



Republic of the Philippines  
Province of Cagayan  
**MUNICIPALITY OF CLAVERIA**

**OFFICE OF THE LOCAL CHIEF EXECUTIVE**

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**EXECUTIVE ORDER NO. 08 S. 2020**

**AN EXECUTIVE ORDER RATIONALIZING THE ESTABLISHMENT OF CLAVERIA  
TASK FORCE AGAINST COVID-19**

**WHEREAS**, it is the policy of the State to protect and promote the right to health of every Filipino people and to instill health consciousness among them;

**WHEREAS**, Presidential Proclamation Nos. 922 and 929 s. 2020 laid down broad strategies and guidelines governing the imposition of the Enhanced Community Quarantine (ECQ) over the entire Luzon and implementation of stringent social distancing measures throughout the country;

**WHEREAS**, Republic Act (RA) No. 11469 (Bayanihan to Heal as One Act) was enacted placing the country in a state of National Emergency due to the threat of COVID-19. Under such act, Local Government Units (LGUs) are mandated to act within the letter and spirit of all rules, regulations, and directives issued by the National Government, and for them to fully cooperate in implementing policies to address COVID-19;

**WHEREAS**, DILG Memorandum Circular No. 2020-073 dated April 13, 2020, provided guidelines for Local Government Units (LGUs) in the conduct of the expanded testing procedure for COVID-19;

**WHEREAS**, DILG Memorandum Circular No. 2020-067, issued by this Department on April 2, 2020 provided additional guidelines on quarantine and isolation measures relative to the situation;

**WHEREAS**, DILG Memorandum Circular No. 2020-077 dated April 24, 2020 re: Rationalizing the Establishment of a Local Government Unit Task Force against COVID-19 mandates and directs LGUs to fully establish and activate their respective Local Task Force against COVID-19;

**NOW, THEREFORE, I, CELIA T. LAYUS, M.D.**, Mayor, Claveria, Cagayan by virtue of powers vested in me by law, do hereby order:

**Section 1. Reorganizing the Claveria Task Force (LGU Task Force) Against COVID-19 with the following composition:**

Chairman:	<b>CELIA T. LAYUS, M.D.</b>	- Municipal Mayor
Members:	<b>VICTOR T. SANTOS</b>	- MLGOO

<b>PMAJ RAYMOND BAGGAYAN</b>	-PNP
<b>PCAPT JONAFLO R. BARIUAN</b>	-MARITIME
<b>SNI JUL-FRETZ V. MANDAC PCG</b>	-COASTGUARD
<b>SFO3 JAMES DUTERTE</b>	-BFP
<b>JAYZON SACRO</b>	-MDRRMO
<b>MILROSE F. TANGONAN, MD</b>	-MHO
<b>FAUSTINA G. SOMERA</b>	-BHW
<b>CONSTANCIA BALINTEC</b>	-BNS
<b>FLORAMANTE S. NEBAB SR.</b>	-LnB President
<b>ALEXANDER DE GUZMAN</b>	-Pres. – Federation of Brgy. Tanod
<b>PETER SHELAINGENDEN AGBAYANI</b>	-SB Chairman Committee on Health
<b>ROMEO R. RAFOL</b>	-SB Chairman Peace and Order
<b>EDWARD CALAOAGAN</b>	-President, TODA
<b>LEONARDO BURIGSAY</b>	-President Van Operators Group (LAKAYLAKAY)
<b>JOHNSON MESA</b>	-President Van Operators Group (CLAVODCO)
<b>MANUEL RARANGOL</b>	-Representative , Florida Bus Company
<b>REBECCA CALIVA</b>	-Dep-Ed Representative (HS)
<b>SILVINO SIDDAYAO, JR.</b>	-Dep-Ed Representative (Elementary)
<b>STEPHEN QUILPAN</b>	-Representative, Market Vendors
<b>ARSENIO DELA PEÑA</b>	-Representative Fisher Folks
<b>RICHARD ASUNCION</b>	-Representative Farmers Association
<b>ENGR. EDGAR B. LLAPITAN</b>	-Municipal Engineer
<b>VIRGINIA M. LAGADON</b>	-Municipal Agriculturist
<b>ESTRELLA D. ANDRES</b>	-MPDC
<b>VIOLETA T. TAJON</b>	-Municipal Treasurer /Market Administrator
<b>JOANNE HAZEL A. NEYRA</b>	-Municipal Budget Officer

**Section 2. Duties and Functions of LGU Task Force.**

- a. The LGU shall have the discretion to identify the number of members of each team deemed necessary, including which sectors or offices are to be represented; subject

only to any requirement the National Government may impose with regard to mandatory members, to fully discharge their roles and responsibilities to serve the community.

- b. The LGU Task Force shall take lead in all related situations and concerns, and closely coordinate with the DOH Center for Health Development.
- c. The LGU may make use of any available technology or application that could assist its actions relative to contact tracing.
- d. The LGU Task Force may enter into Memorandum of Agreement upon authorization of the Sangguniang Bayan, and/or any other arrangement with different agencies and organizations, which will help them in accomplishing their task.

**Section 3. The LGU Task Force shall have the following Teams:**

**a. Contact Tracing Team (CTT).**

The CTT whose responsibility is to conduct contact tracing for all persons with known exposure to a COVID-19 patient to ensure that they are strictly observing the home-quarantine measures and monitor status of probable, suspected, and confirmed cases including family members with known contact to a confirmed case to mitigate possibility of contagion, and report daily update to the COVID-19 Provincial and Regional Task Forces.

**Composition:**

Team Leader: **MILROSE F. TANGONAN, MD**

Members: **PMAJ RAYMOND BAGGAYAN  
PCAPT JONAFLO B. BARIUAN  
SNI JUL-FRETZ V. MANDAC PCG  
SFO3 JAMES DUTERTE  
JOSELITO AGUIRRE  
JOHN HENRI T. GONZALES  
CONSTANCIA BALINTEC  
BHERT AOR  
DOH-HRH AOR  
RHM AOR**

**b. Diagnostics and Testing Team (DTT).**

The DTT whose responsibility is to facilitate the conduct of the expanded testing and provide frame work for formulation and operations , to respond to the prevention or mitigation of COVID-19 through, but not limited to, Real Time-Polymerase Chain Reaction (RT-PCR), blood testing to antibody testing, to temperature scanning and recording of symptoms. Testing of probable or suspected cases, both through PCR (swabbing) and Rapid Anti-Bodies Test Kit, must be conducted to effectively detect possible infection.

**Composition:**

Team Leader: **MILROSE F. TANGONAN, MD**

Members: **ARNEL RYAN T. LAYUS, MD  
SOLFERINO A. AGRA, JR., MD  
EDNA D. AGRA, MD  
LLONEL DONATO  
HAZEL AGBAYANI, RMT  
EDGIE L. CALARAMO**

**c. Patient Management and Monitoring Team (PMMT).**

The PMMT whose responsibility is to keep track of the status and health of all individuals whether those who are probable, suspected, or confirmed, including those who are in quarantine or scheduled to go in quarantine. Under the PMMT are the Isolation Facility Management Unit (IFMU), The COVID Referral and Liaison Unit (CRLU), and the Reintegration and Psychological Counselling Unit (RPCU).

**c.a. Isolation Facility Management Unit (IFMU)**

The IFMU whose responsibility is to provide framework for the formulation of identifying and/or maintenance of isolation facilities that will house probable or suspected and/or confirmed cases of COVID-19 pursuant to existing guidelines of the Department of Health, and to enforce, regulate, and/or administer mandatory fourteen (14) days quarantine of concerned individuals.

**Composition:**

Team Leader: **MILROSE F. TANGONAN, MD**

Members: **EDGAR B. LLAPITAN  
RODOLFO GAPUSAN  
RANDOLPH ELIZER SIMON  
VIOLETA T. TAJON  
PNP  
COASTGUARD  
BFP  
RSI  
BHW  
DOH RHU**

**c.b. COVID Referral and Liaison Unit (CRLU)**

The CRLU whose responsibility is to serve as coordinators and/or liaison between referral centers/hospitals and the LGUs, Health providers, primary healthcare

**VIOLETA T. TAJON**  
**JOANNE HAZEL A. NEYRA**

**Section 4. General Protocols to be adopted by the Local Task Force against COVID-19.**

**a. 1<sup>st</sup> Step Contact Tracing:**

Agents of the Task Force, upon receipt of the report of a confirmed, suspected, or probable case, shall verify the identity of the confirmed/suspected/probable individual and establish contact with them either through phone, e-mail, or in-person outreach. (\*Note if the confirmed/suspected case is deceased, seek out their immediate family and use them for contact tracing). The Task Force shall set the parameters on the potentially infectious period before the isolation of the confirmed/suspected individual. This shall determine the period when the individual is most infectious which will help in tracing other possible cases. (\*Note per recent studies, this period is usually 48 hours before onset symptom for symptomatic cases).

**a.a.** As a guide to the Task Force, the probable contacts may be the following:

1. Household members;
2. Intimate partners;
3. Individuals providing care for the household (kasambahay); and
4. Individuals who had close contact (closer than 6 feet) for a prolonged period (20-30 minutes).

**b. 2<sup>nd</sup> Step Isolation:**

Probable, and suspected cases, including those identified to have had contact with such cases, including confirmed cases, shall be put in isolation or required to undergo quarantine for a minimum of fourteen (14) days or when test results from a government acknowledged institution or testing kit yields negative results, whichever is shorter.

**b.a.** If probable and suspected cases, or contacts starts to show symptoms akin to COVID-19, The Task Force shall refer the case to the appropriate hospital. Individuals with mild symptoms are referred to Level 2 Hospitals while those manifesting severe symptoms are transferred to Level 3 or Level 4 Hospitals.

**c. 3<sup>rd</sup> Step Testing:**

All cases and contacts of such cases shall be subject to appropriate tests.

**c.a.** Infected individuals exhibiting mild symptoms and even those asymptomatic must be admitted. Provinces and highly urbanized cities must put up 1,000 bed capacity isolation facilities to cater to possible surge of cases once ECQ is lifted.

**d. 4<sup>th</sup> Step Reintegration or Referral:**

Upon release of credible test results, the LGU shall either cause the reintegration of the person to the community, if the result is negative, or the referral of the case to an appropriate facility, if the result is positive. In both cases, the LGU shall provide the

person with psychological support. Positive cases shall then undergo again all the steps starting from the 1<sup>st</sup> Step.

**Section 5.** Further, the role of the Barangays is critical in the fight against COVID-19 for they are the primary level of local government and are therefore instructed to continue to implement the orders of the National Government in their respective jurisdictions.

**Section 6.** Secretariat. In compliance to No. 4 section 1 of Executive Order No. 9 Series of 2020 a Secretariat is hereby created, composed of atleast 3 members who will be appointed by the Municipal Mayor.

**Section 7.** Effectivity. This Executive Order shall take effect immediately.

Done this **3<sup>rd</sup> day of May 2020** at the Municipal Hall, Claveria, Cagayan.

  
**HON. CELIA T. LAYUS, M.D.**  
Municipal Mayor