

**DEPARTMENT OF HEALTH
DEPARTMENT OF NATIONAL DEFENSE**

DEC 15 2020

JOINT ADMINISTRATIVE ORDER

No. 2020 - 0001

SUBJECT : Guidelines for the Implementation of the Veterans Hospitalization and Medical Care Program (VHMCP) and the Establishment of Veterans Wards in Department of Health (DOH) Hospitals Pursuant to Republic Act (RA) No. 6948 as Amended by RA No. 7696

I. BACKGROUND AND RATIONALE

Republic Act (R.A.) No. 6948, as amended by R.A. No. 7696 entitled "*An Act Standardizing and Upgrading the Benefits for Military Veterans and their Dependents,*" mandates the provision of hospitalization, medical care and treatment of Filipino veterans and their dependents through the Veterans Memorial Medical Center and veterans' wards in select government hospitals nationwide. The law provides for the establishment of veterans wards of at least 2,000 total bed capacity in select regional, provincial, district and municipal hospitals. The establishment of veterans' wards was allocated in the General Appropriations Act to the Philippine Veterans Affairs Office (PVAO), an agency attached and under the control of the Department of National Defense (DND).

The Department of Health has joined efforts with the DND to pursue the health-related mandates of laws to benefit Filipino veterans and their dependents. In 2014, a Memorandum of Agreement (MOA) was signed between DOH and DND for the Veterans Hospitalization Program. Thereafter, the DOH issued Department Memorandum No. 2018-0437 to enjoin DOH hospitals to participate in the Veterans Hospitalization and Medical Care Program (VHMCP) being implemented by PVAO.

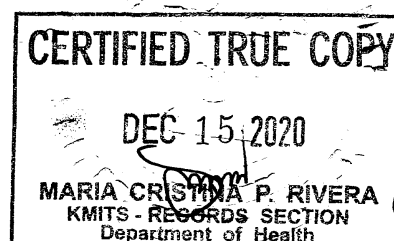
This Joint Administrative Order (JAO) provides the guidelines for the establishment of veterans wards in DOH Hospitals as pursuant to RA 6948 as amended by RA7696.

II. OBJECTIVE

This Order aims to ensure the efficient implementation of the Veterans Hospitalization and Medical Program (VHMCP) in DOH hospitals, and provide guidance for the DOH hospitals identified for the establishment of Veterans Wards.

III. SCOPE AND COVERAGE

This Order shall apply to the Department of Health and its Center for Health Development, Department of National Defense, Philippine Veterans Office, Veterans Memorial Medical Center



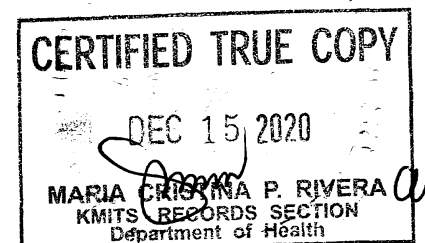
and all DOH hospitals implementing the VHMCP and identified DOH hospitals that shall be provided funding for the establishment of the Veterans Ward.

IV. DEFINITION OF TERMS

1. **Eligible dependents** – as defined by R.A. No. 6948, are those “dependents limited to the spouse, unmarried minor children: who are below eighteen (18) years old whether legitimate or illegitimate provided if illegitimate, he/she must be recognized accordingly, or children who are mentally or physically incompetent regardless of age, and dependent parents or foster parents regardless of the veteran’s civil status”.
2. **Veteran** – as defined by R.A. No. 9396, is “any person who: (1) rendered military service in land, sea or air forces of the Philippines during the revolution against Spain, the Philippine-American War, World War II, including Filipino citizens who served with the Allied Forces in Philippine territory ; (2) was a member of the Philippine Expeditionary Forces sent to the Korean War and the Philippine Civic Action Group sent to Vietnam War; (3) rendered military service in the Armed Forces of the Philippines (AFP) and has been honorably discharged or retired after at least twenty (20) years total cumulative active service or sooner separated while in active service in the AFP due to death or disability arising from a wound or injury received or sickness or disease incurred in line of duty”, including AFP retirees who have been honorably discharged or retired after six (6) years of total cumulative active service before March 17, 2007 pursuant to Section 2 of RA 6948.
3. **Veterans’ Ward** – refers to the wards in government hospitals, dedicated to cater to veterans and eligible dependents, recognized and established through the agreement endorsed by PVAO and DOH hospitals.

V. GENERAL GUIDELINES

1. All DOH Hospitals, in coordination with PVAO, shall be enjoined to implement the Veterans Hospitalization and Medical Care Program (VHMCP), which is a Medical Care Program that provides hospitalization, medical benefits and treatment of Filipino veterans and their eligible dependents at DOH Hospital as indicated in the specific guidelines. -
2. Veterans’ Wards shall be established in DOH Hospitals upon approved assessment by both DOH and PVAO.
3. The PVAO, in consultation with DOH, shall determine DOH Hospitals for funding assistance in the establishment of Veterans’ Wards based on geographic location, potential reach in the number of eligible veterans and eligible dependents, existing hospital services, capabilities and capacities, and availability of competent human resources for health, among others.



4. The establishment of the Veterans' Ward in identified DOH hospitals shall follow the processes enumerated in specific guidelines. The Veterans' Ward shall function as a general ward in the identified DOH Hospitals.
5. The identified DOH hospitals shall conform to the standard schematic plan, design (including structural outlay), and timelines for the establishment of Veterans' Wards.
6. The participating DOH hospitals shall execute a Memorandum of Agreement with PVAO for the implementation of VHMCP and establishment of the Veterans' Ward.
7. Funds transferred by the PVAO to identified DOH Hospital shall be utilized for the establishment of Veterans' Ward. Existing government auditing, and accounting rules and regulations in monitoring of transferred fund and reimbursement of claims shall be observed.
8. The DOH Hospitals shall operate and provide appropriate staffing for the Veterans' Ward.
9. The DOH hospitals shall ensure and prioritize the veterans and their eligible dependents for admission in the Veterans' Wards following Section 2 of the Specific Guidelines in this Order.

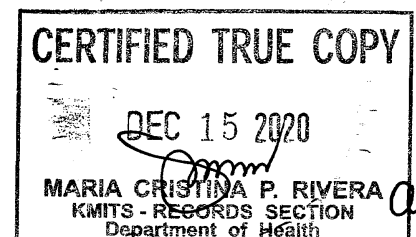
VI. SPECIFIC GUIDELINES

1. Establishment of Veterans Ward

- 1.1 The PVAO/VMMC representatives shall meet with identified DOH Hospitals representatives for the discussion of the proposed lay-out plan, design, project timeline, and other structural outlay of the Veterans Ward.
- 1.2 Final Plan, Design, Project Timeline and Structural Outlay shall be signed by the authorized signatories of the PVAO and the identified DOH Hospital, together with a copy of the proposed plan in Annex B – Proposed 15-Bed Veterans Ward Plan.
- 1.3 The identified DOH Hospitals shall inform the PVAO of any changes, modification, and/or improvement made on the approved design, lay-out plan, and other structural outlay of the Veterans Ward.

2. Availment of Services at the Veterans Ward

- 2.1 The accommodation in the Veterans Ward by the veterans' and eligible dependents shall be in accordance with the requirements and procedures stipulated under Annex A – Requirements for Availment of Services at the Veterans Ward.
- 2.2 The PVAO/VMMC shall reimburse the identified DOH Hospital the amount (at cost) of the medical procedures, drugs and medicines and other additional benefits, except room charges, provided to the veterans and their dependents, in accordance with the implementing guidelines of the Veterans Hospitalization and Medical Care Program.

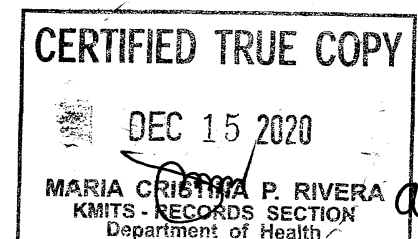


3. Fund Utilization and Management

- 3.1 The funds transferred by the PVAO to DOH Hospitals shall be utilized for the establishment of a Veterans' Ward. Any excess from the transferred funds may be utilized for the purchase of other fixtures for the Veterans' Ward, as agreed upon by parties, subject to the approval for realignment of the PVAO.
- 3.2 As required by COA, the identified DOH Hospital shall submit to the PVAO a Liquidation Report on the Establishment of Veterans' Wards after the completion of the project.
- 3.3 Any Accrued interest of the transferred, shall be reported and returned by the identified DOH Hospital to the PVAO for remittance to the Bureau of Treasury.
- 3.4 The identified DOH Hospital shall ensure the proper administration and effective utilization of transferred funds, in accordance with its agreed purpose, and in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 (Government Procurement Reform Act). They shall submit the status of the implementation of project and liquidation reports quarterly to the PVAO until completion of project.
- 3.5 The identified DOH Hospitals shall strictly comply with requirements of COA Circular No. 94-013 in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies and the Revised Guidelines and Documentary Requirements for Fund Transfers as mandated by COA Circular No. 2016-002.
- 3.6 The Veterans' Ward established within in the premises of the identified DOH Hospital shall be the property of the identified DOH Hospital. As such, the identified DOH Hospital shall be responsible for the ward's maintenance and repairs.
- 3.7 Upon submission of the necessary documentary requirements, the PVAO through VMCM shall pay/reimburse the identified DOH Hospital the hospitalization expenses or cost of procedures, drugs and medicines and supplies not available at the identified DOH Hospital provided to veterans and their eligible dependents confined in the Veterans Ward based on actual billing, net of PhilHealth and other applicable discounts at cost, but not to exceed the ceiling of allowable reimbursable amount of benefits as stated in the VHMCP Implementing Guidelines.
- 3.8 Existing government auditing, and accounting rules and regulations in monitoring of transferred fund and reimbursement of claims shall be observed.

4. Monitoring and Evaluation

- 4.1 All participating DOH Hospitals shall submit to the PVAO a monthly or quarterly report on the list of veterans and eligible dependents admitted in the Veterans Ward.
- 4.2 The VMCM shall submit to the PVAO the quarterly report on the identified DOH Hospital's reimbursements under VHMCP.



4.3 The DOH and the DND, in coordination with PVAO/VMMC and participating DOH hospitals, shall jointly implement a monitoring and evaluation plan for this Order.

4.4 After five (5) years of implementation, an evaluation of the program shall be done and the results of evaluation shall be used for an evidence-based policy, plans, and decision-making process of the parties involved.

VII. ROLES AND RESPONSIBILITIES

1. Department of National Defense

The DND, through PVAO and the Veterans Memorial Medical Center (VMMC), shall:

- a. Provide funding requirements for the establishment of the Veterans' Wards;
- b. Conduct information campaign regarding the implementation and administration of the VHMCP and Veterans' Wards in DOH Hospitals;
- c. Provide regular feedback to the Secretary of Health concerning any relevant information regarding the implementation and administration of the VHMCP and Veterans' Wards in DOH Hospitals;
- d. Monitor and evaluate the implementation and administration of the VHMCP and Veterans' Wards in DOH Hospitals;
- e. Certify bonafide veterans and their eligible dependents.

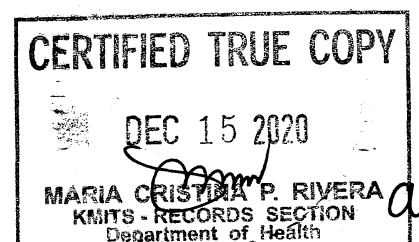
2. Department of Health

The Health Facility Development Bureau (HFDB) of the DOH shall:

- a. Ensure that all DOH hospitals implement the VHMCP.
- b. Determine and prioritize DOH hospitals that will establish Veterans' Wards in consultation with PVAO and VMMC.
- c. Ensure that standards and guidelines are properly implemented in identified DOH Hospitals.
- d. Provide technical assistance in the implementation of the establishment of Veterans' Wards.
- e. Facilitate provision of appropriate staffing pattern for the efficient operations of the Veterans' Wards.

3. DOH Hospitals

- a. Plan, design and manage the project for the establishment of Veterans' Ward located in its premises, and utilizing funds transferred in accordance to its purpose.



- b. Inform PVAO of any changes, modification or improvement that may be encountered during the project implementation of Veterans Ward establishment.
- c. Maintain and repair the Veterans' Ward.
- d. Facilitate the allowable reimbursable amount provided to veterans and eligible dependents confined in the Veterans' Ward as stated in the VHMCP Implementing Guidelines.

VIII. APPLICABILITY CLAUSE

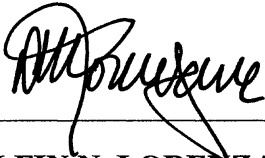
Unless specifically stated in the above foregoing guidelines, this Joint Administrative Order shall remain applicable and enforced until such time that this Order is superseded or rescinded.

IX. REPEALING CLAUSE

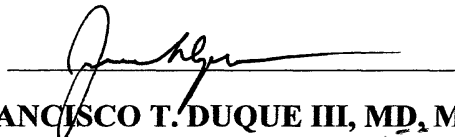
All issuances inconsistent with this Order are hereby rescinded, repealed or modified accordingly.

X. EFFECTIVITY

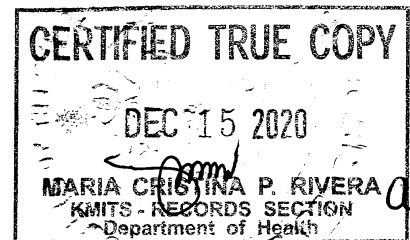
This Order shall take effect fifteen (15) days following its publication in a newspaper of general circulation and upon filing to the University of the Philippines Law Center of three (3) certified copies of this Order.



DELFIN N. LORENZANA
Secretary of National Defense



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



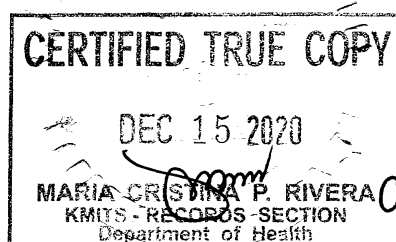
ANNEX A

REQUIREMENTS FOR AVAILMENT OF SERVICES AT THE VETERANS WARD

1. Accommodation in the Veterans Ward

1.1 Beneficiaries and Service provision

- a. The beneficiaries of the Veterans Wards are veterans and their eligible dependents as defined in RA 6948 (Section 2. Definition of Terms: a. Veterans and i. Eligible Dependents)
 - a.1 War Veterans (WW II Veteran, Korean War Veteran (PEPTOK), Vietnam War Veteran (PHILCAG), Anti-Dissident Campaigns and other Military Operations)
 - a.2 Military retirees and disability Pensioners
 - a.3 Eligible dependents of the above-mentioned veterans as defined in R.A. 6948.
- b. The aforementioned beneficiaries needing hospital treatment or confinement shall be admitted in the Veterans Ward upon presentation of proper identification issued by the PVAO or AFP Retiree's ID, as the case may be.
- c. The PVAO shall provide the identified DOH Hospital the master list of veterans and veteran dependents to facilitate verification in the absence of appropriate ID or document as proof of status.
- d. The PVAO Field Service Extension Offices shall extend necessary assistance to the identified DOH Hospital relative to hospital concerns of confined veterans and veteran dependents.
- e. The hospital care and treatment of veteran patients and their eligible dependents shall cover the services, procedures/examination, and supplies made available by the identified DOH Hospital in accordance with the generally accepted standard of medical care and practices.
- f. The identified DOH Hospital shall provide the confined veteran or eligible dependent the necessary services/procedures/supplies. If the service/procedure is not available, the identified DOH Hospital shall refer the patient to other hospitals/facilities or shall purchase the supplies, the cost of which shall be reimbursed by PVAO/VMMC to the identified DOH Hospital.

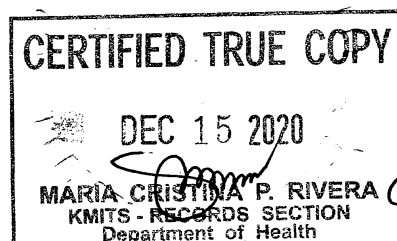


1.2 Admission Policies

- a. Admission of veterans and veteran dependents in the Veterans Ward shall be on a first-come, first-served basis.
- b. The identified DOH Hospital shall submit to the PVAO a monthly or quarterly report on the list of veterans and eligible dependents admitted in the Veterans Ward, showing the respective dates of confinement/discharge, diagnosis, course of treatment during confinement, services/procedures provided, and the corresponding total amount of hospitalization.

2. Reimbursement under the VHMCP

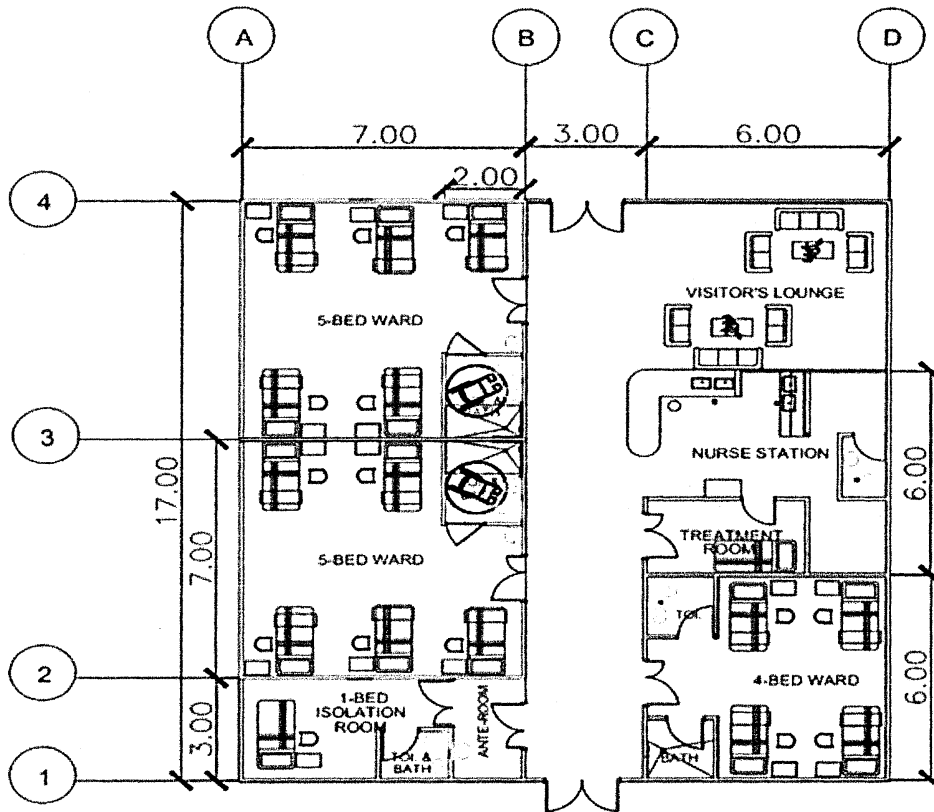
- 2.1 As stipulated in the Specific Guidelines VI.2.2 PVAO/VMMC shall reimburse the cost of the services provided to the veterans and their dependents, to the DOH hospital.
- 2.2 To facilitate the reimbursement, identified DOH Hospitals may designate a Special Disbursing Officer on VHMCP.
- 2.3 Identified DOH Hospitals shall submit the following requirements to the Director, VMMC:
 - a. **Accomplished VHMCP Reimbursement Form** - downloadable in the VMMC website –www.vmmc.gov.ph; and PVAO website – www.pvao.gov.ph;
 - b. **Statement of Accounts** (with date of admission and discharge) signed by the **Billing Staff or authorized signatory** of the Hospital;
 - c. **Medical Certificate/Medical Abstract** (indicating period of confinement if hospitalized) signed by the Attending Physician or Authorized signatory of the Hospital;
 - d. **Proof of Veteran Status** (e.g., VMMC Medical Card, PVAO Pensioner's ID, Certification from PVAO; AFP Retiree's ID; Military Honorable Discharge Paper; Retirement Order); and,
 - e. Additional (**applicable**) documentary requirements (e.g., **Official Receipt/s, etc.**, as indicated in the VHMCP Implementing Guidelines).
- 2.4 The identified DOH Hospital may file for reimbursement on a weekly, monthly or quarterly basis, (whichever is more convenient to the identified DOH Hospital) for as long as it will not lapse the 180 days prescriptive period of filing of claims.
- 2.5 Payments received by the identified DOH Hospital from the PVAO/VMMC representing reimbursement of the hospitalization expenses and other VHMCP benefits shall be accounted for by the identified DOH Hospital as part of their revolving funds.



2.6 The PVAO shall inform/notify the identified DOH Hospital in writing of any update /changes or relevant information regarding implementation and administration of the VHMCP.

ANNEX B

PROPOSED 15-BED VETERANS WARD PLAN



PROPOSED 15-BED VETERANS WARD
SCALE 1:100 METERS

CERTIFIED TRUE COPY
DEC 15 2020
MARIA CRISTINA P. RIVERA
KMITS - RECORDS SECTION
Department of Health