of February, Two Thousand and Twenty-One in the City of Naga, Philippines.

**NELSON S. LEGACION**  
City Mayor

Attested by:

  
**FRANCISCO M. MENDOZA**  
Acting City Administrator