



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

April 16, 1993

Administrative Order
No. 13 s. 1993

Subject: Procedures for coordinating legislative action within the DOH and for formulating timely responses to proposed and pending legislation

Principal responsibility for legislative action rests with the Secretary of Health and the Undersecretary and Chief of Staff with support from the following organizational entities:

- * Departmental Legislative Liaison Office (DLLO): established by Executive Order in every Department, the DLLO must advocate for a DOH legislative agenda with the Executive Branch, and track legislation in the Congress.
- * Health Policy Development Staff (HPDS): coordinates development of the DOH policy and legislative agenda, and coordinates DOH response to legislative initiatives emanating from Congress. It will also take a proactive approach toward developing the policy analysis capacities of the other entities involved in the DOH legislative process.
- * DOH Technical Services/Regional Health Offices: provide technical input into DOH legislative and policy agenda, and technical input to DOH response to legislative initiatives emanating from Congress, and make appearances before Congressional Committees.

To systematize and facilitate DOH responses to legislative actions, the following process shall be established and maintained.

I. Legislative Actions Initiated by the DOH

The DOH will take a proactive approach toward issues requiring legislative actions, using the process proposed below:

1. The DOH will develop and maintain a dynamic and evolving legislative agenda which contains the priority DOH policy issues requiring legislative action. Technical input required for formulation of the legislative agenda will be sought from the DOH technical services and the DOH Regional Health Offices. The HPDS will coordinate and facilitate the process for development of the Legislative Agenda.
2. Once a legislative agenda has been adopted, the DLLO will be responsible for advocating for

Executive Branch sponsorship of the legislative agenda.

II. Legislative Actions Emanating from Congress

There are numerous legislative actions emanating from Congress which require DOH reactions and responses. This will require a process which is reactive in a timely fashion. A process for reactive response in Congressional legislative initiatives is described below:

1. The DLLO will monitor and track legislative initiatives from Congress which impact the health sector. As DOH responses are required the DLLO will refer these to the USEC/COS.
2. The USEC/COS, with staff support from the HPDS will request technical input and/or attendance at Congressional hearings from the appropriate Technical Service or Regional Health Office. In instances where technical input must be sought outside the DOH, the HPDS will coordinate obtaining input from external sources.
3. Once technical input has been obtained from either DOH Technical Services, Regional Health Offices, or external sources, the USEC/COS, with staff support from the HPDS, will consolidate the responses into a DOH position paper through a consultative process and forward it to the Congress through the DLLO with copies furnished to the concerned Technical Service/Regional Health Office. DOH personnel from the Technical Services or regional Health Offices will be requested to appear at Congressional Hearings.
4. The DLLO will monitor the responses once they have been sent back to Congress and will accompany DOH Staff at Congressional Hearings.

A flow chart and a detailed description of the system for formulating DOH responses to proposed and pending legislation is enclosed as an Annex 1 to this Administrative Order.

The Regional Health Offices shall designate a Regional Policy and Legislative Coordinator with the following responsibilities:

- * liaise with the HPDS on all DOH policy and legislative issues.
- * formulate a regional legislative agenda and initiate regional level policy actions
- * liaise with local congressman in the region
- * liaise with the Local Government/NGO Community Assistance Division in the RHO regarding municipal and provincial legislative initiatives.

This order shall take effect immediately.

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Secretary of Health