



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

November 3, 2020

DEPARTMENT MEMORANDUM

No. 2020 - 0541

FOR: ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, MINISTER OF HEALTH- BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO, HEADS OF HOSPITALS AND OTHER HEALTH FACILITIES, REGIONAL DIRECTORS, CHIEFS OF THE HEALTH FACILITIES AND SERVICES REGULATORY BUREAU AND THE CENTERS FOR HEALTH DEVELOPMENT - REGULATION, LICENSING AND ENFORCEMENT DIVISION AND OTHER STAKEHOLDERS CONCERNED

SUBJECT: Interim Guidelines in the Regulation of Hospital Extension Facilities for COVID-19 Patients

I. BACKGROUND/RATIONALE

The current COVID-19 pandemic has created a demand not only for an increase in the testing capacity for SARS-CoV-2 of the country, but also for an increase in the current hospitals' capacity to cater to COVID-19 patients. To avoid over burdening hospitals and cope with the demand to provide care to both COVID-19 and non-COVID-19 patients, COVID-19 referral hospitals were identified (such as the Philippine General Hospital, Lung Center of the Philippines and Dr. Jose N. Rodriguez Memorial Hospital and Sanitarium). However, even with such strategy, the lack of hospital beds for the clinical management of COVID-19 patients persisted.

Other strategies such as the establishment of Local Government Unit (LGU) managed Temporary Treatment and Monitoring Facilities (TTMF) and increasing the allotted beds for COVID-19 patients to thirty percent (30%) of hospitals' Authorized Bed Capacity (ABC), pursuant to Bayanihan to Recover as One Act, have been implemented. Still, it was found that these measures are not enough to address the growing number of confirmed cases which require isolation and special care.

Thus, in the 84th Executive Committee Meeting, the One Hospital Command System proposed the establishment of extension facilities of hospitals to further strengthen the health system capacity and response to the COVID-19 pandemic. The Health Facilities and Services Regulatory Bureau (HFSRB) was then directed to facilitate the issuance of permits and licenses for such extension facilities.

These interim guidelines are therefore provided to heed the call to prioritize and facilitate the licensure of such facilities in accordance with existing laws and issuances.

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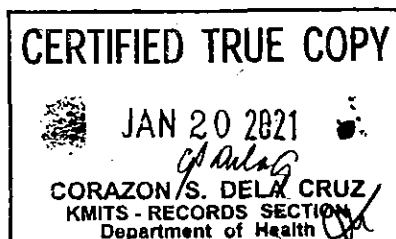
CORAZON S. DELA CRUZ
KMTS - RECORDS SECTION
Department of Health

II. SCOPE

These guidelines shall apply to all hospital extension facilities established for the management of COVID-19 patients, whether private or government owned. The extension facilities may be located on-site (within the hospital's compound), off-site (outside the hospital's compound) or lodged within a certified TTMF managed by the LGU or another government agency.

III. GENERAL GUIDELINES

1. Only DOH-licensed hospitals **endorsed** by the DOH-Office of the Chief of Staff (OCS) shall be allowed to establish and operate an extension facility.
2. Extension facilities shall be temporary in nature and limited to provide specific services only. If the intention of the proponent is to put up another hospital, provisions of Republic Act No. 4226 or the Hospital Licensure Act, Administrative Order (AO) 2012-0012, known as Rules and Regulations Governing the New Classification of Hospitals and other Health Facilities in the Philippines and other pertinent rules and regulation shall be applied.
3. Services to be offered by extension facilities shall be limited to the following: ward, isolation rooms, emergency room, clinical laboratory, X-ray, and pharmacy.
4. Hospitals shall acquire the necessary regulatory authorizations for its extension facility prior to operation in compliance to Republic Act No. 4226 or the Hospital Licensure Act. Proposed and existing hospital extension facilities, whether on-site, off-site, or lodged within a TTMF shall secure a Department of Health-Permit to Construct (DOH-PTC) and Department of Health License to Operate (DOH-LTO) prior to operation from the Health Facilities and Services Regulatory Bureau (HFSRB).
5. The extension facility shall have its own set of personnel, equipment and supplies in line with existing guidelines, rules and regulations.
6. The extension facility shall follow the protocols set forth in this interim guidelines. It shall also adopt its base hospital's manual of operations as well as the hospital's policies and procedures on infection prevention and control, healthcare waste management, among others.
7. All extension facilities whether owned by the hospital or not shall be managed by the hospital that applied for the extension facility's license.
8. Hospital extension facilities located in a TTMF, shall have a Memorandum of Agreement (MOA) between the hospital and the LGU or the government agency in charge of the TTMF, for clear delineation of roles and accountability.
9. Receipt of applications for DOH-PTC and DOH-LTO of hospital extension facilities shall **not** follow the regular annual cut-off dates set in Administrative Order No. 2019-0004 (Guidelines on the Annual Cut-off Dates for Receipt of

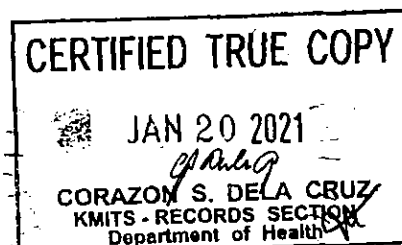


Complete Applications for Regulatory Authorizations Issued by the Department of Health) in light of the COVID-19 pandemic response.

10. Application fees for DOH-PTC and DOH-LTO for the hospital extension facilities shall be waived.

IV. PROCEDURAL GUIDELINES (See Annexes A & B for the Process Flow Overviews and Timelines)

1. The DOH-licensed hospital applying for a license to operate an extension facility, which shall be referred to here onwards as the applicant, shall secure an official endorsement letter (addressed to the Director IV of HFSRB) from the Department of Health- Office of the Chief of Staff.
2. The applicant shall then apply for a DOH-PTC from the HFSRB in accordance to Administrative Order No. 2016-0042, titled "Guidelines in the Application for Department of Health Permit to Construct (DOH-PTC)."
3. After successfully securing a DOH-PTC, the applicant may then lodge its application for DOH-LTO with the HFSRB using the prescribed form available for download at hfsrb.doh.gov.ph.
4. If the application is evaluated to be technically correct, the facility shall be scheduled for an inspection visit.
5. Inspection shall be carried out by the team from HFSRB or Centers for Health Development- Regulation, Licensing and Enforcement Divisions CHD-RLEDs when delegated/endorsed, in coordination with the Food and Drug Administration Center for Drug Regulation and Research (FDA-CDRR) and /or Center for Device Regulation, Radiation Health and Research (FDA-CDRRHR), when needed, pursuant to AO No. 2018-0016, titled "Revised Guidelines in the Implementation of the One-Stop Shop Licensing System"
6. If found compliant to the standards and requirements applicable to the hospital level and the services offered as listed in the Assessment Tool for Licensing a Hospital, in accordance to AO No. 2012-0012, titled "Rules and Regulations Governing the New Classification of Hospitals and other Health Facilities in the Philippines", the DOH-LTO of the extension facility shall be issued.
7. The license of the extension facility shall be issued separately from the hospital's existing DOH-LTO. It shall bear the name of the extension facility, the name of its managing hospital, owner of the extension facility, address of the extension facility, specific services to be offered, authorized number of beds (when applicable), license number and the validity period.



V. VALIDITY OF DOH-LTO

The validity of the DOH-LTO of the extension facility shall only be for six (6) months starting from the date of issuance. It may be automatically extended by the DOH through HFSRB once for another 6 months, upon recommendation by the Office of the Chief of Staff.

VI. MONITORING

Extension facilities may be monitored by HFSRB or by the CHD-RLEDs when delegated/ endorsed to ensure continuous compliance to these guidelines.

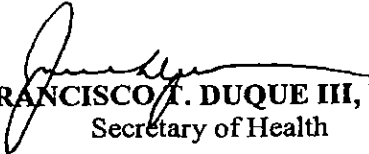
VII. VIOLATIONS AND SANCTIONS

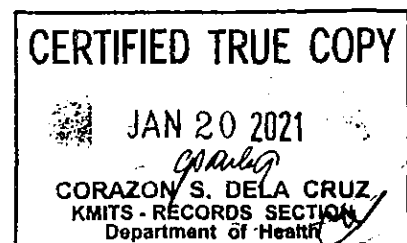
Facilities found violating any provision of this issuance and its related issuances shall be penalized and/or its DOH-LTO suspended or revoked in accordance with A.O. No. 2007-0022 titled "Violations Under the One-Stop Shop Licensure System for Hospitals."

VIII. EFFECTIVITY

This issuance shall take effect immediately.

For strict compliance and dissemination to all concerned.


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



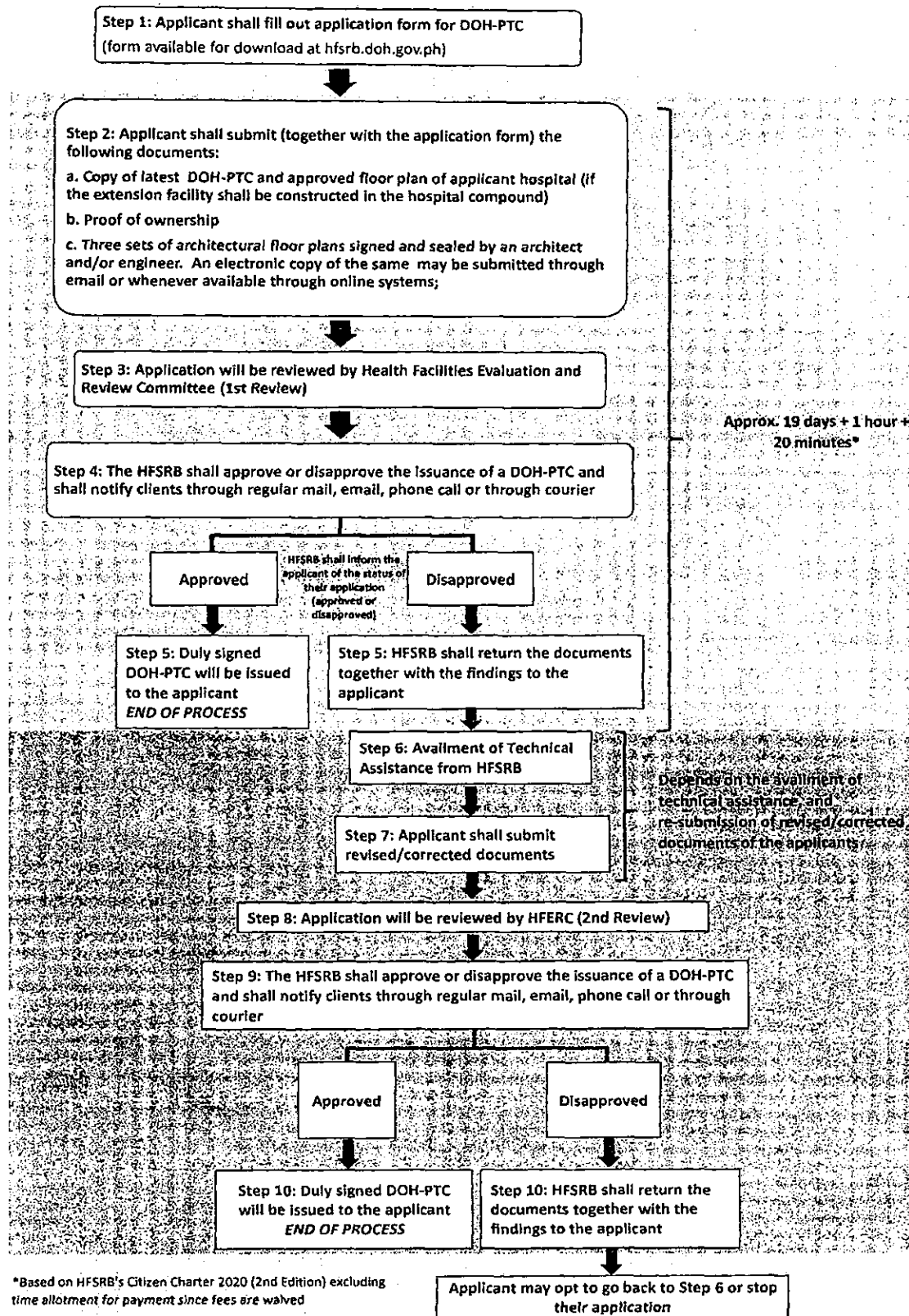


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ANNEX A

PROCESS FLOW OVERVIEW FOR THE ISSUANCE OF DOH-PTC

TIME TABLE



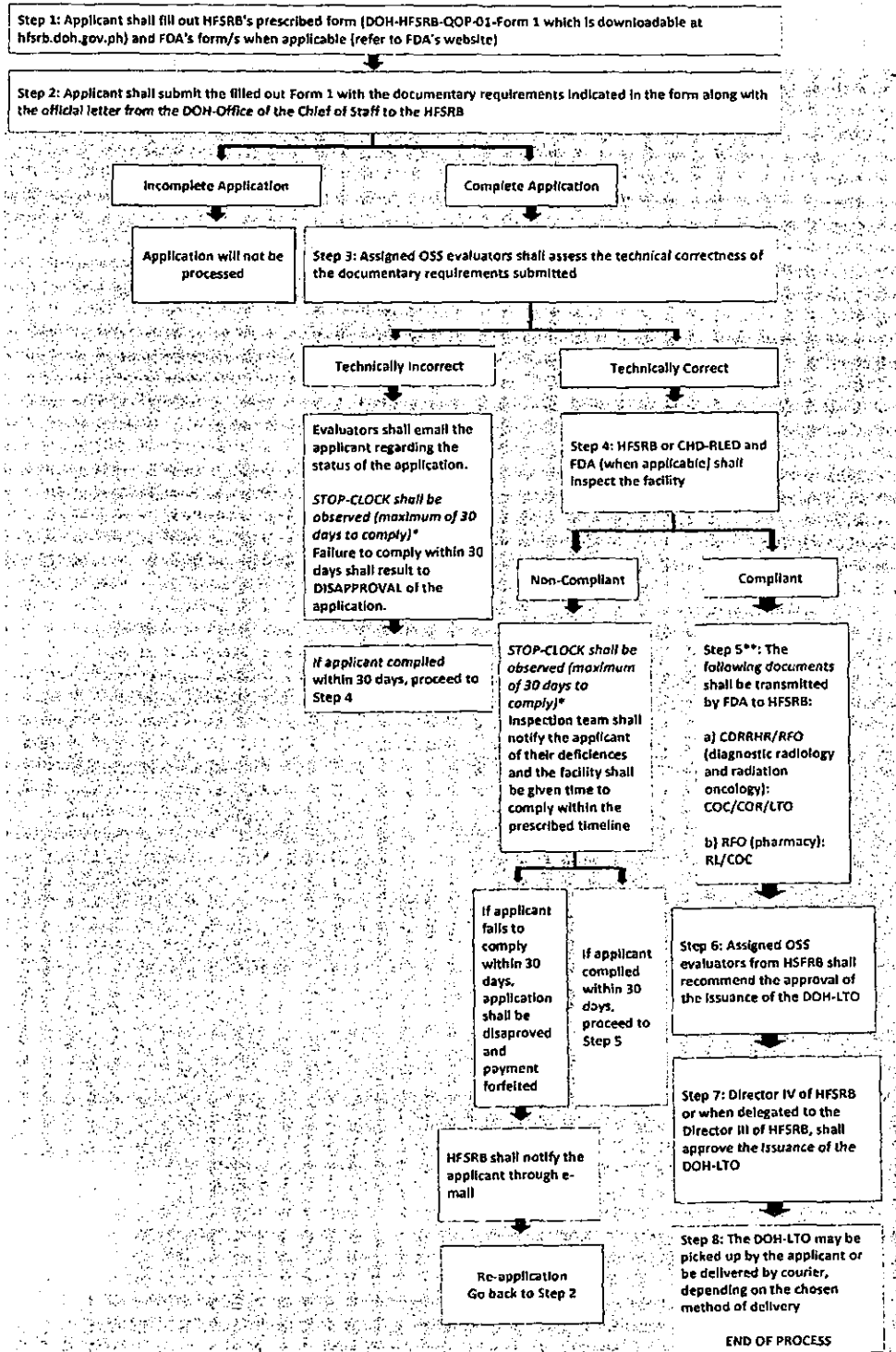


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ANNEX B

**PROCESS FLOW OVERVIEW FOR THE ISSUANCE OF DOH-LTO
(ONE-STOP SHOP [OSS] LICENSING SYSTEM)**

TIME TABLE



Approx. 19 days + 1 hour + 40 minutes***

Note: *The counting of days shall be stopped ("STOP-CLOCK") until all deficiencies have been complied with.
 **Step 5 will only be applicable for applications with x-ray and/or pharmacy services
 ***Based on HFSRB's Citizen Charter 2020 (2nd Edition) excluding time allotment for payment since fees are waived