



ADMINISTRATIVE ORDER NO. 15-002

Series of 2015

ADOPTING THE GUIDELINES SET FORTH UNDER PHILHEALTH CIRCULAR NO. 10, SERIES OF 2012 FOR THE RELEASE AND UTILIZATION OF THE PHILHEALTH CAPITATION FUND OTHERWISE KNOWN AS PER FAMILY PAYMENT RATE (PFPR).

WHEREAS, Paragraph V.G of Philhealth Circular No. 10, series of 2012 provides for the disposition and allocation of the Per Family Payment Rate or the Philhealth Capitation Fund wherein, eighty percent (80%) of which shall be used for operational purposes while the remaining twenty percent (20%) shall be exclusively utilized as honoraria of the staff of the PCB facility and for improvement of their capabilities;

WHEREAS, there exists a balance of Two Hundred Sixteen Thousand, Four Hundred Eighty-Three Pesos (P216,483.19) and Nineteen Centavos held in trust out of the Twenty Percent of the Philhealth Capitation Fund for the period January, 2008 to December 31, 2013;

WHEREAS, in recognition of the services provided by our health personnel and to further encourage them to provide better services most especially to the indigent members of the community, it is deemed appropriate to release the benefits due them under the aforementioned circular subject to the provisions set forth therein;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby promulgate the following guidelines, to wit:

Section 1. Coverage. This guidelines shall cover the release and utilization of the remaining balance out of the Twenty Percent of the Philhealth Capitation Fund for the period January 2008 to December 31, 2013 amounting to Two Hundred Sixteen Thousand, Four Hundred Eighty-three Pesos and Nineteen Centavos (P216,483.19).

Section 2. Distribution and utilization of the Capitation Fund. Consistent with Section V.G.2 of Philhealth Circular No. 10-2012, the utilization of the Twenty Percent of the Philhealth Capitation Fund shall be for payment of honoraria of the staff and volunteers under the Municipal Health Office and shall be apportioned as follows:

- a. Ten Percent (10%) for the Physician wherein 80% of which shall be for the Municipal Health Officer and 20% of which shall be for the Rural Health Physician;
- b. Five Percent (5%) for other health professional staff of the facility pertaining to all permanent employees under the MHO and which amount shall be divided equally among themselves. Provided however that health personnel who were in service as of December 31, 2013 but were later separated from office due to retirement or resignation shall be entitled to such honoraria on pro-rated basis considering the number of months they

rendered services from December 31, 2013 up to the date of their separation;

- c. Considering that the Barangay Nutrition Scholars are receiving subsidy from the Municipal Government, the remaining Five Percent (5%) shall be prorated among all Barangay Health Workers who were in service from January 1st, 2013 up to the date of approval of this order.

Section 5. Documentary Requirements. The following documents must be submitted to facilitate the release of the honoraria:

- 1. Copies of the report submitted to Philhealth relative to the activities conducted;
- 2. Certified Statement of Receipts and Disbursements duly signed by the Municipal Accountant;
- 3. Certified list of Barangay Health Workers issued by the Municipal Health Office indicating therein that said BHWs have rendered services during the period covered.

Section 7. Repealing Clause. All Administrative Orders and/or Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Section 8. Effectivity. This Administrative Order shall take effect immediately.

DONE this 6th day of January, 2015 at Itogon, Benguet.

OFFICE OF THE MUNICIPAL SOCIAL WELFARE & DEVELOPMENT Itogon, Benguet
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ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

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TIME: 01:15 pm
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Republic of the Philippines
OFFICE OF THE MUN. ENGR.
Province of Benguet
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ITOGON, BENGUET

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