



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

November 4, 2007

ADMINISTRATIVE ORDER
No. 2007 - 0020

Subject: Policies and Guidelines for the Accreditation of Training Institutions, Training Programs and Training Providers for Embalmers and Undertakers in the Philippines

I. RATIONALE

Embalming is the funeral custom of cleaning and disinfecting bodies after death. Over the past decades, embalming has been undergoing profound transformational events, not only in the Philippines but worldwide. Today, embalming is also considered an art. It is done to preserve the dead body from natural decomposition and for restoration for a more pleasing appearance. Likewise, the procedure is significant for preservation of evidences such as in medico-legal cases. Embalmers should therefore, be looked up to, because of the significant manifold tasks they are rendering including the counseling assistance they are providing the bereaved parties.

The Department of Health created the Committee of Examiners for Undertakers and Embalmers (CEUE) to regulate the practice of embalming in accordance to the provisions of the Sanitation Code of the Philippines (PD 856) and Executive Order No. 102 s. 1999, Reorganization and Streamlining of the Department of Health. It provides the CEUE the function to ensure that only qualified individuals enter the regulated profession and that the care and services which the embalmers provide are within the standards of practice.

To effectively implement the regulatory policies of PD 856, particularly Section XI of the Implementing Rules and Regulations of Chapter XXI - "Disposal of Dead Persons", the need to regulate potential training providers and training institutions for embalmers and undertakers is necessary for the enhancement and maintenance of its professional standards.

The formulation of the guidelines on accreditation of training institutions and training providers conducting training programs and other related activities for embalmers and undertakers in the Philippines is in consonance with the objective to regulate and monitor existing and would-be-training providers and training institutions and to enhance and maintain high standards in the practice of the profession, This comprises the conduct of learning and development activities.

II. OBJECTIVES

A. General:

To institutionalize the:

1. standards of training institutions and training providers in order to produce competent and globally competitive embalmers in the Philippines; and
2. continuing education program for embalmers and undertakers.

B. Specific:

1. To set guidelines that is locally doable and globally competitive;
2. To ensure the adherence of training institutions and training providers to the set guidelines;
3. To identify areas of improvement in the line of work; and
4. To encourage participation of all stakeholders.

III. COVERAGE

This Order shall cover all duly licensed training institutions and training providers by the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) conducting training programs / reviews / seminars / courses and other related activities for embalmers / undertakers.

IV. DEFINITION OF TERMS

To provide the implementers / stakeholders a common frame of reference in the interpretation of the guidelines, the following terms are herein defined as used in the Order.

A. Accreditation - This refers to the act of recognition or a method of determining that an eligible organization, institution or individual complies with approved standards.

B. Accredited Training Center (Service Provider) - This refers to the institution offering training courses. The said institution has been certified by the Department of Health (DOH) as the accrediting agency to have met the established standards. The accredited training center shall be named service provider. Likewise, the accredited training center shall have a full time accredited trainer.

C. Accredited Training Provider - This refers to a person after meeting the established standards of accreditation certified by the Department of Health (DOH), is in-charge in providing knowledge and skills necessary in updating the embalmers' competence.

D. Allied Medical Professions - This refers to other professions other than Doctor of Medicine, but limited to the following: Nurses, Midwives, Physical Therapists, Medical Technologists, Occupational Therapists, Radiologic Technologists, Bachelor of Science in Public Health, and Sanitary Engineers

E. Category 1 Funeral Establishment - This refers to facilities offering funeral services with

available chapels and embalming facilities.

F. Certificate of Registration - This refers to a written attestation issued by the Department of Health Committee of Examiners authorizing the embalming establishment to perform embalming procedures.

G. Committee of Examiners for Undertakers and Embalmers - This refers to a group of persons who are experts in embalming profession. It is created to give the licensure examinations for embalmers twice a year. At the same time, the committee is tasked to regulate the practice of embalming in accordance to the provisions of the Sanitation Code of the Philippines (PD 856).

H. Continuing Embalmers Education (CEE) - This refers to the acquisition of knowledge, skills, ethical and moral values after the initial registration of an embalmer, which improves and enhances his / her technical competence in the embalming and funeral profession.

I. Convention - This refers to the gathering of embalmers which shall include, among others, conferences, symposia or assemblies for round table discussions

J. Embalmer - This refers to a duly licensed person who applies, injects or introduces any chemical substance, drug or herb internally or externally to a cadaver / corpse for the purpose of disinfecting, preserving before and during the burial or prior to cremation.

K. Embalming - This refers to the procedure of preparing, disinfecting and preserving a cadaver to an acceptable physical condition.

L. Embalming Establishment - This refers to a place where the deceased / decedents are treated for burial.

M. Fellowship - This refer to the completion of a post doctoral training program in a specific field pre-approved by a duly recognized institution, scientific meeting and the like.

N. In-Service Training - This refers to training or specialization for a minimum period of one (1) week

O. Resource Speaker/Person - This refers to a licensed embalmer who acts as a discussion leader or lecturer in a convention or seminar or similar gathering

P. Self-Directed Learning Package - This refers to learning which uses course manuals or accredited learning modules. Accredited learning modules include self-instructional materials or programs which may be in the form of printed manual, audio and video tapes, films, computer-assisted learning study kits and the like.

Q. Seminars - This refers to the gathering of embalmers whiCh shall include, among others, workshop, technical lectures or subject matter meetings

R. Training Institution - This refers to a facility / establishment that renders training services relative to the practice of embalming

V. PROCEDURAL GUIDELINES

A. Accreditation

1. Training Institution

a. Criteria

a.1 Must be a duly registered institution of good standing by the Securities and Exchange Commission (SEC) for corporations and partnerships, or the Department of Trade and Industry (DTI) for single proprietorships, and has never been convicted of a crime by the law enforcement agencies;

a.2 The facility shall be affiliated with Category 1 Funeral Establishments for the purpose of actual demonstration;

a.3 The facility shall have full-time DOH accredited training provider;

a.4 The facility shall have adequate space (minimum of 12 square meters floor area per maximum of 12 trainees), proper ventilation and adequate lighting (PD 856, Section 17-d, pp. 5-7, "Structural Requirements") to facilitate learning and development;

a.5 The facility shall have an established mechanism for measuring the quality of the training being offered or administered;

a.6 The facility shall have adequate, modern and updated instructional materials, and shall be equipped but are not limited to the following equipment listed below:

- > standard size embalming table
- > hydro aspirator
- > nasal tube aspirator
- > trocar set
- > curved threaded arterial tube set
- > scissors set
- > forceps set
- > V-tubes set
- > half-curved needles set
- > chairs with side arm set
- > blackboard/chalk/eraser
- > cabinet

- > typewriter/computer
- > personal protective equipment (PPE)
- > chemical supplies (for embalming procedures)
- > body positioning devices
- > drain tube
- > scalpel
- > cosmetic/restorative art supplies

a.7 The facility shall have provision of continuous supply of potable water for the facility;

a.8 Vermin abatement control program shall be provided for the facility;

a.9 The facility shall practice waste management program;

a.10 The facility shall have instructors, lecturers and resource speakers with good moral character and technical competence and are, preferably, holders of valid and updated DOH Embalmer's license;

a.11 The facility shall provide adequate toilet facilities to potential attendees;

a.12 The facility shall be complemented with staff that attends to day-to-day activity (as per IV. Implementing Mechanism, AO # 147 s 2002, " Revised Guidelines Governing the Management of Health Human Resource Training and Development Programs in the Department of Health")

b. Procedure

b.1 Any training institution seeking for accreditation shall accomplish and submit to the Committee an application form (please see annex)

b.2 The application shall include, but not limited to the following information and documents:

> License to Operate

- Department of Trade and Industry (DTI)
- Securities and Exchange Commission (SEC)

> Floor plan lay out including location/vicinity map of training institution signed by the owner

> Training program / course that includes:

- Rationale - the reason / justification for the conduct of the training course
- Objectives (general, specific) highlighting the products of learning that establish direction
- Contents - topics / subject matters that complement the achievement of the objectives and session plans with short description of each topic
- Methodologies - the procedures used in imparting the message to receivers

■ Operating details

- target participants
- venue and date
- amenities

> list of personnel and resource persons / lecturers and accredited training providers

b.3 If the Committee finds the program, activity or source to be relevant to the profession and to be in accordance with these guidelines, the Committee shall issue a certification within thirty (30) days from receipt of the application and found to be complying with all the requirements

b.4 There shall be a non-refundable filing fee in the amount of One Thousand Pesos (P 1,000.00) only payable to the Department of Health

b.5 A non-refundable fee of One Thousand Five Hundred Pesos (P 1,500.00) only shall be paid upon approval of the application for accreditation of the facility

c. Inspection and Monitoring

c.1 All new applications for accreditation of training institution shall be subject to ocular and facility inspection at the least one month after application has been filed. No accreditation shall be issued unless initial inspection has been conducted by the Committee of Examiners for Undertakers and Embalmers (CEUE);

c.2 Annual inspection shall be conducted by the Committee of Examiners for Undertakers and Embalmers (CEUE)

c.3 For the first two years upon approval, an annual inspection shall be conducted. Following the two years, the training facility will be inspected every other year

c.4 Records shall be made available to determine compliance with accreditation requirements

d. Terms and Conditions

d.1 There shall be a separate accreditation fee for each branch of training institution

d.2 The certificate of accreditation is non-transferable

d.3 Accreditation is temporarily cancelled upon change of location of the facility or change of ownership / business name. An ocular inspection with the approval of the CEUE in the case of such change will suffice re-accreditation

d.4 The certificate of accreditation of the training institution shall be displayed in a conspicuous place readily seen by the public for the purpose of information and guidance

d.5 The effectivity of the certificate of accreditation shall be for three (3) years and renewable thereafter

d.6 There shall be sufficient number of passers in the examination given by the Committee or equivalent to 50% of enrollees in the training institution to facilitate renewal of accreditation

2. Training Provider

a. Qualification

a.1 Duly licensed Embalmer;

a.2 College graduate on health allied or equivalent (e.g. a Diploma In Associate in Mortuary Science) or has earned at least 80 units in teaching-learning principles and methodologies and has attended the Training of Trainers Course conducted by the accredited training institution

a.3 Shall submit the following documents:

> Certificate of recent physical and medical examination conducted by a government physician

> Certified true copy of Transcript of Records or diploma or scholastic records; or certificate of the 80 units of teaching-learning principles and methodologies earned from the accredited training institution

> Certified true copy of diploma for associate in mortuary science (if applicable)

b. Accreditation Fee

b.1 There shall be a non-refundable fee in the amount of Five Hundred Pesos (P 500.00) payable to the DOH upon filing of application for accreditation of training provider:

b.2 A non-refundable fee of Seven Hundred Fifty Pesos (P 750.00) shall be paid to the DOH upon approval of application

c. Quality Assurance

c.1 Shall pass the proficiency test (oral and practical) administered and covered by the DOH CEUE rules and regulations with at least 75%

c.2 Shall file the corresponding requirements under oath or notarized

B. Renewal, Suspension and Cancellation of Certificate of Accreditation

1. Renewal of Certificate of Accreditation

The accredited training institution and training provider shall renew its Certification of Accreditation once every three (3) years upon submission of the enumerated requirements and payment of the prescribed fees provided that the certificate of accreditation has not been cancelled or revoked under any of the causes / grounds set forth under this AO.

a. A notarized request signed by the President of the training institution or the training provider for the renewal of the certificate of accreditation stating, among others, (a) that the training institution [training provider continues to maintain the purpose for which it was established, i.e., for the upliftment of the standards of training institutions including training provider; (b) that the membership (licensed embalmers) to the accredited training institution does not fall below 50% of those who have been issued their Cards for the current year; and (c) that the trainees of the accredited training provider does not fall below 50% of those who have successfully passed the licensure examination for the current year.

b. Copy of the Certificate of Registration issued by the Securities and Exchange Commission (SEC) for corporations and partnerships, or the Department of Trade and Industry (DTI) for single proprietorships (for training institution only).

c. List of current officers of the training institution including the complete list of members indicating their DOH registration numbers and dates of registration (for training institution only).

d. Updated list of trainees indicating numbers and dates of their registration, who have been under the accredited training provider (for training provider only)

e. Report on significant achievements, changes, advancements as a training institution / training provider in attaining the objectives of the program.

f. Official receipt of payment of the prescribed renewal fee.

2. Suspension of Accreditation

A certificate of accreditation of an accredited training institution / training provider shall be suspended by the Committee of Examiners for Undertakers and Embalmers (CEUE) under any of the following grounds / causes:

a. The accredited training institution / training provider has ceased to possess any of the qualifications for accreditation;

b. The accredited training institution / training provider no longer serve the best interest of the embalmers for which it was accredited;

c. The enrollment in the accredited training institution / training provider falls 50% or below of

those who have been issued their annual registration cards for the current year;

d. The accredited training institution / training provider has committed acts detrimental to its members / co-embalmers and to the profession;

e. The accredited training institution / training provider has not renewed its certificate of accreditation for two (2) renewable periods; and

f. The accredited training institution / training provider continued providing training without complying to standards.

3. Cancellation of Accreditation

a. The accredited training institution's / trainer's continues violation of any of #s 1-6 of "2. Suspension of Accreditation", after two (2) times suspension for the same cause;

b. The accredited training institution's / trainer's violation of three (3) or more grounds / causes all at the same time

However, due process shall be observed before accreditation of training institution / provider is suspended / cancelled.

> The training institution / provider shall:

a. receive a formal letter informing of the offense

b. be given a chance to explain their reason for non-suspension

> The CEUE shall:

a. review and evaluate the offense vis-a-vis the reasons and supporting documents submitted

b. conduct forum with the training institution / provider for further questions (if necessary)

c. provide copy of the decision personally to the training institution / provider

4. Effect of Non-Renewal, Suspension or Cancellation of Accreditation

An accredited training institution / training provider whose certificate of accreditation has been suspended or not renewed or whose accreditation has been cancelled, cannot represent the embalmers for which such training institution / training provider has been established during the suspension, cancellation or non-renewal of certificate.

Training programs / activities conducted by the training institution / training provider which accreditation has been suspended, not renewed or cancelled shall not be honored during renewal of license by the embalmers.

VI. Continuing Embalmers Education (CEE)

All registered embalmers are required to upgrade their competencies through attendance in continuing education program and likewise, submit 30 credit units before the renewal of their Embalmer's card (Please see Matrix for CEE Programs, Activities or Sources).

The CEUE shall choose from the list of accredited trainers / resource speakers from different training facilities to create a range of continuing embalmers' education topics which will be approved by the CEUE.

A. Creation / Composition

The CEUE shall represent the CEE Council who shall implement the CEE program.

B. Powers and Functions

The CEE Council shall exercise powers and functions which shall include but shall not be limited to the following:

1. Accept, evaluate and approve applications for accreditation of CEE;
2. Accept, evaluate and approve applications for accreditation of CEE programs, activities or sources as to their relevance to the profession and determine the number of CEE credit units to be earned on the basis of the contents of the program, activity or source submitted by the CEE providers;
3. Determine the appropriateness of the training fee vis-a-vis the training course / programs, activities and sources to be offered
4. Monitor the implementation of CEE programs, activities or sources;
5. Assess periodically and upgrade criteria for CEE programs, activities or sources; and
6. Perform such other related functions that may be incidental to the implementation of the CEE programs, activities or sources.

C. Accreditation of Programs, Activities or Sources; Equivalent Credit Units; Credit Requirements

1. Accreditation of Programs, Activities or Sources

The accredited training institutions / trainers are considered CEE Providers. CEE providers may submit to the CEUE programs, activities or sources to be approved and accredited for CEE units such as seminars, conventions, fellowship, self-directed learning package, in-service training and resource speaker / person.

2. Equivalent Credit Units

MATRIX FOR CEE PROGRAMS, ACTIVITIES OR SOURCES

Program	Credit Units (CU)	Supporting Documents
Academic Preparation 1. Bachelor's Degree	> 1 CU per Academic Unit > 30 CU additional upon completion of degree	> College/University Certification > Diploma and Transcript of Records
In-Service Training	1 CU per Hour	Certificate of training and training description
Self-Directed Learning Package 1. Technical Paper/Journal Article	5 CU per Paper / Article	Copy of duly accomplished article
Seminars / Conventions		

1. Participant	1 CU per Hour	Certificate of Attendance with number of hours, seminar program and certified list of participants
2. Resource Speaker / Person	5 CU per Hour	Photocopy of Plaque, program and invitation
3. Reactor / Panelist	3 CU per Hour	Certification from sponsoring organization and copy of program
2. Module	10 CU per complete set	Copy of duly accomplished module
Such other programs / activities/ sources to be recommended by the Council and approved by CEUE		

3. CEE Credit Units

The total CEE credit units for registered embalmers shall be thirty (30) CU for three (3) years. Any excess credit units earned shall not be carried over to the next three - year period except for post-graduate degrees.

VII. VIOLATION AND PENALTY

Any violation of this Administrative Order governing accreditation of training centers/institutions and trainers for Embalmers and/or PD 856 and its implementing laws shall be a ground for denial or revocation of issued accreditation.

VIII. INVESTIGATION OF CHARGES OR COMPLAINTS

The Committee of Examiners for Undertakers and Embalmers (CEUE) or the Center for Health Development (CHD) CEUE coordinator shall investigate the complaint or charges and verify whether the training center/institution, trainer is liable thereof. if proven liable, the corresponding penalty shall be imposed.

IX. REPEALING CLAUSE

This Order supersedes AO 155 s.2002 and all Orders inconsistent with the above-mentioned policies and guidelines for the accreditation of training institutions, training programs and training providers for embalmers and undertakers.

X. EFFECTIVITY

This accreditation guidelines shall take effect upon approval and publication in UP Gazette.

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