



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 23 Series of 2020

AN ORDER ESTABLISHING A CENTRALIZED SYSTEM FOR THE ACCEPTANCE, MANAGEMENT, DISTRIBUTION AND DELIVERY OF ALL MEDICINES, MEDICAL EQUIPMENT AND SUPPLIES, AND OTHER HEALTH PRODUCTS DONATED TO THE MUNICIPAL GOVERNMENT OR THE MUNICIPAL HEALTH OFFICE AND OTHER OFFICES FOR ADDRESSING THE COVID-19 SITUATION.

WHEREAS, Proclamation 922 placed the entire country under National Health Emergency due to COVID-19 and enjoined all government agencies and local government units to render full assistance and cooperation, and mobilize the necessary resources to undertake critical, urgent and appropriate responses and measures to curtail and eliminate the COVID-19 threat;

WHEREAS, RA No. 11469 or the Bayanihan to Heal As One Act recognizes the serious threat of the pandemic to the health, safety, security and lives of our countrymen, and the severe disruption of economic activities;

WHEREAS, the immediate delivery for medical supplies and food packs are hampered by lack of sufficient supply, delay in the procurement process including cargo difficulties in the midst of the enhanced community quarantine declaration;

WHEREAS, there is an outpouring of donations of medical supplies and other medical products, protective equipment (PPEs) and basic necessities such as food to support our frontliners and communities deal with the COVID-19 pandemic;

WHEREAS, Section 7 (c) of RA No. 6713 of the "Code of Conduct and Ethical Standards for Public Officials and Employees," prohibits public officials and employees from soliciting or accepting, directly or indirectly, any gift, gratuity or anything of monetary value from any person in the course of their official duties;

WHEREAS, the donations are acts of generosity of individuals and non-government entities in this time of crisis and are not intended to gain favors or to influence government action;

WHEREAS, there is a need to properly consolidate and manage all donations given to the municipal government and to the MHO to address COVID-19;

WHEREAS, Section 16 or the General Welfare Clause of the Local Government Code of 1991 gives local government units the authority to exercise



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powers necessary for efficient and effective governance and those which are essential to the promotion of the general welfare;

NOW THEREFORE, I, MENCHIE C. LOMBOY-DE GUZMAN, M.D., Municipal Mayor, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. CONSOLIDATION OF DONATIONS IN THE OFFICE OF THE MAYOR. All donations to the Municipal Government or the Municipal Health Office of medicines, medical equipment and supplies, and other health products, food supplies intended to address the COVID-19 situation, whether received or accepted from group or individuals, foreign or local governments, private entities or non-governmental organizations, shall be coordinated and transmitted to the Office of the Municipal Mayor thru the Chief of Staff for consolidation.

Direct donations to other departments and units for their direct consumptions shall continue to be allowed without need for consolidation at the Office of the Municipal Mayor. However, donations in the nature of medical equipment and supplies and other health products, shall be immediately reported by recipient departments and offices to the Office of the Mayor for the efficient allocation of assets/resources.

SECTION 2. INVENTORY AND ALLOCATION OF DONATIONS. The Chief of Staff of the Municipal Mayor's Office is hereby directed to prepare an inventory of all donations to the Municipal Government and to the Municipal Health Office and to coordinate with MHO, MSWDO, PESO, HRMO, MDRRMO or any other relevant offices, as well as the IATF and the ICS in the determination of which groups, offices, barangays, establishments or individuals, whether public or private, are in need thereof.

The Office of the Mayor shall similarly keep a record of the direct donations reported by the recipient office pursuant to above section.

The Municipal Mayor may re-allocate direct donations received by other departments or offices to beneficiary groups, individuals or establishments in the municipality whether private or public, in greater need thereof, in coordination with the department head/officer concerned.

SECTION 3. DISTRIBUTION AND LOGISTICAL SUPPORT. The GSO and MEO shall provide the necessary logistical support to the Office of the Mayor for the immediate consolidation, distribution and delivery of the donated medicines, medical equipment and supplies, and other health products to the identified beneficiary facilities, groups of establishments.



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SECTION 4. OVERSIGHT. The Office of the Municipal Administrator as the designated officer is hereby directed to oversee the above-mentioned consolidation, management, inventory, recording and distribution of the above-mentioned consolidation, management, inventory, recording and distribution of donations, and ensure efficient and expeditious distribution of assistance to the public.

SECTION 5. SUPPORT OFFICES. All concerned departments and units shall render necessary assistance to the Office of the Municipal Mayor for the effective implementation of this Order.

SECTION 6. REPORTING. The Chief of the Municipal Mayor's Office shall render a weekly report to the Municipal Mayor thru the Municipal Administrator on the actions taken relative to the implementation of this order.

SECTION 7. DIRECT DONATION OF NOMINAL VALUE. Direct donations for the use and consumption of public officials or employees shall continue to be allowed under the following conditions:

1. Goods are intended for dealing with COVID-19
2. Recipients are:
 - a. health workers dealing with COVID-19
 - b. Those working at the frontlines in the implementation of the community quarantine and ensuring the flow of critical goods,
3. Received within the duration of the present state of calamity
4. Solicited or not

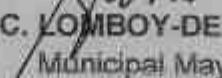
The following are not covered by the above sections:

- a. Perishable goods such as food items
- b. Goods of nominal values such as accommodation, transportation to and from their residence and workplace
- c. Other basic necessities
- d. Solicited or not

SECTION 8. SEPARABILITY. If any section or part of this order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

SECTION 9. Effectivity. This order shall take effect immediately.

Done this 3rd day of April 2020 in Bauang, La Union.


MENCHIE C. LOMBOY-DE GUZMAN, M.D.
Municipal Mayor