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CITY OF VALENZUELA
Metropolitan Manila

SANGGUNIANG PANLUNGSOD

*** Excerpts from the minutes of the 90th Regular Session of the 8th City Council of Valenzuela held on July 5, 2021 at 2:56 P.M. at the City Council's Session Hall, 3rd Floor, Legislative Building, Valenzuela City Hall, Karuhatan, Valenzuela City, Metropolitan Manila.

ORDINANCE NO. 905
Series of 2021

AN ORDINANCE ESTABLISHING A COVID-19 VACCINATION SITE STANDARDIZATION PROTOCOLS AND REGISTRATION PROCESS FOR PRIVATE ESTABLISHMENTS IN THE CITY OF VALENZUELA AND FOR OTHER PURPOSES.

Authored by : Coun. LOUIE P. NOLASCO

Co-authored by: Vice Mayor LORENA NATIVIDAD-BORJA, Coun. ROVIN ANDREW M. FELICIANO, Coun. RICARDO RICARR C. ENRIQUEZ, Coun. RAMON L. ENCARNACION, Coun. JENNIFER P. PINGREE, Coun. JOSEPH WILLIAM D. LEE, Coun. WALTER MAGNUM D. DELA CRUZ, Coun. CRISSHA M. PINEDA, Coun. KIMBERLY ANN GALANG-TIANGCO, Coun. KRISTIAN ROME T. SY, Coun. NIÑA SHIELA B. LOPEZ, Coun. CHIQUI MARIE N. CARREON, Coun. BIENVENIDO S. BARTOLOME, JR., and Coun. EXEQUIEL D. SERRANO,

WHEREAS, Section 16 of the Local Government Code provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

WHEREAS, Article II, Section 15 of the 1987 Philippine Constitution provides that the State shall protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, President Rodrigo Duterte issued Presidential Proclamation No. 922, Series of 2020, declaring a State of Public Health Emergency throughout the Philippines due to Coronavirus Disease 2019 (COVID-19) enjoining all government agencies and local government units (LGUs) to render full cooperation and assistance and to mobilize the necessary resources to undertake critical, urgent, and appropriate response and measure in a timely manner to curtail and eliminate the threat of COVID-19;

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic pointing to the increasing number of confirmed cases around the world and sustained risk of further global spread;

WHEREAS, on September 16, 2020, the President issued Proclamation No. 1021, Series of 2020, extending the period of the State of Calamity throughout the Philippines until September 12, 2021;

WHEREAS, the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-EID) adopts the policy of mandatory wearing by all residents of face masks, earloop masks, indigenous, reusable or do-it-yourself



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masks, face shields, handkerchiefs or such other protective equipment that can effectively lessen the transmission of COVID-19, whenever allowed to go out of their residences pursuant to existing guidelines issued by the national government;

WHEREAS, despite the continued efforts and interventions to stop the spread of the virus, our country has seen a surge of new cases of COVID-19 positive;

WHEREAS, the World Health Organization maintains that vaccination is the key to stopping the COVID-19 pandemic, and further states that every country should receive vaccines and roll them out to protect their people;

WHEREAS, COVID-19 vaccines help in the prevention and in stopping the further spread of the virus that causes COVID-19;

WHEREAS, COVID-19 vaccines likewise help keep everyone from getting seriously ill even after getting infected. Getting vaccinated can help in protecting people especially those who are at increased risk of developing dangerous symptoms brought about by COVID-19;

WHEREAS, in addition to the current strategy of the country of implementing the Prevention, Detection, Isolation, Treatment, and Reintegration (PDITR), the country has likewise prioritized the COVID-19 vaccine deployment program;

WHEREAS, on January 2021, the national government has issued the Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines with the objective of providing the operational guidance in the implementation of the COVID-19 vaccine deployment and vaccination program in the Philippines;

WHEREAS, the Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines aims to implement a whole-of-society approach where all members of the society, including the private sector, and the government are encouraged to participate and take action to achieve collective goals and objectives;

WHEREAS, the Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines further states that, *"while the government leads in the deployment of vaccines and implementation of a vaccination program, the private sector and other organizations are engaged to collaborate and work closely with the government to ensure a unified and coordinated vaccination campaign is conducted"*;

WHEREAS, on February 26, 2021, Republic Act (R.A.) No. 11525, otherwise known as "COVID-19 Vaccination Program Act of 2021, " was



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approved adopting an integrated approach to health development that endeavors to make essential social services available to all people at an affordable cost, particularly the COVID-19 Vaccination Program;

WHEREAS, under the aforementioned law, private entities may procure COVID-19 vaccines but only in cooperation with the Department of Health (DOH) and the National Task Force (NTF);

WHEREAS, in order to ensure an efficient and effective collaboration between the government and the private sector in the distribution of the COVID-19 vaccines, the Sangguniang Panlungsod hereby issues guidelines for the standardization of protocols and registration process for vaccination sites of private establishments in the City of Valenzuela;

NOW, THEREFORE, BE IT ORDAINED, as it is hereby ordained by the Sangguniang Panlungsod, in session duly assembled, THAT:

SECTION 1. SHORT TITLE.– This Ordinance shall be known as “COVID-19 Vaccination Site Standardization Protocols and Registration Process for Private Establishments.”

SECTION 2. COVERAGE. – This Ordinance shall apply to all private establishments operating within the jurisdiction of Valenzuela City.

SECTION 3. DEFINITION OF TERMS. – For purposes of this ordinance, the following terms shall be defined as follows:

- a. Vaccine – a product that stimulates a person's immune system to produce antibodies and provide immunity against a disease
- b. Vaccination – the administration of a vaccine into the body to help develop immunity to a specific disease
- c. Off-site Vaccination – vaccination activities conducted in locations other than those officially determined/designated by the City government
- d. Adverse Event Following Immunization (AEFI) - any medical event occurring after immunization and which does not necessarily have a causal relationship to getting the immunization
- e. ValTrace QR Code – refers to the Quick Response Code assigned upon signing up with the Valenzuela contact tracing platform
- f. VCVax – is an integrated system to manage information, services and activities relative to vaccine registration and distribution in Valenzuela City



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SECTION 4. OFF-SITE VACCINATION REGISTRATION. – Private establishments which will be conducting off-site vaccination shall submit the following requirements:

- a. Duly Accomplished Application Form;
- b. Notarized Secretary Certificate(if applicable);
- c. Notarized Affidavit of Undertaking with attached valid government identification card;
- d. List of eligible vaccine recipients;
- e. Vaccination Workforce Master List;
- f. Implementation Plan;
- g. Cold Chain Management Plan or Memorandum of Agreement/Understanding with an accredited cold chain provider;
- h. Memorandum of Agreement/Understanding with a licensed health care facility for accountability, with clearly identified health care provider network referral and case management system;
- i. Waste Management Plan in accordance with DOH Memorandum 2021-0031 dated 18 January 2021;
- j. Emergency Plan for Adverse Events Following Immunization (AEFIs);
- k. Infection Control Plan; and
- l. Emergency Evacuation Plan.

SECTION 5. APPLICATION PROCESS. – In the registration of off-site vaccination for each private establishment, the following application process shall be observed:

- a. Each private establishment shall submit the duly accomplished application form along with the complete documentary requirements to the City Health Officer. In addition thereto, it shall also submit the required information stated below. Application with incomplete requirements shall not be accepted.

The applicant shall fill-out the following form:

DR. JAIME M. EXCONDE JR.

City Health Officer

Office Address: Ground Floor, Legislative Building, City Hall Complex,
McArthur Highway, Karuhatan, Valenzuela City

Name: _____

Email Address: _____

Contact Number: _____

- b. A Valenzuela Covid-19 Vaccination Site Quality Assurance Team (QAT) is hereby established, which shall review the submitted documents vis-à-vis the set standards, and shall be composed of the following:
 - i. Valenzuela City Health Office;
 - ii. Valenzuela City Disaster Risk Reduction and Management Office;
 - iii. Valenzuela City Information and Communication Technology Office;
 - iv. Metro Manila Center for Health Development; and
 - v. A representative from the organized labor sector of Valenzuela City.



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- c. The QAT shall be the governing body which will recommend for the approval of the application or make its own findings and require the submission of any lacking documentary requirements for the applicant's immediate compliance.

SECTION 6. OFF-SITE VACCINATION STANDARDS AND GUIDELINES. – The following standards and guidelines shall be observed in every off-site vaccination:

1. Minimum standards for the vaccination site:
 - a. Spacious enough to allow observance of proper physical distancing;
 - b. Available health checking area/triage for the vaccinees' prior entry to the vaccination site;
 - c. Must be properly ventilated and well-illuminated;
 - d. Must not accommodate more than 50% of its maximum capacity at a certain period of time;
 - e. There must be available adequate and visible signs;
 - f. Vaccination forms following the standard City's format must be distributed to the eligible vaccine recipients;
 - g. Must maintain appropriate vaccine cold chain storage and monitoring, resupply if needed;
 - h. Must have accessible restrooms;
 - i. Must have adequate entry and exit points, including the one-way facility flow;
 - j. Must have the capacity to adhere to infection prevention, equipment specifications and public safety regulation requirements and protocols;
 - k. Must have easy and convenient accessibility for the elderly and those with disabilities and mobility issues;
 - l. Must have enough power outlets and electrical capacity for computers and portable vaccine refrigerators (if applicable);
 - m. Must have sufficient space for essential functions such as screening, registration, vaccine storage and preparation, vaccination, waiting areas to monitor for adverse reactions after vaccination, and emergency care;
 - n. Must be able to accommodate the following minimum areas:
 1. Waiting Area
 2. Vaccination Area
 - 2.a. Registration Area
 - 2.b. Health Education Area
 - 2.c. Screening Area; and
 - 2.d. Vaccination Area
 3. Post-Vaccination Monitoring and Surveillance Areas
2. No charges or fees to the vaccinees. – Pursuant to Advisory No. 25 on the "Further Guidance on the Involvement of the Private Sector and the Utilization of Off-site Facilities as Vaccination Sites" issued on April 5, 2021, "No charges or fees shall be imposed to the vaccinees for the services rendered by these off-site facilities identified as vaccination sites."



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SECTION 7. FUNCTIONS IN EACH AREA. - Each area set forth under Philippine National Deployment and Vaccination Plan for COVID-19 has its corresponding functions. The following are the requirements that the applicant must comply with:

- a. Waiting Area. – The setup must ensure that physical distancing can be observed at all times. The space must be big enough to accommodate the scheduled eligible vaccine recipients at a certain period of time.
- b. Vaccination Area.
 - b.1. Registration Area. – Pre-registration is strongly encouraged to avoid overcrowding and to maintain physical distancing.

Vaccination cards shall be provided using the City's format.

b.2. Health Education Area – There shall be one health education area for the whole vaccination site. In this area, Information Education and Communications (IEC) campaign materials such as pamphlets, leaflets and brochures shall be made available. Also, a monitor, projector or a TV shall be set up in this area, or at the least, a flipchart, for health education purposes.

Further, the counseling video prepared by the Department of Health (DOH) shall be provided by the City to be played while the participants are filling-up their screening forms.

b.3. Screening Area. – The screening process must be conducted only by a duly licensed physician. Medical consultations and vital signs shall be recorded.

Protocols for unfavorable medical conditions shall be in place.

b.4. Vaccination Area. –Each vaccinator shall have his/her own area. The vaccination area should have an accessible cold chain equipment to store the vaccines in the vaccination site.

- c. Post-Vaccination Monitoring Area. – Since the observation of vaccinees post-vaccination will take thirty (30) minutes to one (1) hour, it is expected that there might be pooling or crowding of vaccinees in this area. Thus, this area must be spacious enough to accommodate all vaccinees and to allow observance of physical distancing measures. In addition, equipment needed for Adverse Event Following Immunization (AEFI) must be available and accessible.

SECTION 8. STANDARD SITE LAYOUT/ FLOOR PLAN. – Below is the standard vaccination site layout/ floor plan which may be subject to change/s depending on the configuration of the applicant's site.



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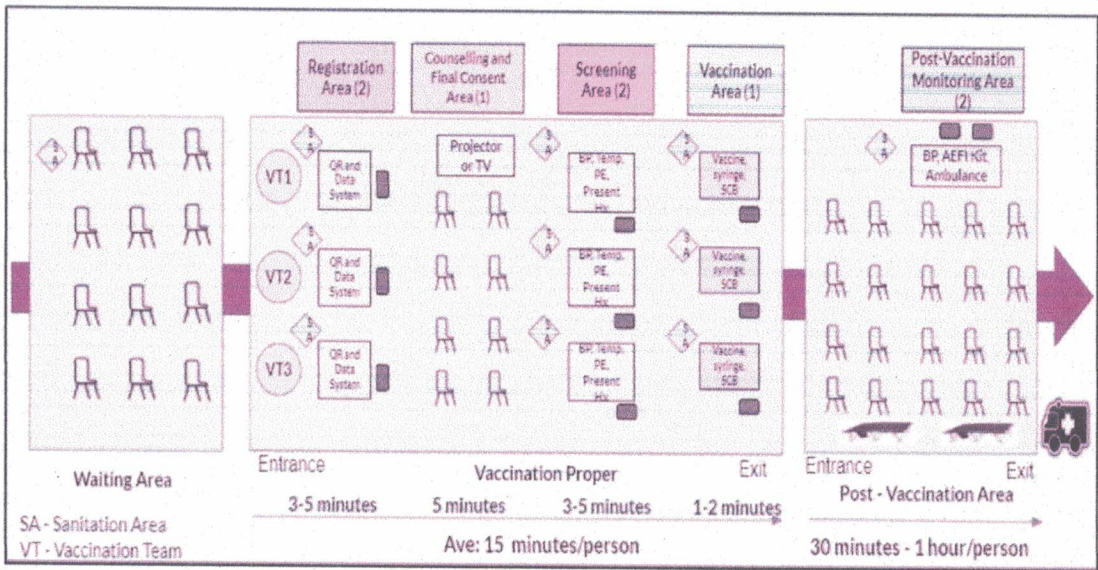


Figure 1. Vaccination Site Layout

(Source: Philippine National Deployment and Vaccination Plan for COVID-19)

SECTION 9. SUPPLIES AND EQUIPMENT REQUIREMENTS IN THE VACCINATION SITE. –

The following is a list of minimum equipment requirements in the vaccination site:

Figure 2. Minimum equipment requirements in the vaccination site.

Waiting Area	Registration Area	Pre-vaccination Counseling and Final Consent	Screening	Vaccination	Post- Vaccination Monitoring & Surveillance
<ul style="list-style-type: none">Single ChairsHand washing Area (with soap and running water) or Sanitation area with alcohol dispenserPPEs (Face mask and shield)	<ul style="list-style-type: none">Computer/Cell phoneQR ScannerTable (for each team)Single Chairs for the VTHand washing Area (with soap and running water) or Sanitation area with alcohol dispenserPPEs (Face mask and shield)	<ul style="list-style-type: none">Projector or TVCounseling video (DOH)Script for the counselorIEC MaterialsInformed Consent FormPensSingle ChairsTableHandwashing Area / Sanitation areaPPEs (Face mask and shield)	<ul style="list-style-type: none">BP ApparatusThermometersStethoscopesTablesSingle chairsHand washing Area (with soap and running water) or Sanitation area with alcohol dispenserChecklistsPPEs (Face mask and shield)	<ul style="list-style-type: none">Vaccine & DiluentAD & Mixing SyringesVaccine Carriers with Ice packsSafety Collection BoxesAlcohol & CottonImmunization CardsPensTablesSingle ChairsChecklistsHandwashing/ Sanitation AreaPPEs (Face mask and shield)	<ul style="list-style-type: none">AEFI/AESI KitCot Bed / StretchersSingle ChairsBP ApparatusPulse OximetersStethoscopesAmbulanceChecklistsAEFI/AESI FormsList of referral facilities with contact detailsHandwashing/ Sanitation AreaPPEs (Face mask and shield)

(Source: Philippine National Deployment and Vaccination Plan for COVID-19)

SECTION 10. OTHER REQUIREMENTS. – In addition to the aforementioned requirements, the following shall be required during the implementation of the vaccination in each site. The applicable soft copy of the same shall be provided by the City and the applicant shall be responsible for its printing, to wit:

- Valenzuela City COVID-19 Vaccination Card;
- Screening Forms;
- ValTrace QR Code; and
- Such other documents as may be required by the City Government of Valenzuela.



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SECTION 11. VACCINATION WORKFORCE STANDARDS. – The vaccination workforce shall be led by the Vaccination Incident Management Team (IMT) composed of the following:

- a. Incident Commander – shall spearhead the overall direction and implementation of the vaccination program;
- b. Planning Section – shall be in-charge with the planning, policy and technical support and registry, data management and monitoring and evaluation of the vaccination program;
- c. Logistics Section – shall provide assistance in the resource requirements and inventory management process required in the vaccination program; and
- d. Operations Section – shall be composed of the following:

d.1. Operations Section Chief/ Site Manager (at least 1 personnel)

- Provide briefing before the start of the operations for overall guidance and reminders;
- In-charge with the overall coordination of the operations;
- Ensure that proper physical distancing and minimum health standards are observed in the vaccination site at all times;
- Guarantees that the vaccination administration procedure has been conducted efficiently and correctly; and
- Ensure that reports and information are encoded truthfully and submitted timely

d.2. Registration area (at least 2 personnel)

- Ensure that documents and identification presented by the vaccinee are valid;
- Ensure that all information and data are encoded in the data management system;
- Assist other team members, especially on the taking of vital signs; and
- Submit daily coverage, refusals and deferrals

d.3. Counselling and Final Consent Area (at least 2 health educators)

- Provide information to vaccinees, particularly on the benefits of vaccination, the possible adverse reactions, and how to seek help if with adverse reaction, either by answering their queries, or providing them with IEC materials; and
- Facilitate the signing of informed consent

d.4. Screening Area (at least 2 screening personnel, depending on the number of the intended/scheduled vaccinees)

- The health worker shall update the profile of the potential recipient;
- Conduct physical examination and take the history of present illness (if applicable) and other important information; and
- Provide clearance for the eligible vaccine recipient



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d.5. Vaccination Area (at least 2 personnel – lead and assist vaccinator per table for inoculation)

- Follow the step-by-step procedure of vaccine administration as recommended by the manufacturer and as guided by the immunization protocols;
- Completely fill up the immunization card and encode the needed information to the data management system; and
- Dispose syringe and vials accordingly

d.6. Post-Vaccination Monitoring Area (at least 1 doctor and 2 nurses per area/room, and at least 1 standby ambulance team)

- Monitor and observe the vaccinee for any adverse reaction for at least 15-30 minutes after vaccination;
- Provide immediate intervention and response for vaccinees experiencing adverse reactions on the site and refer them accordingly and timely; and
- Refer vaccinees to the referral hospital as needed

d.7. Sanitation Team

- Collect, manage and transport wastes following the COVID-19 Disinfection and Sanitation Guidelines of the DOH and the City Government of Valenzuela;
- Disinfect all areas every end of operations following the COVID-19 Disinfection and Sanitation guidelines of the DOH and the City Government of Valenzuela; and
- Hazardous/medical waste management service provider accredited by the City Government of Valenzuela shall be outsourced by the applicant entity to ensure waste management standard compliance

d.8. Safety and Security Team

- Ensure that only those who are scheduled for vaccination will enter the area. List of persons scheduled for inoculation will be provided for by the Site Manager; and
- Ensure strict observance of the minimum health standards in all areas of the vaccination site.

SECTION 12. REPORTORIAL REQUIREMENTS. - Each off-site vaccination shall comply with the reportorial requirements of DICT and DOH.

Vaccination Teams for each proposed off-site vaccination shall be oriented and trained for the proper documentation of vaccine registration and administration. The following reports are standardized for all LGUs nationwide:

1. VIMS-IR (Vaccine Information Management System-Immunization Registry). - This is in excel format which will reflect all potential registrants for vaccination. This will be submitted to VCVax via the official email: vcvax2021@gmail.com.



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VCVax, in turn, shall submit the VIMS-IR of each off-site vaccination location to the Microsite which is managed by the DICT;

2. VIMS-VAS (Vaccine Information Management System-Vaccination Administration System). - This will be in Excel format which will reflect all vaccinees who had completed their respective vaccinations. This is a daily reportorial function of an off-site vaccination center. This will be submitted to VCVax via the official email: vcvax2021@gmail.com. VCVax, in turn, shall submit the VIMS-VAS of each off-site vaccination center to the CBCR (COVID-19 Bakuna Center Registry) which is managed by the DOH.
3. CBCR Quick Count. A daily quick summary report of each off-site vaccination center in which the vaccination supervisor shall forward the report to VCVax via the official email: vcvax2021@gmail.com. The prescribed Word format for standardized reporting of all applicants for off-site vaccination centers shall be provided. The City Health Department shall submit the CBCR Quick Count Report of each off-site vaccination center to the CBCR (COVID-19 Bakuna Center Registry) which is managed by the DOH.
4. AEFI Report (Adverse Effect Following Immunization). Its purpose is to document individual immunization reaction after each vaccination. This report shall be submitted to another system called the VIGIFLOW which is again managed by the DOH. The vaccination supervisor shall forward the report to VCVax via the official email: vcvax2021@gmail.com.

It is imperative that all these reports be properly documented and coordinated to VCVax, under the Valenzuela City Health Office, which shall have the responsibility to validate the data before finally submitting the reports to the designated portals of the DICT and DOH. Data compliance of these reports shall be parallel and congruent to all vaccination-related activities. All formats of the reports shall be provided to each off-site vaccination center once its application has been approved.

SECTION 13. ADMINISTRATIVE PENALTIES. – Any violation of this ordinance shall be meted with the following administrative penalties:

Nature of Offense	Administrative Penalty
A. Individual	One Thousand Pesos (Php 3,000.00) or twenty-four (24) hours of community service
B. Juridical Person or Entity	
1 st Offense	Five Thousand Pesos (Php 5,000.00) and suspension of business operations until rectification of the violation
2 nd Offense	Ten Thousand Pesos (Php 10,000.00) and suspension of business operations until rectification of the violation and twenty-four



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3 rd Offense	(24) hours community service to be completed by the business owners, employers or officers of the violating entity. Fifteen Thousand Pesos (Php 15,000.00) and revocation of Business Permit
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SECTION 14. PENAL CLAUSE. – Any violation of this ordinance shall be punishable by imprisonment of two (2) months or a fine of not less than **ONE THOUSAND PESOS (Php 1,000.00)** but not more than **FIVE THOUSAND PESOS (Php 5,000.00)**, or both such imprisonment and fine, at the discretion of the court.

SECTION 15. AUTHORITY OF CITY MAYOR TO ACCEPT VACCINE DONATIONS. – The City Mayor is hereby granted the blanket authority to accept COVID-19 vaccine donations from private establishments desiring to make vaccine donations. Accordingly, the City Mayor is likewise authorized to enter, execute, and sign Memorandum of Agreement/Understanding and/or other pertinent documents to effect such donation.

SECTION 16. SEPARABILITY CLAUSE. – If for any reason, any part or provision of this ordinance is declared unconstitutional or invalid by a competent court, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.

SECTION 17. REPEALING CLAUSE. – All ordinances, resolutions, rules or regulations inconsistent with or contrary to the provisions of this ordinance are hereby repealed, amended, or modified accordingly.

SECTION 18. EFFECTIVITY. – This Ordinance shall take effect immediately upon approval.

ENACTED.
JULY 5, 2021.
VALENZUELA CITY, METROPOLITA

ATTESTED:


ANTONIO R. ESPIRITU
Secretary to the Sanggunian



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CERTIFIED CORRECT:

HON. LORENA NATIVIDAD-BORJA
City Vice Mayor
Presiding Officer

APPROVED:

HON. REXLON T. GATCHALIAN
City Mayor
Date Signed: _____