



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

September 30, 1996

ADMINISTRATIVE ORDER
No. 34 s., 1996

**SUBJECT: Implementing Guidelines on the Utilization of Schistosomiasis Control Service
GOP Fund for the Conduct of Conference/Writershop on Health Education Planning for the
Control of Schistosomiasis**

There will be a Conference/Writershop on Health Education Planning for the Control of Schistosomiasis on November 18-20, 1996 at Cagayan de Oro City to harness the potential skills and expertise of the Provincial Schistosomiasis Health Educator-designates in conceptualizing, designing, developing and implementing a systematic and sustainable communication plan on health education that will support the schistosomiasis program goal and objectives.

A. Guidelines on the Conduct of Training

1. The participants to this 3-day live-in Conference/Writershop shall be composed of the selected Provincial Schistosomiasis Health Educator-designates from the 24 provinces endemic to schistosomiasis. Aside from the health educators-designate, the Regional Schistosomiasis Coordinators from the ten (1) health regions (DOH Field Offices No. 4, 5, 7, 9, 10, 11, 12, ARMM and CARAGA) shall also be included in this Conference/Writershop. See attached allocation list (Attachment 1).
2. The Director and staff coming from the Schistosomiasis Control Service (SCS)-DOH Manila, the Schistosomiasis Research and Training Division (SRTD) in Palo, Leyte, and from Public Information and Health Education Service (PIHES) shall constitute the facilitators for this conference/writershop.
3. The Regional Health Director of DOH Regional Field Office No. 10, Cagayan de Oro City shall designate the Regional Schistosomiasis Coordinator or the Regional Training Officer to take charge of the Conference/Writershop activities or whoever shall be designated among the Regional Staff in lieu of the above, shall assume the responsibilities of the said conference activities.

4. Schistosomiasis Control Service Program/Training Coordinators at the Central Office, Regional Schistosomiasis Coordinator and the Regional Training Officer of the DOH Regional Field Office No. 10, Cagayan de Oro City shall coordinate with each other in planning, scheduling and executing the Conference/Writeshop.

B. Guidelines on the Utilization of Conference/Writeshop Funds

1. The Conference/writeshop funds from the GOP-Regular Fund of Schistosomiasis Control Service, DOH, shall be sub-allotted to DOH Regional Field Office No. 10, Cagayan de Oro City before the start of the conference on November 18-20, 1996.

2. The amount of Fifty Four Thousand (P54,000.00) sub-allotted for the Conference/Writeshop shall cover expenses for food and lodging (to be contracted out), supplies and materials, conference hall and other facilities and gasoline expenses.

3. Computation of the estimated budget cost for the schistosomiasis Conference/Writeshop to be sub-allocated to the respective DOH Regional Field Office No. X, Cagayan de Oro City shall be based on the number of participants including facilitators and secretariat, multiplied by the number of Conference/Writeshop days, multiplied by Four Hundred Pesos (No. of Participants x 3 days x P400.00). Refer to Attachment I.

4. The transportation expenses of those facilitators coming from SCS, Manila, the SRTD, Palo, Leyte and from PIHES, Manila shall be financed by the respective sending offices/agencies. Likewise, the transportation expenses and per diems on one (1) days before and one (1) day after of participants coming from DOH Regional Field Offices (DOHRFO No 4, 5, 7, 8, 9, 10, 11, 12, ARMM, and CARAGA) shall be shouldered by funds of their respective DOH Regional Field Offices.

5. Utilisation of funds shall follow the usual accounting and auditing rules and regulations.

6. The Regional Schistosomiasis Coordinator/Regional Training Officer or whoever shall be designated to take charge of the Conference/Writeshop activities shall ensure that all necessary supporting documents are submitted to the DOH Regional Field Office No. 10 Finance Division/Unit.

7. The DOH Regional Field Office No. 10, Finance Division/Unit shall submit a fund utilization report to the Accounting Division of the Office for Finance and Management Service, Department of Health, copy furnished the Schistosomiasis Control Service, one (1) month after the Conference/Writeshop has been completed.

8. In the event that part/portion of the sub-allotted fund will not be utilised after the

Conference/Writeshop, the DOH Regional Field Office, Cagayan de Oro City shall program the unused amount for other schistosomiasis priority activities for 1996 in the region.

For strict compliance.

CARMENCITA NORIEGA REODICA, M.D., M.P.H, CESO II
Secretary of Health