



## **ADMINISTRATIVE ORDER NO. 21**

Series of 2017

**ADOPTING A CONSOLIDATED GUIDELINES GOVERNING THE UTILIZATION AND ALLOCATION OF THE PHILHEALTH CAPITATION FUND OR THE PFPR AND THE PHILHEALTH DOTS BENEFIT PACKAGE IN CONSONANCE WITH PHILHEALTH CIRCULAR NO. 10, SERIES OF 2012 AND PHILHEALTH CIRCULAR NO. 14, SERIES OF 2014 RESPECTIVELY.**

**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 out-patient medical services to local constituents most especially to the indigent members of the community and as such, it is entitled for reimbursement or refund for the services rendered prescribed in the aforementioned Philhealth Circulars;

**WHEREAS**, it is necessary to adopt local guidelines governing the Philhealth Capitation Fund and the Philhealth DOTS Benefit Package due to the Municipal Health Office to expedite the processes relative to the utilization, allocation and disbursement thereof in accordance with Philhealth Circular Numbers 10, series of 2012 and 14, series of 2014;

**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 for the years thereafter.

**Section 2. Distribution and utilization of the Capitation Fund.** Consistent with Section V.G. of Philhealth Circular No. 10-2012, the utilization of the PFPR shall be as follows:

2.1. Eighty percent (80%) of the PFPR is for operational cost and shall be divided as follows:

- a. Minimum of forty percent (40%) for the purchase of drugs and medicines to be dispensed at the facility which shall include, but not limited to the purchase of drugs and medicines for Asthma, AGE, and pneumonia; and
- b. Maximum of forty percent (40%) shall be used for the procurement of reagents; medical supplies; equipment (ex. Ambulance, ambubag, stretcher, etc.); information and technology equipment to be used in the

facility to facilitate reporting and data base build-up including supplies and materials needed to save, retrieve and print files or data such as flash drives or its equivalent, printer ink or toner, bond papers and/or other specialized papers; capacity building for staff; infrastructure development which includes repairs and maintenance of existing barangay health centers and facilities; such other related uses which are necessary for the delivery of the required services including referral fees for diagnostic services not available in the facility;

2.2. 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 70% of which shall be for the Municipal Health Officer and 30% 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 in the allocation of such 5% of the 20% capitation fund corresponding to the CY 2016, health personnel who were in service as of January 1<sup>st</sup>, 2016 or later, but were later separated from office due to retirement, resignation or transfer to other office or agency shall be entitled to such honoraria on pro-rated basis taking into consideration the number of months they rendered services up to the date of their separation;
- c. The remaining Five Percent (5%) shall be prorated among all Barangay Health Workers who are in active service as certified by their respective Punong Barangays. Provided further that Barangay Health Workers who rendered services in the year 2016 but were later separated on the same year may be entitled to such benefit based on the number of months of active service, the amount for this specific purpose shall be taken from the capitation fund corresponding for the year 2016.

**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, seventy percent (70%) of which shall be allocated for the Municipal Health Officer and thirty percent (30%) 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 and/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 27<sup>th</sup> day of October, 2017 at Itogon, Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Copy furnished:

- Municipal Health Office
- Municipal Treasury Office
- Municipal Accounting Office
- file