



ADMINISTRATIVE ORDER NO. 36-2016
Series of 2016

ADOPTING GUIDELINES FOR THE UTILIZATION AND ALLOCATION OF THE PHILHEALTH CAPITATION FUND OR THE PFPR UNDER PHILHEALTH CIRCULAR NO. 10, SERIES OF 2012 AND THE PHILHEALTH DOTS BENEFIT PACKAGE UNDER PHILHEALTH CIRCULAR NO. 14, SERIES OF 2014.

WHEREAS, Philhealth Circular No. 10, series of 2012 provides for the disposition and allocation of the Per Family Payment Rate or the Philhealth Capitation Fund while Philhealth Circular No. 014, series of 2014 provides for the utilization and allocation of the Philhealth DOTS Benefit Package;

WHEREAS, the Municipal Health Office is a Philhealth accredited treatment facility providing for out-patient medical services to local constituents most especially to the indigent members of the community and as such, it is entitled to reimbursement or refund for the services rendered in accordance with the aforementioned Philhealth Circulars;

WHEREAS, the adoption of local guidelines consistent with the said national issuances is necessary to expedite the processing of the Philhealth Capitation Fund and the Philhealth DOTS Benefit Package due to the Municipal Health Office with the end view of providing quality medical/health services to our people;

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 allocation and utilization of the Philhealth Capitation Fund and the Philhealth DOTS Benefit Package respectively to include any unutilized balances from previous years if there be any and years thereafter.

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 January 1st, 2015 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 January 1st, 2015 up to the date of their separation;

- c. The remaining Five Percent (5%) shall be prorated among all Barangay Health Workers who were in active service from January 1st, 2015 up to the date of approval of this order.

Section 3. Allocation and Utilization of the DOTS Benefit Package. Consistent with Philhealth Circular No. 014, series of 2014, the TB DOTS Benefit Package shall be allocated as follows:

- a. Forty Percent (40%) for the facility fee to include operational cost, contingency to augment the supply of TB drugs and reagents; acquisition of equipment to include IT and software; advocacy activities including trainings of staff; and referral fees of warranted diagnostic services not available in the Municipal Health Office;
- b. Twenty-five Percent (25%) for the referring physicians to cover consultation services during the course of treatment wherein, eighty percent (80%) of which shall be allocated for the Municipal Health Officer and twenty percent (20%) of which shall be for the Rural Health Physician; and
- c. Thirty-five Percent (35%) shall be allocated for the payment of services of the staff of the TB DOTS Facility which shall be broken down as follows:
 - c.1. Forty percent (40%) of which shall be for the Medical technologist and
 - c.2. Sixty percent (60%) of which shall be for the attending nurses and midwives.


Section 4. Documentary Requirements. The following documents must be submitted to facilitate the release of either the Philhealth Capitation Fund or the Philhealth DOTS Benefit Package:

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

Section 6. Effectivity. This Administrative Order shall take effect immediately.

DONE this 21st day of December, 2016 at Itogon, Benguet


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc:
- The Local Finance Committee
- Sangguniang Bayan
- MHO
- File