



**OPISINA NG BISE TSANSELOR PARA SA GAWAING PANGKOMUNIDAD**

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Ika-25 ng Mayo 2021

Memorandum Blg. ABB – 21 - 15

Para Sa : Mga Health Liaison Officers (HeLOs)  
Sa Pamamagitan Ng : Mga Kani-kanilang Dekano, Direktor at Pinuno ng Yunit  
Paksa : **Gawain at Responsibilidad ng mga HeLOs**

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Maraming salamat sa lahat ng mga Health Liaison Officers (HeLOs) sa paggampan ng napakahalagang gawain sa mga yunit ninyo ngayong panahon ng pandemya.

Binalikan ng UP Health Service ang mga naunang naitakdang gawain ng mga HeLOs noong 2019. At upang higit na maging malinaw ang mga ito, narito ang nabuong listahan ng mga gawain at responsibilidad ng mga HeLOs.

Para sa inyong kaalaman.

Maraming salamat.

  
**PROF. ALELI B. BAWAGAN, PhD.**  
Bise Tsanselor para sa Gawaing Pangkomunidad

## **DUTES AND RESPONSIBILITIES OF HEALTH LIAISON OFFICER**

### **BACKGROUND:**

In January 28,2019, Chancellor Michael L. Tan issued Memorandum No. MLT-19-037 creating the Health Liaison Officers. This was done to engage the UP community in the detection and control of disease outbreaks like dengue, food borne diseases and other communicable diseases namely measles, chickenpox and influenza like illness.

The initial functions of these health liaison officers were as follows:

1. Dengue Surveillance
2. Health Education
3. Participation in actual implementation of public health or infection control measures.

With the start of the pandemic the role of the Health Liaison officers continued to expand. Along with this, COVID-19 Surveillance and mitigation measures became important roles for them. Hence, there was a need to revisit its Duties and Responsibilities.

### **GENERAL OBJECTIVE:**

To bridge the gap between the different Academic/Administrative Units and UP Health Service.

### **GOALS:**

1. On time and accurate reporting of notifiable diseases.
2. Promote the use of public health prevention programs and materials.

### **DUTIES AND RESPONSIBILITIES OF THE HEALTH LIAISON OFFICER:**

#### **I. PARTNER IN DISEASE SURVEILLANCE**

Though case detection of diseases of public health concerns shall be done by Disease Reporting Unit such as the UP Health Service, the Health Liaison Officers (HeLO) should assume the roles of Disease Reporting Advocates (DRA) in terms of detection and reporting of notifiable diseases in their respective units. They will be trained to immediately identify notifiable cases in their respective units to facilitate early detection and containment of the infection.

#### **Specific Duties:**

- a. Report to Public Health Unit cases of infectious diseases under "the List of Notifiable Diseases, Category I & II, specially under Category I (Immediately notifiable), clustering of cases, and untoward events under public health concerns in their respective units.
- b. Coordinate with Public Health Unit on what measures should be done to avoid spread of the disease.

- c. Update employees and faculties with regard to the Guidelines/Policies that pertain to notifiable diseases.
- d. Disseminate health information materials on notifiable diseases.
- e. Conduct contact tracing on cases identified in their unit.
- f. Attend meetings and trainings on surveillance and mitigation of diseases of public health concerns for HeLO.
- g. Specific additional duties pertaining to COVID-19 Surveillance and Mitigation.
  - i. Identify suspect case of COVID-19 in their unit
  - ii. Notify PHU immediately if a COVID 19 case is detected in their unit.
  - iii. Conduct contact tracing in their unit. Identify close contacts, general contacts, proximal contacts of probable and confirmed cases.
  - iv. Coordinate with public health regarding list of contact traced individuals in the workplace for monitoring, testing and quarantine.
  - v. Send a copy of the list of faculties and staff screened with Very High risk and Moderate Risk exposures to OVCCA and [uphspublichealth.upd@up.edu.ph](mailto:uphspublichealth.upd@up.edu.ph).
  - vi. Facilitate the accomplishment of the Case Investigation Form (CIF) of their staff for RTPCR. It is their responsibility to check CIF for completeness.
  - vii. Coordinate with the public health unit nurse the schedule of their swab test upon submission of the CIFs.
  - viii. Inform positive cases in their unit to facilitate contact tracing.
  - ix. Encourage staff to remain calm, cooperate, and openly communicate with them to be able to efficiently assist them in their needs.

## II. HEALTH EDUCATION

Training will be provided by the public health unit to the HeLO in order to educate their constituents about health. Health as defined by the World Health Organization is a state of complete physical, mental and social well being and not merely absence of disease or infirmity, reproductive health, sexual health/hygiene, addresses the reproductive processes, functions and systems at all stages of life.

### **Specific duties:**

- a. Attend HELO meetings and trainings conducted by the public health unit that is scheduled every Wednesday afternoon of every other month and as needed.
- b. Echoes the trainings to their constituents.
- c. Create Health and wellness plans for their units.
- d. Monitor the health and safety of their constituents.
- e. Disseminate relevant health information, infographics, guidelines, memorandums and regular updates from UP Health Service through the following platforms:
  - i. Bulletin Board
  - ii. Social media – facebook page, twitter, Instagram
  - iii. Email or text blasts

- f. The HeLO shall be responsible in correcting malicious health information brought by social media.

**III. IMPLEMENTATION PUBLIC HEALTH AND INFECTION CONTROL MEASURES**

- a. Ensure that Health and Safety Protocols (ie. Post ECQ Guidelines, Post ECQ inspection recommendations) are properly implemented in their unit.
- b. Notify UP Health Service in case there is a case of infectious disease of public health emergency.
- c. Ensure that there is proper disposal of waste especially those of infectious in nature like (face mask, face shield, and tissues) in their unit.
- d. Submit annual report of accomplishments to Public health Unit at the end of each year.

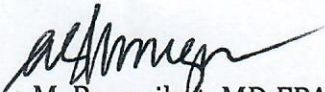
**IV. ADVOCATES OF PUBLIC HEALTH**

Public health is defined as the “the science and art of preventing”. The HeLO shall Promote the health and wellness of their constituents through health education and social mobilization assistance.

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