



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

April 27, 1995

ADMINISTRATIVE ORDER  
NO. 8-A s. 1995

**SUBJECT: One-Stop-Shop Licensing Unit for Hospitals and Medical Ancillary Services**

In the interest of the service and to improve the standard, licensing and regulatory function of the Department of Health (DOH), a need for a system of synchronisation has to be adopted among the Offices issuing licenses, hence this One-Stop-Shop Licensing Unit.

Section 1. A One-Stop-Shop (OSS) shall be established at the Bureau of Licensing and Regulation Office, 2nd Floor, Building No. 4 in the DOH, San Lazaro Compound in order to minimise the delay in the issuance of the hospital license.

Section 2. The concerned Offices are the following:

- 2.1 Bureau of Research and Laboratories (BRL)
- 2.2 Bureau of Food and Drugs (BFAD)
- 2.3 Radiation Health Service (RHS)

The Bureau of Licensing and Regulation (BRL), this Department shall be the sole Office to receive applications and to release the licenses for tertiary category hospitals, new hospital regardless of category, hospital x-ray facilities and hospital clinical laboratory.

Section 3. The DSS shall be open from 7:00 a.m. to 7:00 p.m., Monday to Saturday. Checklists and pertinent documents relative to licensing tertiary category of hospitals, new hospitals and the medical ancillary services shall be readily available at all times at the designated reception table at the BLR office.

Section 4 Procedures in the implementation of the OSS:

- 4.1 Application for License to Operate (LTO) hospitals and medical ancillary services.

4.1.1 Secure application forms for hospitals and medical ancillary services from the One-Stop-Shop Licensing Unit (OSSLU)

4.1.2 Submit the accomplished forms to OSSLU.

4.2 Application shall be evaluated for its completeness by the clerk or representative from the medical ancillary services. Only complete application shall be accepted.

4.3 Schedule of inspection:

4.3.1 Synchronized inspection once every two (2) years shall be done by the BLR, BRL, RHS representatives from the Central Office and BFAD Regional Health Office representative.

4.3.2 A service vehicle from BLR or BRL or RHS including the driver shall be available for all inspections for the NCR and nearby provinces/regions from Monday to Thursday with Friday set for maintenance of service vehicles.

4.4 Evaluation of Inspection Reports:

4.4.1 Evaluation of findings after inspection shall be done by the concerned offices.

4.4.2 Processing of the license to operate shall be done if there are no deficiencies.

4.4.3 Owners shall be informed immediately of any deficiencies for corrections.

4.5 Release of License to Operate (LTO)

4.5.1 Duly signed LTO from the BRL and RHS shall be sent to the One-Stop-Shop Licensing Unit for release to the hospital owner after paying the required licensing fees to the DOH cashier.

Duplicate copy of "unreadable text" LTO plus the OR number shall "unreadable text" back to the Offices of origin and the Regional Health Office concerned.

Section 5. All "unreadable text" for renewal shall "unreadable text" the anniversary dates for uniformity.

Section 6. Any administrative issuance in conflict with this Order is hereby revoked, rescinded and modified accordingly.

Section 7. This "unreadable text" shall take effect 15 calendar days after publication in two

newspapers of general circulation or in the Official Gazette.

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