

Republic of the Philippines
Province of Benguet
MUNICIPALITY OF LA TRINIDAD
Office of the Municipal Mayor

ADMINISTRATIVE ORDER NO. 019
S. of 2107

TASK FORCE FOR THE FORMULATION OF THE MANUAL OF OPERATIONS OF THE MUNICIPAL HEALTH SERVICES OFFICE.

WHEREAS, pursuant to Section 17 of RA 7160 or the Local Government Code of 1991, local government units are mandated to provide health and social welfare services which includes the maintenance of a barangay health center and day-care center;

WHEREAS, Sec 3 of the Local Government Code also states that "There shall be established in every local government unit an accountable, efficient and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its community;"

WHEREAS, in compliance with the aforementioned law, there arises the need to create a Task Force to formulate a Manual of Operations of the Municipal Health Services Office containing operating mechanisms, policies, procedures and standard protocols for the operation of Barangay Health Stations;

NOW THEREFORE, I, ROMEO K. SALDA, by virtue of the powers vested upon me as the Mayor of the Municipality of La Trinidad, Benguet, do hereby create the Municipal Health Services Task Force of the Municipality of La Trinidad, as follows:

Section I. COMPOSITION. The task force for the formulation of Manual of Operation shall be composed of the following:

Chairperson	:	Dr. Editha M. Francisco, Municipal Health Officer
Vice- Chairperson	:	Dr. Genevieve B. Wagang-Degay, Medical Officer III Mr. Simeon T. Ciriaco, DOH-Representaive
Members	:	Ms. Edna L. Abalos, Nurse III Mr. Thomas F. Biaddang, Nurse II Mr. Roderick Charles A. Chua, Nurse II Mr. James T. Sabiano, Sanitation Inspector III Mr. Lucia Jacinta S. Benter, Medical Technologist I Ms. Ana Elizabeth D. Ota-ot, Nutrition Officer I Ms. Jane S. Ebenga , Midwife II Ms. Junette G. Akia, Midwife II
Secretariat	:	Ms. Rebeca L. Rosimo, Sanitation Inspector II Ms. Glenda T. Uyep, Nurse JO Ms. Leslie Joy L. Garambas, PHA Ms. Esther Ruth T. Tan, UHCI

..... *"DUGAD MO SHALOSIM"*

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Section II. TASK FORCE FUNCTIONS:


1. Prepare the Manual of Operations (MOP) of the Municipal Health Services (MHSO);
2. Review and recommend for the approval of the MOP by the Local Chief Executive;
3. Monitor implementation of the MOP;
4. Evaluate implementation of MOP and provide recommendations, if any.

Section III. SECRETARIAT FUNCTIONS

1. Document the proceedings of the Task Force;
2. Prepare the minutes of the meetings and all other communication of the Task Force;
3. Keep the records of the Task Force;
4. Provide such other assistance as may be required by the Task Force.

Section IV. EFFECTIVITY. This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 12th day of May, 2017 at La Trinidad, Benguet, Philippines


ROMEO K. SALDA
Mayor