



EXECUTIVE ORDER NO. 2021-004

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CREATING THE NAGA CITY COVID-19 VACCINATION OPERATION CENTER, DEFINING ITS COMPOSITION AND FUNCTIONS

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:

- a. Planning, Campaign Management and Technical Team
- b. Cold Chain and Logistics Team
- c. Coordination Team
- d. Vaccine Safety, Surveillance and Response Team
- e. Communications, Advocacy and Partnership Team
- f. Vaccination Site Management Team
- g. Finance Team

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



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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.