



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

JUL 09 2020

ADMINISTRATIVE ORDER
No. 2020 - 029

SUBJECT: Roles, Functions and Responsibilities of the Department of Health Representatives

I. RATIONALE

The Local Government Code (LGC) of 1991 granted autonomy to Local Government Units (LGUs) and made them accountable for the delivery of basic government services, including healthcare. This has transformed the role of the Department of Health (DOH) from direct provider of basic health services at all levels to technical assistance provider to LGUs and overall leader of the health sector, which protects and promotes people's health through the development and issuance of health policy agenda and national standards, among others. In order to carry out these mandates, the Department assigned DOH Representatives in the LGUs who are delegated as members of their respective local health boards (LHB).

The DOH Representatives link the DOH to the LGUs and help facilitate the development, management and monitoring of their respective local health systems. In order to support their roles in assisting the LGUs, the Department had been issuing policies and implementing capacity-building interventions. However, consultations with the DOH Representatives revealed that they have been faced with persistent challenges such as political dynamics, work overload, overlapping functions with local health officers, and inadequate capacity in providing technical assistance.

Section 19 of the Republic Act (RA) 11223 or the "Universal Health Care Act" and its Implementing Rules and Regulations (IRR) mandate the DOH, Department of the Interior and Local Government and LGUs to endeavor to integrate local health systems into province-wide and city-wide health systems. Thus, it is imperative for DOH to provide support mechanisms that would make the integration possible and sustainable. The DOH Representatives are expected to technically assist LGUs in the fulfillment of the said mandate.

In view of the above, the roles, functions and responsibilities of the DOH Representatives are hereby reviewed in order for them to provide the necessary assistance to LGUs relative to the mandate of the UHC Act. This would also enable them to respond effectively as vital partners in health development of the LGUs in accordance with the national strategic thrusts and directions for health.

II. OBJECTIVES

General
To provide policies and guidelines on the roles, functions and responsibilities of DOH Representatives.

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KMITS - RECORDS SECTION
Department of Health

B. Specific

1. To delineate the roles, functions and responsibilities of the DOH Representatives with the local health officers and other personnel in the Centers for Health Development (CHDs).
2. To align the roles of the DOH Representatives with the goals of the UHC Act and its IRR.

III. SCOPE AND COVERAGE

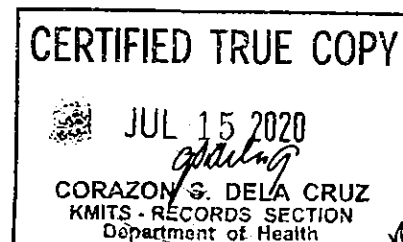
This Order shall apply to all offices and attached agencies of the DOH, LGUs, the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) subject to the applicable provisions of RA 11054 or the "Bangsamoro Organic Act" and subsequent rules and policies issued by the Bangsamoro government, and all other concerned.

IV. DEFINITION OF TERMS

- A. DOH Representative - refers to a Development Management Officer (DMO) or other CHD personnel designated to represent the DOH as member of the LHB and has the capacity to vote on issues or act on matters pertaining to health on behalf of the DOH.
- B. Local Health Systems - refers to all health offices, facilities and services, human resources, and other operations relating to health under the management of the LGUs to promote, restore or maintain health.
- C. Local Health Board – refers to a body constituted by virtue of the LGC Title V, Section 102 in each of the provinces, cities and municipalities in the country (including BARMM) which proposes to the Sanggunian, in accordance with the standards and criteria set by the DOH, annual budgetary allocations for the operation and maintenance of health facilities and services; serves as an advisory committee to the Sanggunian concerned on health matters; and creates committees which shall advise local health agencies consistent with the technical and administrative standards of the DOH.
- D. Technical Assistance (TA) – refers to activities/ programs/ projects which are needed and/or requested by the recipient LGUs that can be in the form of technical outputs (e.g. reports, documentation, substantive participation in meetings or conferences), teaching or coaching and facilitation of funding assistance and logistics support.
- E. Technical Assistance Plan – refers to the summary of technical assistance to be provided by the DOH Representative to support the health plans of the assigned LGU.

V. GENERAL GUIDELINES

- A. Qualification, appointment and designation of the DOH Representatives shall, at all times, conform with Chapter 12 Section 46 of the "DOH Rules and Regulations Implementing the Local Government Code of 1991", Omnibus Rules on Appointment and Other Human Resource Actions and other relevant issuances of the Civil Service Commission.
- B. The primary function of the DOH Representatives to the LGUs shall be to represent the DOH in the LHB.



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- C. The DOH Representatives shall provide technical assistance on the development, management and monitoring of the local health systems, in partnership and coordination with concerned local health officers.
- D. The DOH Representatives shall serve as the technical resource person of CHDs on information pertaining to their assigned LGUs (e.g. health status & resources, demographics, etc.) and as the advocate for the adoption and implementation of the priority health programs/projects in these LGUs.
- E. In line with the UHC Act, the DOH Representatives assigned in provinces, highly urbanized cities (HUCs) and independent component cities (ICCs) shall assist their respective LGUs in complying with at least the minimum requirements in order to qualify as integrated province-wide and city-wide health system (P/CWHS). Likewise, DOH Representatives assigned in municipalities and component cities (CC) shall advocate for the integration of their LGUs of assignment into a PWHS.

VI. SPECIFIC GUIDELINES

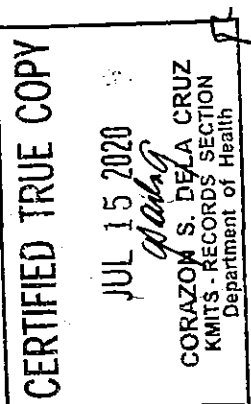
A. The DOH Representatives' shall perform the following roles, functions and responsibilities in support of the:

1. Local Government Units:

- a. Carry out the mandate of the DOH and act on its behalf as official representatives to the LGUs through the LHB and other sectoral/ functional committees, as deemed necessary based on the following main responsibility areas:
 - i. policy advocacy and development; and,
 - ii. networking and collaboration.
- b. Provide technical assistance to the LGUs in the development, management and monitoring of the local health systems which include the health facilities such as the hospitals in accordance with the following main responsibility areas:
 - i. health leadership and governance;
 - ii. health promotion;
 - iii. investment planning and budgeting (i.e. local investment plans for health (LIPH) and annual operational plans (AOPs));
 - iv. health program management and monitoring;
 - v. surveillance, disasters, and disease outbreaks; and,
 - vi. drugs and supplies management.

2. CHDs and Provincial/ City DOH Offices (P/CDOHO):

- a. Act as technical resource on the geographical, socio-cultural, socio-economic, political, and health dynamics of the LGUs that may affect the implementation of health programs;
- b. Assist the CHD program managers and technical units (e.g. TB program manager, Health Facility Development Unit, etc.), in the monitoring and evaluation of health programs/ projects (including data validation and analyses), and health facilities;
- c. For Provincial/ City DOH Representatives, additional roles are as follows:
 - Participate in the appraisal of LIPH/AOPs as members of the CHD Appraisal Team;
 - Supervise personnel and oversee daily operations of the P/CDOHO; and,



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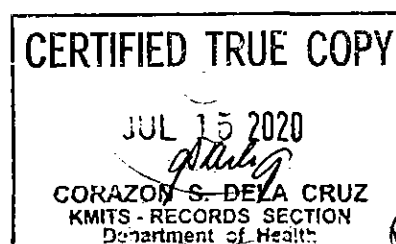
- d. Perform other functions as may be assigned by the Regional Director/ Assistant Regional Director.
3. Implementation of the UHC Act:
- a. As one of the members of the LHB, the Provincial/HUC/ICC DOH Representatives shall manage the Special Health Fund (SHF) together with the other members of the LHB;
 - b. Assist the LGUs in attaining the minimum requirements of managerial and financial integration;
 - c. Monitor the progress of the assigned LGUs, which have committed to the integration of their local health systems;
 - d. Endeavor municipalities and component cities to integrate in the province-wide health system;
 - e. Advocate for the formation of sub-provincial health systems for effective health service delivery as deemed necessary;
 - f. Assist in the organization of a P/CWHS, which includes the establishment of a health care provider network, accessible health records throughout the system and mapping of baseline resources (e.g. human resources, facilities, commodities);
 - g. Facilitate the integration of local health plans; and,
 - h. Advocate for local adaptation of national policies on UHC and monitor/feedback challenges and innovations to CHDs.

Specific roles, functions and responsibilities of the DOH Representatives are detailed in Annex A

- B. A DOH Representative Coordinator shall be hired/ designated in order to monitor and harmonize the activities of the DOH Representatives. They shall report directly to the Regional Director or Assistant Regional Director for a systematic integration of necessary activities in CHD operations. The functions of the DOH Representative Coordinator shall include, but not limited, to the following:
- 1. Provide a venue that facilitates coordination among the DOH Representatives and CHD Technical Units, including the timely updates on the different health programs/ projects;
 - 2. Plan, coordinate and/or manage programs related to the continuing learning and development of DOH Representative, including conduct of regular meeting and coaching sessions;
 - 3. Monitor the implementation of Provincial/ City DOH Representatives of their P/CDOHO Work and Financial Plans; and,
 - 4. Maintain and update the database of DOH Representatives.

VII. ROLES AND RESPONSIBILITIES

- A. The Health Policy and Systems Development Team (HPSDT) shall:
- 1. Lead the team in the development of policies and instruments necessary for the implementation of this Order.
- B. The Bureau of Local Health Systems Development (BLHSD) shall:
- 1. Lead in the development of policies, guidelines and tools to support DOH Representatives in carrying out their functions; and,



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2. Provide a venue for DOH Representatives to share knowledge, experience and best practices in the field such as consultative meetings, forum or conference.

C. The Health Human Resource Development Bureau (HHRDB) shall:

1. Conduct job analysis and determine/ update the required competency standards for DOH Representatives;
2. Assist in identifying competency-based learning and development interventions aligned with the roles and functions of DOH Representatives; and,
3. Support capacity building and learning and development opportunities for DOH Representatives.

D. The Office of the Secretary through the Field Implementation and Coordination Team (FICT) or its equivalent shall:

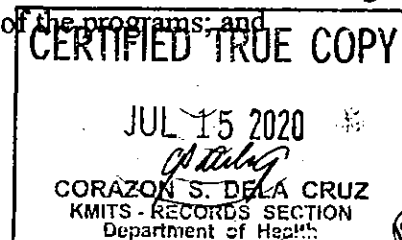
1. Monitor and evaluate the implementation of this Order through the Centers for Health Development;
2. Ensure that CHDs provide the necessary technical assistance to DOH Representatives;
3. Coordinate with other DOH units or agencies for the concerns raised by DOH Representatives through their CHDs and provide appropriate and timely feedback; and,
4. Ensure that CHDs allocated specific annual budget for the operations of the P/CDOHO.

E. The Centers for Health Development (CHD) shall:

1. Issue a Regional Personnel Order with the names of the DOH Representatives and their areas of assignment and endorse these to their respective Local Chief Executives;
2. Conduct regular meetings/sessions/conferences with DOH Representatives for monitoring their performance and to provide updates on policies and guidelines that need to be cascaded to the LGUs;
3. Allocate specific budget for the operations of the P/CDOHO which includes supplies, equipment, representation and travel expenses and additional staff as needed. This shall be incorporated in the annual CHD budget proposal to be submitted for inclusion in the annual DOH budget proposal;
4. Act on requests for technical assistance raised by DOH Representatives for their respective LGUs including mentoring/coaching of LGU officials;
5. Monitor the implementation of this Order and conduct regular performance assessment including coaching and mentoring of DOH Representatives using the standard Strategic Performance Management System (SPMS) forms;
6. Develop a career development plan and conduct learning and development needs assessment, through the Human Resource Development Unit (HRDU), as basis for the provision of learning and development interventions; and,
7. Determine the most practical ratio of LGU assignment per DOH Representative with consideration of geography, population, level of urbanization and presence of Geographically Isolated and Disadvantaged Areas (GIDA) barangays or Indigenous Cultural Communities/Indigenous People communities; and in compliance to the provision of the LGC DOH IRR Chapter 12 Section 49c that no same person as DOH Representative shall be assigned to sit in more than five (5) LHB. In HUC/ICC where clustering of facilities and services are deemed necessary by the LGUs, additional DOH Representatives may also be assigned as determined by the Regional Director.

F. The Procurement and Supply Chain Management Team (PSCMT) shall:

1. Ensure availability of centrally procured health commodities through timely procurement pursuant to the respective PPMPs of the programs; and



2. Ensure accessibility through the timely and seamless distribution of the centrally procured health commodities to the CHDs and LGUs.

G. The Local Government Units shall:

1. Ensure the functionality of the LHB;
2. Ensure the participation of DOH Representatives in other important health-related bodies/council;
3. Provide the DOH Representatives access to local health-related data subject to the provisions of RA 10173 or Data Privacy Act of 2012;
4. Provide office space/ work stations for DOH Representatives at the local health offices; and,
5. Ensure the welfare and security of assigned DOH Representatives and other DOH deployed personnel against threat to safety.

VIII. REPEALING CLAUSE

This Order repeals AO 2013-0017 (*Revised Roles and Functions and Responsibilities of the DOH Representatives (DOH Representatives) in Support of National Health Thrust*), AO 2013-0017A (*Addendum to AO 2013-0017*), AO 135 s. 2004 (*Revised Roles and Functions of the DOH Representatives in Support of National Health Thrust*) and AO 8 s. 1995 (*Roles and Functions of the DOH Representatives to Local Governments and Support of the National and Regional Health Offices*) and all other Orders, rules, regulations, and related issuances inconsistent with or contrary to this Order. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

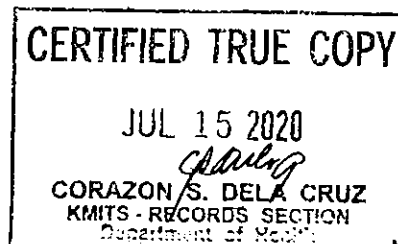
IX. SEPARABILITY CLAUSE

In the event that any section, paragraph, sentence, clause or word of this Order is declared invalid, other provisions not affected thereby shall remain in effect. Annexes of this Order maybe amended through issuance of Department Memoranda.

X. EFFECTIVITY

This Administrative Order shall take effect after fifteen (15) days following its publication in a newspaper of general circulation and upon filing with the University of the Philippines Law Center of three (3) certified copies of this Order.


FRANCISCO T. DUQUE III, MD, MSc.
Secretary of Health





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ANNEX A
SPECIFIC ROLES, FUNCTIONS AND RESPONSIBILITIES OF THE DOH REPRESENTATIVES

MAJOR RESPONSIBILITY AREAS	PROVINCIAL DOH REPRESENTATIVE	HUC/ ICC DOH REPRESENTATIVE	MUNICIPAL/ CC DOH REPRESENTATIVE
REPRESENTATION			
<p style="text-align: center;">Representation</p> <p><i>Note: Guidelines on Special Health Fund management shall be issued separately</i></p>	<ul style="list-style-type: none"> • Represents the DOH in the Provincial Health Board • Actively participates in local and sectoral councils and other inter-agency bodies where the presence of DOH is needed • Together with the other members of the LHB shall manage the Special Health Fund (SHF) 	<ul style="list-style-type: none"> • Represents the DOH in the HUC/ICC Health Board • Actively participates in local and sectoral councils and other inter-agency bodies where the presence of DOH is needed • Together with the other members of the LHB shall manage the Special Health Fund (SHF) 	<ul style="list-style-type: none"> • Represents the DOH in the municipal and component city health boards • Actively participates in local and sectoral councils and other inter-agency bodies where the presence of DOH is needed
<p style="text-align: center;">Networking and Inter-sectoral Collaboration</p>	<ul style="list-style-type: none"> • Links and installs coordinative mechanisms between and among provinces and other stakeholders in the province (e.g. DILG) 	<ul style="list-style-type: none"> • Links and installs coordinative mechanisms between and among the city and other LGUs as well as other stakeholders in the city (e.g. DILG) 	<ul style="list-style-type: none"> • Links and installs coordinative mechanisms between and among the municipality/ component cities and other LGUs as well as other stakeholders in the municipality/ component cities (e.g. DILG)
<p style="text-align: center;">Policy Advocacy and Dissemination</p>	<ul style="list-style-type: none"> • Advocate and disseminate national and regional policies and thrusts, including guidelines, standards and operating procedures to the province 	<ul style="list-style-type: none"> • Advocate and disseminate national and regional policies and thrusts, including guidelines, standards and operating procedures to the HUC/ICC 	<ul style="list-style-type: none"> • Advocate and disseminate national and regional policies and thrusts, including guidelines, standards and operating procedures to municipalities and component cities

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TECHNICAL			
Health Leadership and Governance	<ul style="list-style-type: none"> • Act as technical consultant/Resource Person on health systems development at the provincial LGU • Coach and mentor the Provincial Health Officer (PHO) and other personnel in coordination with the PHO as deemed necessary • Facilitate enrollment/ training of local health officers and local chief executives (LCEs) on effective and responsive health leadership and governance courses • Guide the PHO in the formulation of local policies adopting/supporting priority national policies, programs and projects 	<ul style="list-style-type: none"> • Act as technical consultant/Resource Person on health systems development at the city LGU • Coach and mentor the City Health Officer (CHO) and other personnel in coordination with the CHO as deemed necessary • Facilitate enrollment/ training of local health officers and LCEs on effective and responsive health leadership and governance courses • Guide the CHO in the formulation of local policies adopting/supporting national priority policies, programs and projects 	<ul style="list-style-type: none"> • Act as technical consultant/Resource Person on health systems development at the municipal and CC LGU • Coach and mentor the Municipal Health Officer (MHO)/ CHO and other personnel in coordination with the MHO/ CHO as deemed necessary • Facilitate enrollment/ training of local health officers and LCEs on effective and responsive health leadership and governance courses • Guide the MHO/CHO in the formulation of local policies adopting/supporting national priority policies, programs and projects
Health Promotion	<ul style="list-style-type: none"> • Facilitate the localization of the Health Promotion Framework Strategy by linking the province to the health promotion unit of the CHDs and assist the province in their implementation of population-wide health promotion 	<ul style="list-style-type: none"> • Facilitate the localization of the Health Promotion Framework Strategy by linking the HUC/ICC to the health promotion unit of the CHDS and assist the city in their implementation of population-wide health promotion 	<ul style="list-style-type: none"> • Facilitate adoption of the localized Health Promotion Framework Strategy of the province and assist the municipalities/component cities in the implementation of population-wide health promotion programs, projects and activities including the

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	programs, projects and activities including social determinants of health and behavior risk factors	programs, projects and activities including the social determinants of health and behavior risk factors	social determinants of health and behavior risk factors
<p>Investment planning and budgeting</p> <p><i>Note: Guidelines on the Development of LIPH/ AOP shall be issued separately</i></p>	<ul style="list-style-type: none"> • Review and validate LIPH/AOP of the province • Assist the PHO in identifying funding sources and capacity development opportunities • Ensure alignment of plans with national health strategies and directions • Participate in the appraisal of the LIPH/AOP as member of the CHD Appraisal Team • Feedback to the PHO the results of submitted LIPH/ AOP • Provide technical assistance to hospitals and laboratories especially in the investment planning, budgeting and networking 	<ul style="list-style-type: none"> • Review and validate LIPH/AOP of the city • Assist the CHO in identifying funding sources and capacity development opportunities • Ensure alignment of plans with national/regional health strategies and directions • Participate in the appraisal of the LIPH/AOP as member of the CHD Appraisal Team (as applicable) • Feedback to the CHO the results of submitted LIPH/ AOP • Provide technical assistance to hospitals and laboratories especially in the investment planning, budgeting and networking 	<ul style="list-style-type: none"> • Review and validate LIPH/AOP of the municipality/ component city • Assist the MHO in identifying funding sources and capacity development opportunities • Ensure alignment of plans with provincial health strategies and directions • Feedback to the MHO/CHO the results of submitted LIPH/ AOP • Provide technical assistance to hospitals and laboratories especially in the investment planning, budgeting and networking
<p>Health Program Management and Monitoring</p>	<ul style="list-style-type: none"> • Facilitate timely submission of complete and accurate health reports in the province • Facilitate provision of learning and development interventions based on assessed needs of the 	<ul style="list-style-type: none"> • Facilitate timely submission of complete and accurate health reports in the city • Facilitate provision of learning and development interventions based on assessed needs of the 	<ul style="list-style-type: none"> • Facilitate timely submission of complete and accurate health reports in the municipality/ component city • Facilitate provision of learning and development interventions based on assessed needs of the MHO/ CHO

MAJOR RESPONSIBILITY AREAS	PROVINCIAL DOH REPRESENTATIVE	HUC/ ICC DOH REPRESENTATIVE	MUNICIPAL/ CC DOH REPRESENTATIVE
	<p>PHO and staff including deployed DOH human resource in the province on the different health programs</p> <ul style="list-style-type: none"> • Coordinate with specific CHD program coordinators for the preparation of program-related proposal and other technical documents • Facilitate compliance to regulatory requirements for the licensing of facilities, including those providing ambulatory and primary care services • Facilitate establishment and monitoring of feedback mechanism for stakeholders and partners in health • Assist monitoring and evaluation of health programs and health systems using LGU Scorecard and other health-related monitoring tools • Assist the PHO in the interpretation of health data, alignment to national strategies and translation to appropriate health plan and policies 	<p>CHO and staff including deployed DOH human resource in the city on the different health programs</p> <ul style="list-style-type: none"> • Coordinate with specific CHD program coordinators for the preparation of program-related proposal and other technical documents • Facilitate compliance to regulatory requirements for the licensing of facilities, including those providing ambulatory and primary care services • Facilitate establishment and monitoring of feedback mechanism for stakeholders and partners in health • Assist monitoring and evaluation of health programs and health systems using LGU Scorecard and other health-related monitoring tools • Assist the CHO in the interpretation of health data, alignment to national strategies and translation to appropriate health plan and policies 	<p>and staff including deployed DOH human resource in the municipality/ component city on the different health programs</p> <ul style="list-style-type: none"> • Coordinate with specific CHD program coordinators for the preparation of program-related proposal and other technical documents • Facilitate compliance to regulatory requirements for the licensing of facilities, including those providing ambulatory and primary care services • Facilitate establishment and monitoring of feedback mechanism for stakeholders and partners in health • Assist monitoring and evaluation of health programs and health systems using LGU Scorecard and other health-related monitoring tools • Assist the MHO/CHO in the interpretation of health data, alignment to national strategies and translation to appropriate health plan and policies • Facilitate the identification and assist in the documentation of good

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	<ul style="list-style-type: none"> • Facilitate the identification and assist in the documentation of good practices within the province • Recommend to the PHO existing good practices of other LGUs for possible replication in the province 	<ul style="list-style-type: none"> • Facilitate the identification and assist in the documentation of good practices within the city • Recommend to the CHO existing good practices of other LGUs for possible replication in the city 	<p>practices within the municipality/ component city</p> <ul style="list-style-type: none"> • Recommend to the MHO/CHO existing good practices of other LGUs for possible replication in the municipality/ component city
Surveillance, Disasters and Disease outbreaks	<ul style="list-style-type: none"> • Facilitate mobilization of resources within the DOH as needed by the provincial LGU during disaster and disease outbreaks • Validate and coordinate rapid health assessments of the province 	<ul style="list-style-type: none"> • Facilitate mobilization of resources within the DOH for the city LGU during disaster and disease outbreaks • Assist in the conduct of rapid health assessments in the city 	<ul style="list-style-type: none"> • Facilitate mobilization of resources within the DOH for the municipal/ component city LGU during disaster and disease outbreaks • Assist in the conduct of rapid health assessments in the municipality/ component city
Drug Supplies and Management	<ul style="list-style-type: none"> • Facilitate request of PHO for health commodities centrally procured by the DOH Central Office and CHDs (program drugs or population-based health commodities) • Facilitate monitoring and submission of utilization and inventory reports 	<ul style="list-style-type: none"> • Facilitate request of CHO for health commodities centrally procured by the DOH Central Office and CHDs (program drugs or population-based health commodities) • Facilitate monitoring and submission of utilization and inventory reports 	<ul style="list-style-type: none"> • Facilitate request of MHO for health commodities centrally procured by the DOH Central Office and CHDs (program drugs or population-based health commodities) • Facilitate monitoring and submission of utilization and inventory reports
Integration of Local Health Systems	<ul style="list-style-type: none"> • Assist the province in the organization and functionality of the province-wide health system, particularly in the 	<ul style="list-style-type: none"> • Assist the city in the organization and functionality of the province-wide health system, particularly in the 	<ul style="list-style-type: none"> • Assist the city in the organization and functionality of the province-wide health system, particularly in

MAJOR RESPONSIBILITY AREAS	PROVINCIAL DOH REPRESENTATIVE	HUC/ ICC DOH REPRESENTATIVE	MUNICIPAL/ CC DOH REPRESENTATIVE
<p><i>Note: Guidelines on the integration of local health systems shall be issued separately</i></p>	<p>managerial and financial integration</p>	<p>managerial and financial integration</p>	<p>the managerial and financial integration</p> <ul style="list-style-type: none"> • Endeavor for the inclusion of the municipalities and component cities in the PWHS • Advocate to municipalities/ component cities for their local health budget be pooled in the Special Health Fund • Facilitate the drafting of local ordinances that support their integration into the province-wide health system
MANAGEMENT AND SUPERVISORY FUNCTIONS			
<p>Personnel Supervision and Technical Assistance</p>	<ul style="list-style-type: none"> • Provide general administrative (including monitoring of performance) and technical assistance to all DOH personnel in the PDOHO • Assist PHO in supervising DOH deployed personnel in the province consistent with the existing HRH Deployment Program guidelines • Formulate and monitor staff development plan by identifying and prioritizing learning and 	<ul style="list-style-type: none"> • Provide general administrative (including monitoring of performance) and technical assistance to all DOH personnel in the CDOHO (as applicable) • Assist CHO in supervising DOH deployed personnel in the city consistent with the existing HRH Deployment Program guidelines • Formulate staff development plan by identifying and prioritizing learning and development interventions in 	<ul style="list-style-type: none"> • Provide technical assistance for the DOH personnel deployed in the municipality/ component city • Assist MHO/CHO in supervising DOH deployed personnel in the municipality/ component city consistent with the existing HRH Deployment Program guidelines

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	development interventions in coordination with HRDU	coordination with HRDU, as applicable	
<p>Office Operations</p> <p><i>Note: Guidelines on the development of TA Plans will be issued separately</i></p>	<ul style="list-style-type: none"> • Lead in the development and implementation of PDOHO Work and Financial Plan (WFP) • Approve procurement and distribution plan for supplies and other needs of the PDOHO • Monitor implementation of WFP and Staff Development Plan • Supervise and monitor the implementation of the Technical Assistance Plans of the DOH Representatives in the province • Manage the day to day operation of the PDOHO 	<ul style="list-style-type: none"> • Lead in the development and implementation of CDOHO WFP (as applicable) • Approve procurement and distribution plan for supplies and other needs of the CDOHO (as applicable) • Monitor implementation of WFP and Staff Development Plan (as applicable) • Manage the day to day operation of the CDOHO (as applicable) 	<ul style="list-style-type: none"> • Implement programs and activities in the PDOHO WFP pertaining to the assigned LGUs • Participate in the day to day operation of the P/CDOHO, as assigned