



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*The Special Science and Nature City*  
**OFFICE OF THE MAYOR**  
Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna  
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**EXECUTIVE ORDER NO. 007**  
**Series of 2021**

**DIRECTING THE ORGANIZATION OF THE LOS BAÑOS INTER-AGENCY TASK FORCE SUB-COMMITTEE ON COVID-19 VACCINATION**

WHEREAS, COVID-19 vaccine deployment and vaccination program is a combined national, regional, and local responsibility that requires close collaboration between public health, external agencies, and community partners.

WHEREAS, a comprehensive and extensive organizational structure is critical in the planning and execution of COVID-19 vaccine plans and policies, and essential in the efficient and effective implementation of Covid-19 vaccination program

WHEREAS, using the guidelines provided by the World Health Organization and Department of Health, a multi-sectoral organizational structure for the COVID-19 vaccine must be established, institutionalized, and integrated with existing organizational structures and coordination mechanisms for COVID-19 response.

WHEREAS, the Municipal Government of Los Baños recognizes the need to establish a COVID-19 Vaccination Subcommittee under the Los Baños Inter-Agency Task Force (IATF) for Covid-19 prevention and control, to serve as a unified command, control, coordination, communication, and cooperation mechanism that will ensure efficient planning, preparation, implementation and monitoring of Covid-19 vaccination program in the municipality

NOW, THEREFORE, I, ANTONIO L. KALAW, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby organize the Los Baños Inter-Agency Task Force Sub-Committee on COVID-19 Vaccination.

**SECTION 1.** The Los Baños Inter-Agency Task Force Sub-Committee on COVID-19 Vaccination shall be composed of the following:

Chairperson	Hon. Antonio L. Kalaw	Municipal Mayor
Vice-Chairperson	Dr. Alvin A. Isidoro	Municipal Health Officer
Members	Hon. Mark Lester B. Dizon Hon. Arlene P. Delos Santos Atty. Robert T. Laviña Mr. Ronell B. Alcachupas  Ms. Genoveva B. Poyaoan Ms. Twila T. Torres Ms. Hanna Erika E. Laviña Mr. Alexander L. Bejosano Ms. Rachel Joy C. Gabrido	SB, Committee on Health President, Liga ng mga Barangay Municipal Administrator OIC-Office of the Municipal Accountant Municipal Budget Officer MPDC MSWDO Municipal Treasurer Executive Assistant/PIO
Secretariat	Office of the Municipal Mayor	

**SECTION 2.** The Los Baños Inter-Agency Task Force Sub-Committee on COVID-19 Vaccination shall perform the following duties and responsibilities:

1. Planning on the procurement, storage and transport of Covid-19 vaccine.
2. Recommend policies on prioritization of Covid-19 vaccine recipients based on the guidelines of the Department of Health or national agencies.
3. Recommend to the LCE allocation of funds for the procurement of Covid-19 vaccines and other logistics that may be necessary for the implementation of Covid-19 vaccination.
4. Recommend to the LCE allocation of fund for financial support for individuals who may need hospitalization due to possible adverse effect following immunization (AEFI).
5. Recommend policies on the procurement of vaccines by the LGU.
6. Recommend the type or brand of vaccine to be procured by the LGU based on the list of Covid-19 vaccines with emergency use authorization (EUA) in the country.
7. Coordinate with Provincial Health Office or higher government agencies to facilitate procurement of Covid-19 vaccine.
8. Recommend policies on the distribution of LGU-procured vaccines.
9. Facilitate assessment and listing of indigent senior citizens who are included in the priority groups to be administered with Covid-19 vaccine.
10. Facilitate registration of vaccine recipients in the Covid-19 Electronic Immunization Registry (CEIR).
11. Plan and implement advocacy and promotion activities for Covid-19 vaccination.
12. Monitor and assess the implementation of Covid-19 vaccination and recommend measures or strategies to improve its implementation whenever necessary.
13. Plan and recommend strategies to ensure orderly conduct of vaccination activities.
14. Conduct mock vaccination exercises prior to actual Covid-19 vaccination.
15. Coordinate with hospitals for possible use of the health facilities as vaccination sites and as referral facilities for vaccine recipients who may develop AEFI.
16. Coordinate with medical societies or private medical practitioners for possible collaboration in the vaccination activities.
17. Recommend hiring of additional medical or non-medical personnel to augment the manpower of health services or the vaccination teams whenever necessary.
18. Provide legal support to health personnel who may encounter legal problems in the performance of his/her duties and responsibilities as member of Covid-19 vaccination team.

**SECTION 3. SECRETARIAT.** The secretariat shall be responsible for providing technical support, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions.

**SECTION 4. MEETING.** The Chairperson or in his absence, the Vice-Chairperson shall preside at all meetings of the Committee. The decision of the majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the Committee.

**SECTION 5. EFFECTIVITY.** This order shall take effect immediately.

Done 10<sup>th</sup> day February, 2021 at Los Baños, Laguna

HON. ANTONIO L. KALAW  
Municipal Mayor