



Republic of the Philippines  
Province of Capiz  
**MUNICIPALITY OF TAPAZ**



**OFFICE OF THE MAYOR**

**Executive Order No. 20-07-26**  
Series of 2020

**"CREATION OF THE CONTACT TRACING TEAM (CTT)  
OF THE MUNICIPALITY OF TAPAZ"**

**WHEREAS**, the entire country has been put under a State of Public Health Emergency by the President of the Republic of the Philippines through Proclamation No. 922, re: COVID-19 concerns;

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

**WHEREAS**, Republic Act No. 11469 or the "Bayanihan to Heal as One Act", has placed the country in a State of National Emergency, and has declared the urgent need to: (a) mitigate, if not contain, the transmission of COVID-19, (b) undertake measures that will prevent the overburdening of the healthcare system, (c) immediately and amply provide healthcare, including medical tests and treatments to COVID-19 patients, Persons Under Investigation (PUIs), or Persons Under Monitoring (PUMs), (d) ensure that there is sufficient, adequate and readily available funding to undertake the foregoing, (e) partner with the private sector and other stake holders to deliver these measures and programs quickly and efficiently, and (f) promote and protect the collective interests of all Filipinos in these challenging times;

**WHEREAS**, Department Memorandum 2020-0151 issued by the Department of Health on March 31, 2020 regarding interim Guidelines on Expanded Testing for COVID-19;

**NOW THEREFORE, I, ROBERTO O. PALOMAR**, *Municipal Mayor* of the Municipality of Tapaz, Capiz, Philippines, by virtue of the power vested in me by law as the Local Chief Executive, do hereby order this **"CREATION OF CONTACT TRACING TEAM (CTT) OF THE MUNICIPALITY OF TAPAZ"** to wit:

**Section 1. Duties and Responsibilities.** The Contract Tracing Team (CTT) have the following roles, functions, and responsibilities;

1. Conduct contact tracing of all persons with known exposure to COVID-19 patient;
2. Ensure that the exposed person are strictly implementing quarantine protocol;
3. Monitor the status of probable, suspected and confirmed family members with contact to a case to mitigate possibility of contagion; and
4. Report daily update to the COVID-19 Provincial and Regional Task Forces.

**Section 2. Composition.** The Contract Tracing Team (CTT) shall be composed of the following:

Chairman: DR. CHAD BRYAN P. HILADO, MHO  
Vice Chair: PCAPT. BRYANT FALLERA, Acting Chief of Police

Members: REYNANTE L. LABTO, Fire Marshall  
BRIGETTE ABORDO, MDRRMO  
ANTONIO GADIAN, BHW President



Republic of the Philippines  
Province of Capiz  
Municipality of Tapaz



**MUNICIPAL HEALTH OFFICE**

July 9, 2020

**HON. ROBERTO O. PALOMAR**  
Municipal Mayor  
Municipality of Tapaz

Dear Mayor Palomar,

Due to the continued rise in the number of positive cases of COVID-19 in the country and in the entire Western Visayas, measures to interrupt and contain the transmission of this deadly disease are greatly needed, and implemented more strictly at this period. For this matter, Contact Tracing or the process of identifying persons who may have come in contact with infected persons has been established as an important action to combat COVID-19.

In connection with this, I would like to request your good office to formulate an Executive Order for the Creation of a Municipal Contact Tracing Team which will spearhead and perform the tasks in relation to the conduct of contact tracing. We expect that the presence of a Contact Tracing Team (CTT) will further strengthen our fight in winning against this pandemic.

I have attached a sample draft for your guidance.

I am hoping for your favorable response regarding this matter.

Respectfully,

  
**CHAD BRYAN P. HILADO, MD**  
Municipal Health Officer

ANTONIO GADIAN, BHW President  
Barangay Health Emergency and Response Team Coordinators  
Barangay Public Safety Officers  
Para – Teachers  
Barangay Day Care Workers  
All Punong Barangay

**Section 3: Budget and Expenses.** All expenses incurred relevant to the execution of the duties and responsibilities of the above-mentioned Contract Tracing Team (CTT) shall be chargeable against available funds of the LGU and other National Agencies.

**FURTHERMORE,** let copies of this Executive Order be furnished to all concerned for their information and guidance.

So Ordered this 9<sup>th</sup> day of July, 2020 at the Tapaz Municipal Hall, Tapaz, Capiz.

  
ROBERTO O. PALOMAR  
Municipal Mayor