



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

June 10, 1998

ADMINISTRATIVE ORDER
No. 18-B s.1998

SUBJECT: Implementing Rules and Regulations of Republic Act No. 8599 “An act upgrading the Cagayan Valley Regional Hospital into a Medical Center to be known as the Cagayan Valley Medical Center, and authorizing the appropriation of fund therefor.

Pursuant to Republic Act No. 8316, which lapsed into law on 20 March 1998 in accordance with Article VI, Section 27 (1) of the Constitution, the following Rules and Regulations are hereby adopted.

Section 1. Title:

This shall be known as the implementing rules and regulations of Republic Act No. 8599 - “An act upgrading the Cagayan Valley Regional Hospital into a Medical Center to be known as the Cagayan Valley Medical Center, and authorizing the appropriation of funds therefor.”

Section 2. Purpose:

These Rules and Regulations are adopted prescribing the guidelines, procedures for the implementation of R.A. No. 8599 to facilitate compliance therewith and achieve the objective thereof.

Section 3. Scope:

These rules shall apply to the Cagayan Valley Regional Hospital in Tuguegarao, Cagayan.

Section 4. Acronyms:

The following acronyms shall be used in the implementing rules and regulations and/or the accompanying annexes or documents:

CO - Capital Outlay

DBM - Department of Budget and Management
DOH - Department of Health
FS - Finance Service, DOH
HMS - Health Maintenance Service, DOH
HOMS - Hospital Operations and Management Service, DOH
INFRA - Health Infrastructure Service, DOH
MOOE - Maintenance and Other Operating Expenses
OHF - Office for Health Facilities, DOH
PS - Personal Services
RHO - Regional Health Office
RHS - Radiation Health Service, DOH

Section 5. Implementation Guidelines

A. Requirements:

1. The following requirements shall be submitted by the Cagayan Valley Medical Center to the DOH-OHF through HOMS:

- 1.1 Current / Existing Plantilla Items;
- 1.2 Detailed inventory of the hospital's existing/functional equipment;
- 1.3 Hospital's infrastructure plan and site for expansion; and
- 1.4 Hospital's existing financial statements which include the PS, MOOE and CO.

B. Administrative Procedures:

1. On the basis of the DOH hospital standards, as provided by the HOMS, the Cagayan Valley Medical Center shall prepare the proposed requirements for the upgrading of its staffing, equipment, non-infrastructure/ physical plant and MOOE.

2. The Cagayan Valley Medical Center shall submit its prepared budgetary estimates for their upgrading to the HOMS for its evaluation.

3. The INFRA shall prepare the budgetary estimates for the infrastructure requirements of the Cagayan Valley Medical Center and submit it to the HOMS within fifteen (15) days from receipt thereof.

4. The HOMS shall consolidate all requirements and send a copy to the OHF for their comments and/or approval.

5. Any change/ revision in the budgetary requirement must follow steps 1 to 4.

6. Upon approval by the OHF, the requirements in terms of standard PS, MOOE and CO shall be sent to the FS for endorsement to the DBM and a copy furnished to HOMS for filing. A copy shall

also be sent to the RHO-NCR.

7. Upon the approval by the DBM, the implementation of this Republic Act shall begin.

C. Implementing Mechanism:

1. The Medical Center Chief of the Cagayan Valley Medical Center shall oversee the operations and management relative to the said hospital's upgrading.

2. The Medical Center Chief shall ensure the inclusion of upgrading in the following Implementing Committees:

2.1 Hospital - Pre-qualification, Bids and Awards Committee (PBAC) Functions:

- a. Facilitate proper procedures relative to the bidding of the hospital's infrastructure upgrading project, as consulted with INFRA, and the awarding of contracts; and
- b. Submit reports and recommendations.

2.2 Committee on Recruitment, Appointment and Training of New Hospital Staff.

Functions:

- a. Arrange and facilitate the advertisement of new positions and vacancies;
- b. Create a selection board which will facilitate the necessary interviews and grading evaluation;
- c. Facilitate the appointment of new staff;
- d. Implement the necessary orientation and training program; and
- e. Submit recommendations, updates and reports on the appointment/ hiring of new employees.

2.3 Committee on the Procurement of Equipment, Furniture and Consumable Supplies.

Functions:

- a. Coordinate with and request the technical assistance / training on specifications of equipment with the HMS-DOH;
- b. Facilitate bidding and awarding of contracts;
- c. Facilitate inspection of equipment, etc.;
- d. Oversee the installation of inspected equipment;
- e. Provide/facilitate final acceptance;
- f. Facilitate the inauguration rites for new building/s; and
- g. Submit necessary reports/ recommendations.

2.4 Committee on the Testing and Commissioning of Radiation Equipment.

Functions:

- a. Coordinate with and request the technical assistance and expertise of the RHS-DOH;
- b. Facilitate the inspection, testing and installation of all radiation equipment; and
- c. Submit test and evaluation report.

2.5 Hospital Infrastructure Committee - INFRACOM

Functions

- a. Coordinate and consult with INFRA-DOH;
- b. Prepare and review plans for the infrastructure project;
- c. Review of schematic plans;
- d. Make recommendations and provide for the approval of schematic plans;
- e. Facilitate infrastructure project proposals and prioritization; and
- f. Submit final report and other additional recommendations, if there are any.

3. The Medical Center Chief shall review and approve the submitted reports. The recommendations provided by these committees must have the concurrence of the Chief of Hospital for them to be implemented.

4. The Medical Center Chief shall oversee and ensure the regular submission of the hospital's upgrading, development and financial report to the OHF and the FS of the DOH on a quarterly basis.

Section 6. Monitoring and Reporting:

Monitoring shall be conducted by the OHF, through its different services - INFRA, HMS, HOMS and RHS, on a quarterly basis. Reports on the implementation of the law shall be submitted by the HOMS to the OHF.

Section 7. Punting /Budget:

The amount necessary to carry out the provisions of Republic Act No. 8599 shall be included in the DOH Budget Proposal subject to the approval of the DEM and the same shall be included in the General Appropriations Act for 2000.

Section 8. Effectivity Clause:

This Administrative Order shall take effect immediately.

ALBERTO G. ROMUALDEZ
Secretary of Health