



Jose Carlos L. Cari
City Mayor

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OFFICE OF THE CITY MAYOR
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EXECUTIVE ORDER NO. 59

20 April 2020

**AN EXECUTIVE ORDER ORGANIZING THE
MANAGEMENT OF THE DEAD AND MISSING (MDM) TEAM OF BAYBAY CITY**

WHEREAS, the Department of Interior and Local Government (DILG) issued Memorandum Circular No. 2020-063, dated March 27, 2020, providing the Interim Guidelines on the Management of Human Remains for Patient Under Investigation (PUI) and Confirmed Corona Virus Disease 2019 (COVID – 19) Cases. The DILG likewise issued a Memorandum dated March 28, 2020 implementing the Interim Guidelines.

WHEREAS, the aforementioned DILG Memorandum Circular provided for the organization and composition of the Management of the Dead and Missing Person Team.

NOW THEREFORE, I, **JOSE CARLOS L. CARI**, City Mayor of Baybay City, Leyte, by virtue of the power vested in me by law, do hereby order the organization of the Management of the Dead and Missing Person Team of Baybay, City.

Section 1. Composition.

The MDM Team shall be composed of the following:

Chairperson : Dr. Norberto Oja, City Health Officer

Members:

1. Ms. Estela I. Creer, CLGOO, DILG Baybay City
2. PLtCol. Alberto R. Renomeron Jr., Chief of Police, Baybay PNP
3. Ins. Eufemio T. Moro, Jr., BFP
4. Dr. Jerome Profitana, City Health Officer
5. Dr. Manuel Icon Donaire, CSWDO
6. Engr. Rhyse Austero CDRRMO
7. Engr. Jose Pepito Fernandez, General Services Officer
8. Engr. Ranulfo Tagolgol, City Engineer
9. Mr. Noel Managbanag, Local Civil Registrar
10. Atty. Avito C. Cahig Jr., City Legal Officer
11. Hon. Philip Siu, President, Liga ng Barangay – Baybay City

Section 2. General Guidelines

1. Suspect and Probable COVID-19 patients who died with pending results shall be handled similar to a confirmed COVID-19 case.
2. Standard and Additional Precautions must be observed at all times.
3. Burial and cremation of the remains of suspect, probable and confirmed COVID-19 patients are considered safe for as long as strict infection and prevention control measures are observed.

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Section 3. Guidelines and Procedures

Management of the Dead and the Missing Persons during emergencies or disasters shall refer to the five domains namely: Search and Recovery, Identification of the Dead, Final Arrangement of the Dead, Handling the Missing Persons, and Assistance to the Bereaved Families.

Section 4. Specific Procedures under DOH Department Memo No. 2020-0158

- a. Removal of the Body of Suspect, Probable, and Confirmed COVID-19 Cases from Isolation Room or Area in a Healthcare Facility:
 1. All healthcare personnel, support staff, and funeral parlor workers, among others, shall wear appropriate PPE before handling the human remains.
 2. Ensure that the body is fully sealed in an impermeable airtight cadaver bag before being removed from isolation room or area and before transfer to mortuary or crematorium, to avoid leakage of body fluid.
 3. Decontaminate surface of the bag with hypochlorite solution (50-100 ppm) or one-in four diluted household bleach.
- b. Removal of body of Suspect, Probable, and Confirmed COVID-19 Cases who were quarantined in a Non-Healthcare Facility:
 1. The relative of the deceased shall coordinate with the local government for the proper disposal of the remains.
 2. Ensure that the body is fully sealed in an impermeable airtight cadaver bag before being removed from isolation room or area and before transfer to mortuary or crematorium, to avoid leakage of body fluid.
 3. Decontaminate surface of the bag with hypochlorite solution (50-100 ppm) or one-in four diluted household bleach.
 4. The household shall be advised to clean and disinfect the room occupied by the deceased immediately after the body was removed.
- c. Transfer to Funeral Home/Crematorium:
 1. The accredited/identified funeral establishment/crematorium shall provide proper transport.
 2. Ensure that the body is fully sealed in an impermeable airtight cadaver bag before being removed from isolation room or area and before transfer to mortuary or crematorium, to avoid leakage of body fluid.
 3. Decontaminate surface of the bag with hypochlorite solution (50-100 ppm) or one-in four diluted household bleach.
 4. The vehicle used for transport shall be disinfected immediately following proper disinfection protocol.
- d. Procedures for Burial and Cremations:
 1. The procedures for burial and cremations shall be done within 12 hours after death.
 2. Large gathering at the crematoriums/burial ground shall be avoided.
 3. For those that will be buried:
 - a. Only adult members of the family may be permitted to attend.
 - b. Viewing of the deceased shall not be permitted.
 4. For those that will be cremated - Cremains shall be reduced to the size of fine sand or ashes and packed in a cremains container before they are turned over to the relatives.

Section 5. Roles and Responsibilities

Pursuant to the DILG MC No. 2020-063 and DILG Memorandum dated March 28, 2020, the interim guidelines on the management of human remains, the roles and responsibilities of the team shall be the following:

- a. Organize the tasking of the team as provided in the Circular.
- b. Facilitate, through the LGU, the designation and commissioning of reputable funeral parlors and crematoriums.
- c. Identify suitable burial sites.
- d. Enter into a Memorandum of Agreement with designated funeral parlors / crematoriums on the management of human remains for PUI and confirmed COVID – 19 cases.
- e. If applicable, advise the undersigned on imposition of a price freeze on funeral services.
- f. Facilitate orientation of funeral / mortuary workers of designated funeral parlors/crematoriums on the universal, standard, and transmission-based precautions as provided in item 5.1 of DILG MC No. 2020-063, in coordination with Provincial PNP – PCL, BFP – SRU, NBI, or the City Health Office. Emphasis shall be given on the **PROPER DONNING, DOFFING, AND DISPOSAL OF PPEs** and other infectious wastes, and other related precautionary measures, deemed necessary. As far as applicable, the orientation shall be conducted on a face-to-face basis.
- g. Ensure that the transfer or transportation of human remains is well coordinated with the City PNP.
- h. Secure copies of the accomplished Death Certificate and submit the same to the Provincial MDM Cluster. The Team shall not disclose the number of deaths to the public; only the Local Chief Executive (LCE) or duly designated spokesperson can do so.
- i. Be properly guided by DILG MC 2020-063 on the burial or cremation or handling of human remains.
- j. Allocate amounts for funeral support fund to indigent suspect, probable, and confirmed COVID-19 in the amount of PhP 25,000.00 per deceased for this purpose.
- k. The Team shall perform such other related functions as may be deemed necessary or required by law and other issuances.


Section 6. Meetings

The MDM Team shall conduct meetings as often as needed or upon the call of the Local Chief Executive.

Section 7. Effectivity

Previous executive orders or provisions thereof, which are inconsistent with this Executive Order, are deemed amended and superseded. This Executive Order shall be effective immediately, and shall remain in force and effect while the general community quarantine over the city subsists, unless rendered ineffective in writing by the City Mayor.

SO ORDERED, this 20th day of April 2020, in the City of Baybay, Leyte, Philippines.


JOSE CARLOS L. CARI
City Mayor, Baybay City, Leyte