



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

March 19, 1999

ADMINISTRATIVE ORDER

No. 11-A s. 1999

**SUBJECT: GUIDELINES ON SUB-ALLOTMENT OF FUNDS TO THE REGIONAL HEALTH OFFICES, HOSPITALS, SANITARIA, THRU BANK TO BANK TRANSFER**

I. RATIONALE

In consonance with the present thrust of the DOH to strengthen the Regional and other Field Health Offices and making resources available to the periphery where the real actions are, a most effective system of transferring sub-allotted funds has to be established to ensure a smooth, safe and expeditious flow of funds from the Central Office to the Regional Health Offices (RHOs), Hospitals and Sanitaria.

It is in this context that a new scheme on sub-allotment of funds to RHOs, Medical Centers, Regional Hospitals and Sanitaria is conceptualised thru bank to bank mode of transfer.

II. GUIDELINES:

1. All RHOs, Medical Centers, Regional Hospitals and Sanitaria shall submit to the Finance Service (FS), Office of Management Services, their current number of their respective servicing bank whether in the Land Bank of the Philippines (LBP), Development Bank of the Philippines (DBP), or Philippine Veterans Bank (PVB);
2. The Finance Service, CO shall furnish the above banks as the case maybe, a copy of the list of account numbers as required under No. 1;
3. The Cash Section, FS shall upon signing, deliver to the servicing banks the checks issued for the sub-allotments for immediate transfer to the respective account of the RFOs, medical centres or hospitals and sanitaria;
4. The original copy of the SAA, a copy of the Guidelines on Utilization and the Disbursement Voucher (DV) shall be mailed immediately to the recipient agencies by the Office of the Director, Finance Service;

5. Upon the approval of the sub-allotment advice an advice copy be sent they facsimile transmission or E-mail to the regional office, hospital or sanitaria for information and proper recording in the books of account;
6. The RHO or hospital upon receipt of the copy thru FAX or E-mail shall book up the allotment. While the original copy of the SAA is still in transit, the advance copy can be used as basis for incurring obligations;
7. The recipient agencies shall inquire from time to time from their servicing banks relative to the checks deposited as soon as they receive the fax copy of the sub-allotment advice;
8. This scheme shall apply to all funds handled by DOH.

All concerned especially the Program Managers shall attach the "Guidelines on Utilization of Funds" to their request for sub-allotment to facilitate its timely processing.

### III. EFFECTIVITY

This Order shall take effect 23 March 1999.

**ALBERTO G. ROMUALDEZ, M.D.**  
Secretary of Health