

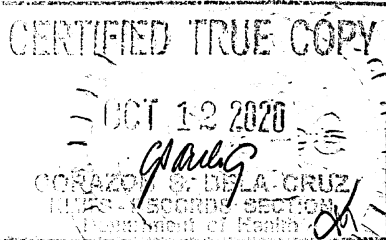


Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

OCT 12 2020

ADMINISTRATIVE ORDER
No. 2020 - 0048

SUBJECT: Implementing Rules and Regulations of Republic Act No. 11474, "An Act Upgrading the Maria L. Eleazar District Hospital in the Municipality of Tagkawayan, Province of Quezon into a Level III General Hospital to be Known as the Maria L. Eleazar General Hospital, Under the Direct Supervision and Control of the Department of Health, and Appropriating Funds Therefor"



I. RATIONALE AND BACKGROUND

Republic Act (R.A.) No. 6503 in 1972 established an emergency hospital in the Municipality of Tagkawayan in the Province of Quezon. By virtue of Batas Pambansa Blg. 176, the facility came to be known as Tagkawayan District Hospital. The facility sits on an hectare-sized lot donated by the late Maria O. Lagdameo-Eleazar and her heirs to the townspeople of Tagkawayan.

Like other district hospitals, under R.A. No. 7160, the Local Government Code of 1991, the facility was devolved and its personnel, equipment and assets were transferred to the Province of Quezon in 1993. *Sangguniang Panlalawigan* Resolution No. 99-884 changed the hospital's name to Maria L. Eleazar District Hospital. Currently, the hospital is licensed as a Level I General Hospital with an authorized capacity of 25 beds.

In the 18th Congress, House Bill No. 5871 was introduced by the Honorable Angelina "Helen" D.L. Tan, Representative, Fourth District of Quezon, which proposed for the upgrading of the hospital and its return to the Department of Health. On June 19, 2020, the President signed R.A. No. 11474, "An Act Upgrading the Maria L. Eleazar District Hospital in the Municipality of Tagkawayan, Province of Quezon into a Level III General Hospital to be Known as the Maria L. Eleazar General Hospital, Under the Direct Supervision and Control of the Department of Health, and Appropriating Funds Therefor." Section 6 of this Act provides that the DOH prepares the implementing rules and regulations upon consultation with the Provincial Government and other stakeholders.

On June 19, 2020, the President approved and signed R.A. No. 11474, "An Act Upgrading the Maria L. Eleazar District Hospital in the Municipality of Tagkawayan, Province of Quezon into a Level III General Hospital to be known as the Maria L. Eleazar General Hospital, Under The Direct Supervision and control of the Department of Health, and Appropriating Funds Therefor". Ensuring that all Filipinos have equitable access to quality health care goods and services, in accordance to RA No. 11223, also known as the Universal Health Care Act," Section 5 provides for the implementation of this Act through the Department of Health's programs and appropriations.

II. OBJECTIVE

This Administrative Order sets the Implementing Rules and Regulations of Republic Act (R.A.) No. 11474, "An Act Upgrading the Maria L. Eleazar District Hospital in the Municipality of Tagkawayan, Province of Quezon into a Level III General Hospital to be Known as the Maria L. Eleazar General Hospital, Under the Direct Supervision and Control of the Department of Health, and Appropriating Funds Therefor," and pertains only to the provisions of this Act.

III. SCOPE

The extent of coverage of this Order shall include the operations and management of Maria L. Eleazar General Hospital and the implementation of Republic Act. No 11474.

IV. DEFINITION OF TERMS AND ACRONYMS

1. **A.O. No. 2012-0012** – refers to the DOH Administrative Order (A.O.) on the “Rules and Regulations Governing the New Classification of Hospitals and Other Health Facilities in the Philippines” dated July 19, 2012 as amended.
2. **Act** – refers to Republic Act (R.A.) No. 11474, “An Act Upgrading the Maria L. Eleazar District Hospital in the Municipality of Tagkawayan, Province of Quezon into a Level III General Hospital to be Known as the Maria L. Eleazar General Hospital, Under the Direct Supervision and Control of the Department of Health, and Appropriating Funds Therefor.”
3. **IRR** – refers to the Implementing Rules and Regulations of R.A. No. 11474.
4. **Level III General Hospital** – refers to one of three classifications of general hospitals by functional capacity as prescribed in A.O. No. 2012-0012 as amended.
5. **MLEGH** – refers to Maria L. Eleazar General Hospital.

V. POLICIES AND GUIDELINES

A. General Policies

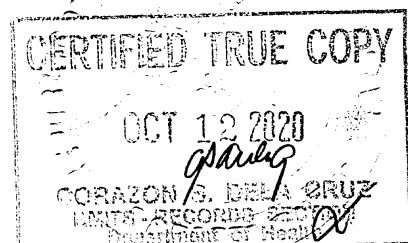
The MLEGH shall provide tertiary-level promotive, preventive, diagnostic, curative, rehabilitative and palliative health care services, as well as teaching, training and research services, in accordance to provisions of and related issuances to R.A. No. 11223, or the “Universal Health Care Act.” The Hospital shall be fully equipped with state-of-the-art equipment and facilities, complemented by adequately trained and competent human resources for health as appropriate for a licensed and accredited Level III General Hospital.

The MLEGH shall strengthen its existing basic and specialty services, and aim for the improvement of its service capability and capacity while continually serving as end-referral hospital in the municipalities of Tagkawayan, Calauag, Buenavista, Guinayangan in Quezon, other municipalities south of the province, and bordering municipalities of Camarines Norte such as Santa Elena and Camarines Sur such as Del Gallego and Ragay, complementing local health systems and providers in these areas. The annual increase in bed capacity and expansion of services and capability shall be consistent with the MLEGH’s Hospital Development Plan (HDP) as approved by the Health Facility Development Bureau (HFDB).

The MLEGH shall endeavor to ensure the minimum national health system capacity standards for COVID-19 preparedness and response are met, in accordance to the provisions of Administrative Order No. 2020-0016 or the Minimum Health System Capacity Standards for COVID-19 Preparedness and Response Strategies. The Hospital shall comply with the guidelines on the on health facilities across the Health Care Provider Network (HCPN) as they transition into the New Normal Phase, pursuant to the Department Memorandum No. 2020-0268 or the Interim Guidelines on Health Facilities in the New Normal.

B. Implementing Mechanisms

The implementation of the Act shall be supported by the following guidelines:



1. Change in Name

The Maria L. Eleazar District Hospital shall be renamed as Maria L. Eleazar General Hospital, and its acronym shall be "MLEGH". The official address shall be in Barangay Munting Parang, Tagkawayan, Quezon. The Medical Center Chief shall ensure that directory and future official documents adhere to the new hospital name, and reflected in the DOH National Health Facility Registry and other official databases.

2. Expansion of Services

The MLEGH shall develop and submit its Hospital Development Plan (HDP) to the HFDB through the CaLaBaRZon Center for Health Development (CHD). The HDP shall be consistent with the Philippine Health Facility Development Plan (PHFDP) leading towards a Level III General Hospital.

MLEGH shall establish and operate its Malasakit Center as mandated by R.A. No. 11463 and its Implementing Rules and Regulations (IRR) to enable eligible patients in accessing medical and financial assistance services.

3. Health Human Resources

Based on the approved HDP, the MLEGH shall request for the required health human resources based on DBM-DOH Joint Circular No. 2013-01, "Revised Standards and Organizational Structure and Staffing Pattern of Government Hospitals, CY 2013 Edition" dated 23 September 2013 and its succeeding amendments.

The MLEGH shall honor the positions, security of tenure, and other rights of its human resource complement. The Hospital shall evaluate the existing human resource complement, re-classify and/or propose upgrading of positions, promote professional development and hire additional staff to comply and conform to the Civil Service Commission and DOH standards and intent of this IRR.

4. Assets and Liabilities

All movable and immovable assets and records of the MLEGH, as well as its liabilities and obligations shall be properly documented and be accounted for in accordance with existing policies and guidelines.

5. Equipment

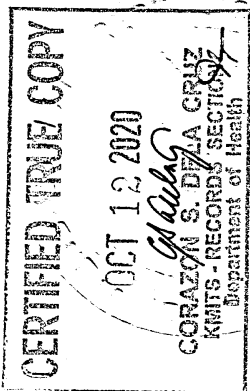
The MLEGH shall make an inventory of the existing hospital equipment and undertake upgrading to conform to the DOH standards of a Level III General Hospital as provided for under A.O. No. 2012-0012 as amended. Additional equipment and facilities shall be provided to complement the expansion of services consistent with the approved HDP.

6. Infrastructure

The MLEGH shall implement and seek the support of the DOH for the construction, repair and/or renovation of its physical infrastructure, consistent with the approved HDP, and conforms to all existing laws, regulations, national and international standards for hospital buildings, also in line with Hospitals Safe from Disasters Program, Green Healthcare Facilities Guidelines, among others.

7. Systems Development

The MLEGH shall conform to and sustain the standards of hospital operations to provide quality health care and safety for patients, health workers and other clientele of the Hospital. It shall implement an electronic information system



conforming to the basic requirements of the Integrated Hospital Operations and Management Program (IHOMP).

8. Quality Management

Through the term of its HDP implementation, the MLEGH's Quality Management System shall conform to ISO 9001:2015 standards. It shall enhance operations with the implementation of the Continuous Quality Improvement Program, Patient Safety Program, Integrated People-Centered Health Services, and Manuals of Standards of Hospital Operations and Management by HFDB, policies and standards by Health Facilities and Services Regulatory Bureau (HFSRB), Food and Drug Administration (FDA), Philippine Health Insurance Corporation (PhilHealth) and other standards by international organizations that support national or local standards. Its management shall comply with the gender and development (GAD) mainstreaming policies in government.

The Hospital shall complete all stages and become certified with the Performance Governance System towards its organizational development and performance improvement, as guided by DOH performance accountability measures such as the Hospital Scorecard.

9. Transition

A Transition Committee shall be created to develop a transition plan to implement the transfer of operations, management and assets of the former Maria L. Eleazar District Hospital, which include but not limited to qualified, competent existing human resources for health, buildings, equipment, and lot. The Committee shall be composed of the DOH, Provincial Government of Quezon, Municipal Government of Tagkawayan, and others included upon recommendations of the CaLaBaRZon CHD Director. The Committee shall be headed by the CHD Director, and shall be terminated upon completion of the tasks.

A Memorandum of Agreement between DOH, Quezon Province and Tagkawayan shall be forged to guide the efficient implementation of the provisions of this IRR.

VI. IMPLEMENTING STRUCTURE

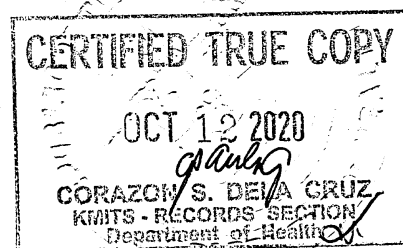
1. Administrative Control

The highest DOH-designated official of the CaLaBaRZon CHD shall have oversight jurisdiction and control over the MLEGH's operations. The CHD shall monitor the implementation of R.A. No. 11474, and may recommend the necessary further upgrading as guided by this Order.

The Medical Center Chief (MCC) of the MLEGH shall be accountable and responsible for the implementation of quality standard hospital operations and management. The MCC shall establish responsibility accounting as means of management control and determination of respective contributions and performances of the Hospital's divisions or units. The MCC shall also submit developmental plans, financial and statistical reports to the DOH Central Office.

2. Sourcing and Use of Funds

The amounts necessary to carry out the provisions of R.A. No. 11474 shall be sourced out accordingly:



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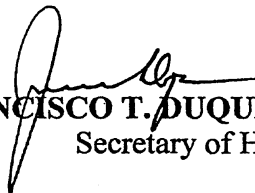
- a. Capital investments for infrastructure and equipment shall be sourced from DOH appropriations under the General Appropriations Act (GAA), hospital income including PhilHealth payments, public-private partnership, and/or other financing modes or schemes subject to prevailing government rules and regulations;
- b. The additional Maintenance and Other Operating Expenses (MOOE) resulting from the hospital expansion shall be sourced from the GAA, hospital income including PhilHealth payments, public-private partnerships, and/or other financing modes or schemes;
- c. Personnel Services (PS) to carry out the full implementation of the staffing pattern following the DOH-DBM Joint Circular No. 2013-01, and other related issuances shall be sourced out from the GAA and other sources; and
- d. Release of funds from the DOH shall be approved by the appropriate authority.

VII. SEPARABILITY CLAUSE

If any of the provisions under this Order is declared unauthorized or rendered invalid by any court of law or competent authority, those provisions not affected thereby shall remain valid and effective.

VII. EFFECTIVITY

This Order shall take effect fifteen (15) days after publication in a newspaper of general circulation.


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

