



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

March 15, 2001

ADMINISTRATIVE ORDER

No. 7 s. 2001

**SUBJECT: Implementing Guidelines for the Provision of Grants and Technical Assistance in Support to the Implementation of the Sentrong Sigla Movement 2002**

A. Rationale/Background

The Sentrong Sigla Movement (SSM) is a philosophy that promotes individuals, families and communities as "Centers of Vitality," an approach that empowers individuals and groups to adopt healthy lifestyles and demand for quality health services, a movement for social change and is a program for quality assurance for public health facilities. The objective of SSM is to foster better and more effective collaboration between the DOH and LGUs, where the DOH serves as the provider of technical and financial assistance packages for health care and the LGUs as prime developers of health systems and direct implementers of health programs. Through SSM, LGUs are able to develop and improve their local health facilities and build local human resource capacities. These improvements will contribute to the attainment of health sector reforms.

To achieve this objective, the Grants and Technical Assistance Pillar of the SSM aims to pool available resources and to systematize the provision of resources to LGUs.

Specifically, the Grants and Technical Assistance Pillar aims to:

- Develop the capacity of LGUs to deliver essential and high quality health services that meet national standards and in line with local priorities;
- Establish local health systems;
- Strengthen linkages between and among DOH, local governments, and other sectors; and
- Promote the localization of local health programs.

This administrative issuance intends to systematize the provision of all forms of assistance provided by DOH or through DOH to help LGUs meet the objectives of SSM.

## B. COVERAGE

All local government units (LGUs) whether Province, Municipality or City requesting assistance from the DOH Central Office or CHD starting Year 2001 for purposes consistent with the objectives of SSM shall be covered by the stipulations of this Administrative Order.

## C. Guiding Principles

The following guiding principles are to be taken into consideration in providing assistance to LGUs under SSM and in reviewing project proposals submitted by LGUs for the purpose of securing any form of assistance covered by this set of Guidelines.

1. The assistance shall be responsive and sensitive to local needs.
2. The assistance shall contribute to the attainment of the national objectives for health and in consonance with the objectives of SSM.
3. The assistance shall be in consonance with the LGU's Integrated Health Plan.
4. The assistance shall promote integration of health services.
5. The assistance shall foster equity among LGUs.
6. The assistance shall encourage cost sharing and counterparting.

## D. General Guidelines

1. Three forms of grants may be made available to Local Government Units (LGUs) under SSM. These are (1) Cash Grants, (2) In-Kind/Commodity Grants, and (3) Technical Assistance. The details of each of these grants are discussed in Annex A Section A.
2. All forms of cash grants provided to LGUs shall be accompanied by a technical assistance package which will take any of two forms: (1) Quality Improvement Package and (2) Social Health Insurance Package.
3. To secure the assistance described in items 1 and 2 above, LGUs should submit a project proposal to the Center for Health Development (CHD) following a prescribed format. The project proposal should be based on the LGU's Strategic Health Plan.
4. No limit is set as to the number of project proposals which can be submitted by each LGU. The CHD, however, shall allow only one proposal per LGU to be extended with the necessary assistance per implementation year to ensure that all LGUs with acceptable project proposals are given equal opportunity to access resources.
5. A special committee will be created, reactivated (if already existing but no longer functional), or reconstituted (if functional but without the proper representation from Certain sectors) by the CHD to review and recommend for approval all submitted project proposals.

The special committee shall have representation from the academe, the private sector, other

government agencies, NGOs and the community.

6. The Regional Directors of the CHDs shall give the final approval for funding of all project proposals endorsed by the Review Committee.

7. The process to be undertaken in the provision of assistance and the time frame shall conform with the steps identified in Section E of this Administrative Order and illustrated in Annex B.

8. All assistance to be provided to LGUs is valid only for a one year implementation period. If for some justifiable reasons there is a need to extend the implementation plan beyond three months from the original schedule, the proponent LGU shall formally request for an extension from the CHD citing the justification for extension. The LGU need to inform only the CHD if the extension required will only be for a period of three months or less.

LGUs shall not be precluded to submit project proposals which are to be implemented beyond a one-year period. But the assistance for the succeeding implementation years shall be requested by the proponent LGU annually and subject to the same review process described in D.4 above.

9. Funds to support the provision of cash grants to LGUs will be taken from the annual appropriations of the CHDs specifically under the budget for Local Health Assistance. Commodity and In-Kind Assistance will be provided for using the existing resources of the DOH and the contributions from Foreign-Assisted Projects.

#### E. Procedural Guidelines

Step 1: The CHDs will announce a call for the submission of project proposals among LGUs. The eligibility criteria and pre-requisites will be disseminated by the CHDs to help LGUs assess whether they are qualified to request for assistance.

Step 2: After considering the eligibility requirements and complying with the pre-requisites, LGUs will submit a project proposal to the Local Health Assistance Division of the CHD following a prescribed format (Annex C) and complete with all the necessary documentation. The LHAD will acknowledge the receipt of project proposals and review them for completeness and adherence to the prescribed format.

Step 3: A review committee will be convened by the regional office two weeks after the closing time for the submission of project proposals. In certain instances, and upon the discretion of the special committee, a set of review criteria over and above the basic assessment and review criteria set by the BLHD can be developed and used by the special committee to guide them further in their review. The committee will evaluate each submitted proposal based on these agreed-upon criteria.

Step 4: The task of the special committee shall be completed within a week after it has been convened. The recommendations of the committee will be forwarded to the CHD Regional Director for final approval.

Step 5: The CHD will officially communicate to each LGU the approval or non-approval of each project proposal with corresponding reasons for such. LGUs with disapproved proposals are allowed to re-submit a revised and improved version during the next call for proposals.

Step 6: A memorandum of agreement (MOA) will be prepared by the CHD and signed by the proponent LGU within two months after the Regional Director has approved the project proposal.

Step 7: During the same period of MOA preparation, the LHAD shall prepare an Assistance Plan which will identify at the very least the schedule for grant release and the sources of each grant. This plan shall be disseminated to all concerned offices and groups to trigger them to prepare their corresponding schedule to meet and satisfy their respective contributions in each of the approved project proposal. Likewise, a cash program will be prepared by the CHD to meet the funding requirement for cash grant assistance.

Step 8: Also within the same period of MOA preparation, the CHD will conduct a half-day orientation among the representatives of the proponent LGUs with approved project proposals to discuss implementation arrangements and requirements.

Step 9: The grant shall be released after MOA signing and notarization and following a schedule identified by the CHD.

Step 10: Periodic monitoring on the progress of implementation shall be carried out by the CHD.

Step 11: Evaluation of the overall output or outcome of the assistance shall be conducted upon project completion.

#### F. Monitoring and Evaluation and Reporting Requirements

1. The implementation of approved project proposals shall be subject to monitoring and evaluation.

2. The CHD and the proponent LGU shall be responsible in monitoring the implementation of each approved project proposal.

3. The CHD, in particular, shall monitor adherence of the LGU to the stipulations in the MOA, accounting and auditing procedures where applicable, and the submission of required reports. CHDs will conduct on-site visits at least twice during a one-year implementation period.

4. Quarterly progress and disbursement reports (where applicable) will be submitted by each proponent LGU following a prescribed format every 15th day of the month following the end of every quarter.

5. A terminal report will be prepared by each proponent LGU and submitted to the CHD within three months after completion of the activities specified in the approved project proposal/MOA.

6. The CHD Will hold an annual evaluation of all approved and ongoing Sentrong Sigla grant assistance three months before the next annual call for the submission of proposals.

#### G. Implementing Arrangements

1. The following shall be the responsibility of BLHD:

- Provide the overall policy direction and guidelines;
- Set the basic eligibility criteria for LGUs;
- Provide technical assistance to LHAD to operationalize the provision of grants under this Administrative Order;
- Consolidate all the contributions from the different foreign assistance in coordination with the Unified Project Management Office;
- Conduct an annual evaluation session with all the different CHD representatives to assess the overall status of implementation and determine possible areas for improvement.

2. The LHAD of the CHD shall be responsible for all the implementation details described in this Administrative Order.

3. The proponent LGU shall be considered as the implementing Agency or unit responsible in ensuring that objectives of the project are met, the required reports are submitted and activities etc carried out as planned. Likewise, as an implementing unit, the LGU is responsible in informing the CHD of any concern arising from the implementation of activities contained in the approved project proposal whether requiring CHD intervention or not.

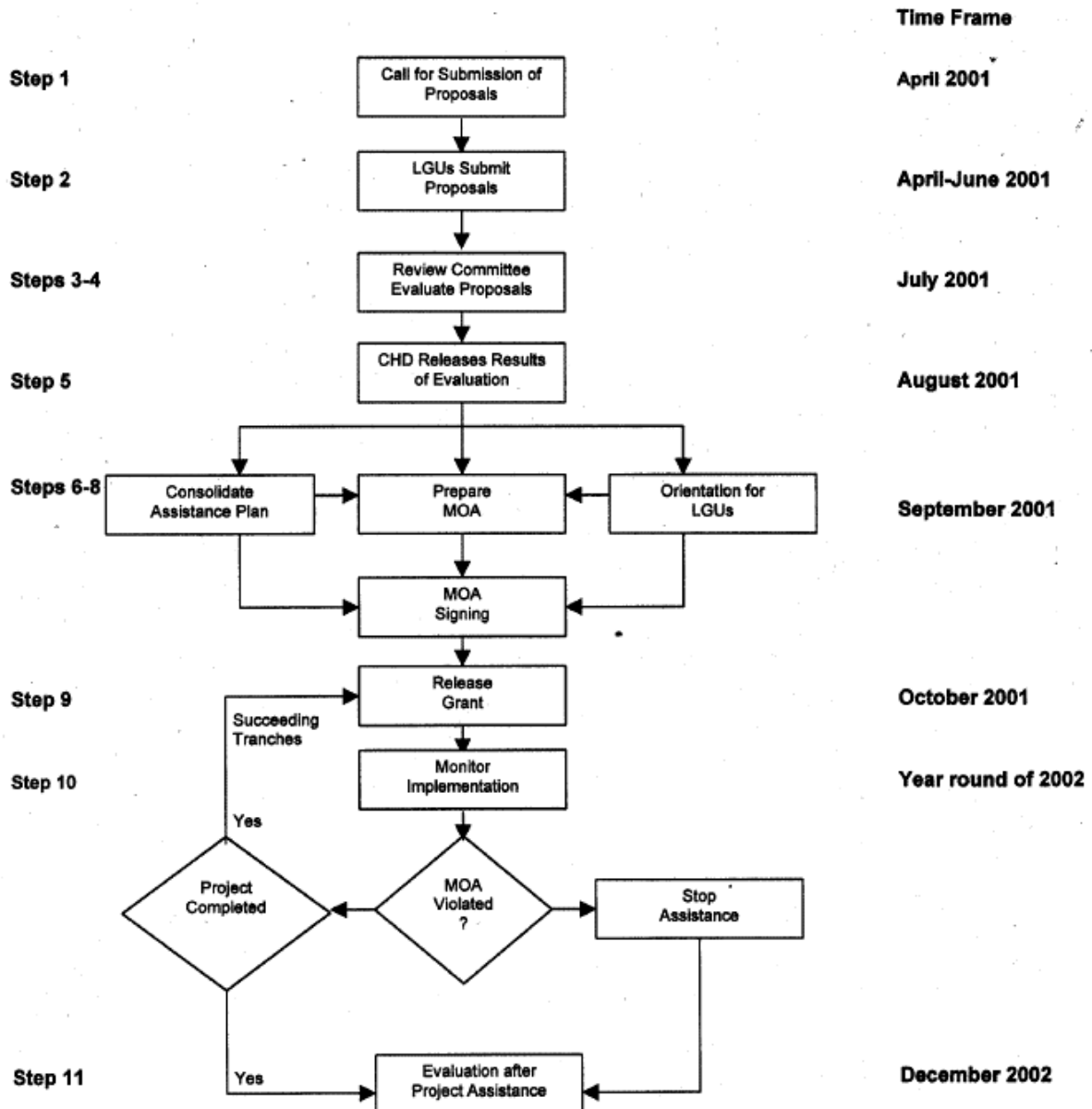
#### H. Effectivity

This order shall take effect immediately.

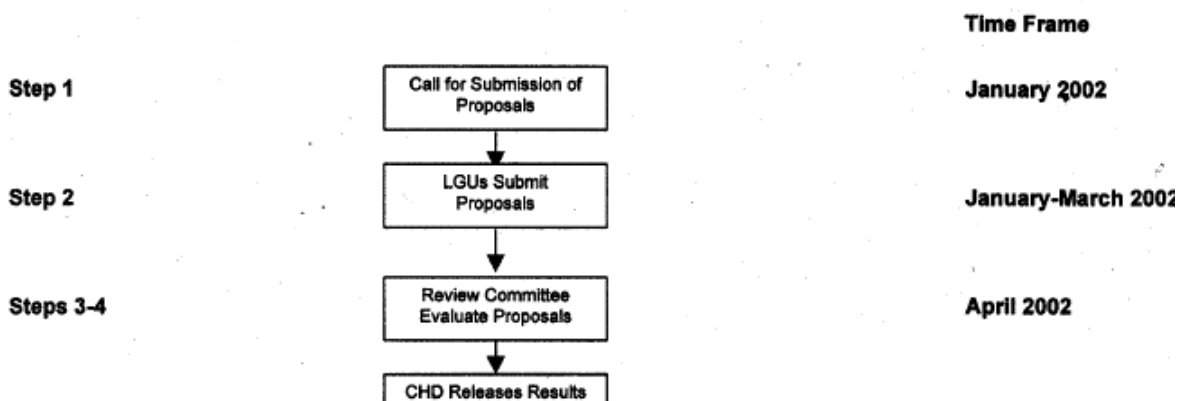
**MANUEL M. DAYRIT, MD, MSc**  
Secretary of Health

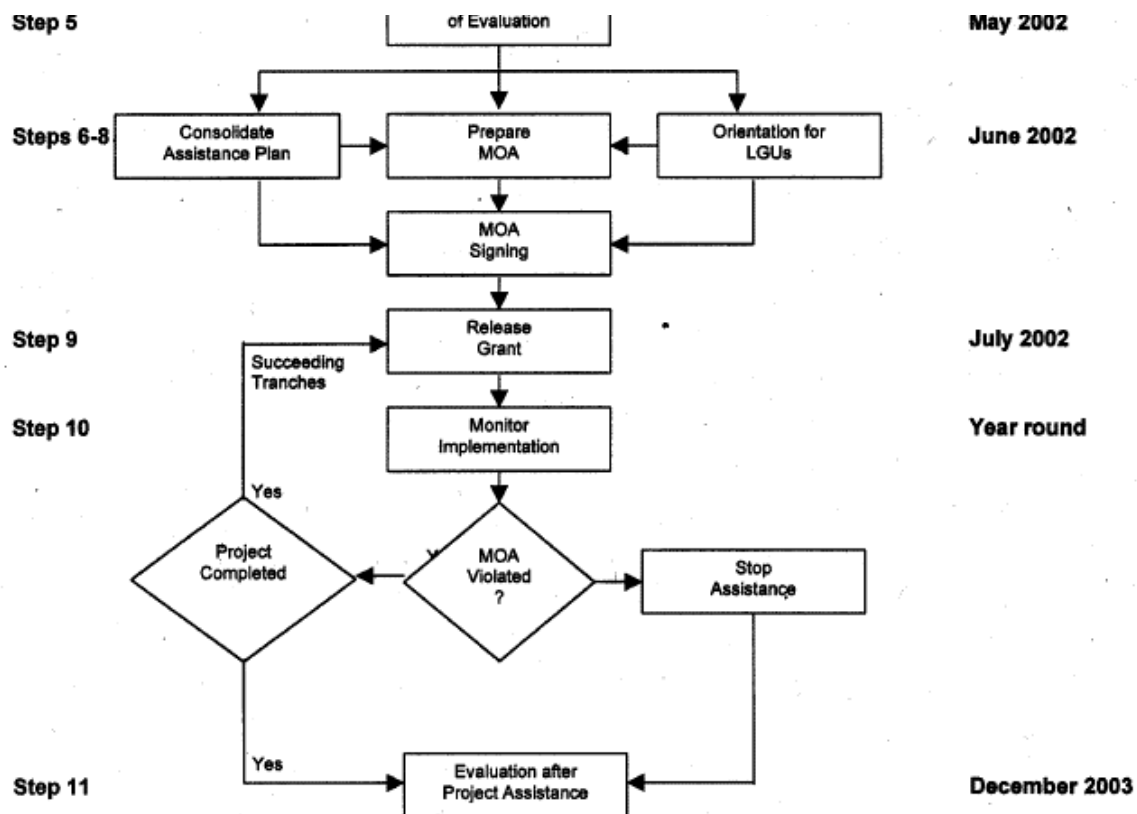


## Annex B. Steps in Providing Sentrong Sigla Assistance and the Corresponding Time Frame for 2001



## Annex B. Steps in Providing Sentrong Sigla Assistance and the Corresponding Time Frame for 2002





### WORKPLAN AND BUDGET

| ACTIVITY              | LOCUS OF RESPONSIBILITY | TIME FRAME |    |    |    | BUDGET |
|-----------------------|-------------------------|------------|----|----|----|--------|
|                       |                         | Q1         | Q2 | Q3 | Q4 |        |
|                       |                         |            |    |    |    |        |
|                       |                         |            |    |    |    |        |
|                       |                         |            |    |    |    |        |
|                       |                         |            |    |    |    |        |
|                       |                         |            |    |    |    |        |
|                       |                         |            |    |    |    |        |
|                       |                         |            |    |    |    |        |
|                       |                         |            |    |    |    |        |
| TOTAL PROPOSED BUDGET |                         |            |    |    |    | P      |
| LGU-COUNTERPART       |                         |            |    |    |    | P      |
| TOTAL AMOUNT          |                         |            |    |    |    | P      |