

VISION:

A Proactive steward and leader in health.

MISSION:

To guarantee universal access to quality health care in Eastern Visayas.

Duties of Licensing Officer

1. Examine completeness of documents and other supporting papers for registration and operation of hospitals and other facilities and services;
2. Analyze survey forms/statistical reports submitted by hospital directors/ administrators and determine that all requirements and data entered are in accordance with the Hospital Licensure Act 4226;
3. See to it that every registration is in accordance with the requirements and check whether required fees thereof is based on the schedule of fees depend on the purpose and category of facility;
4. Prepare LTO/ Accreditation/ authorization for hospitals and other health facilities and services;
5. Drafts communications/ prepare endorsements relative to functions of the unit;
6. Keep files of all LTOs/Accreditation/ authorization/ all in-coming and out-going communications;
7. Update the database system on the status of hospitals and other health facilities and services;
8. Attend meetings, conferences and trainings;
9. Submits reports as require.