



Republic of the Philippines
Region IX
Province of Zamboanga del Sur
MUNICIPALITY OF DUMALINAO



OFFICE OF THE SANGGUNANG BAYAN

**EXCERPTS FROM THE MINUTES OF THE 91ST REGULAR SESSION OF THE
12TH SANGGUNANG BAYAN OF DUMALINAO, ZAMBOANGA DEL SUR, HELD
AT SB SESSION HALL ON NOVEMBER 11, 2024.**

Present:

HON. WILFREDO L. MALONG, SR.	- Vice Mayor
HON. RONALDO D. ENCABO	- SB Member
HON. ARNOLD L. FLORES	- SB Member
HON. FREDERICK R. BALANDRA	- SB Member
HON. HERMES B. CABALES	- SB Member
HON. RHOLLY A. LABANG	- SB Member
HON. MA. GEMMA C. ALBISO	- SB Member
HON. ROMEO G. LIGAN	- SB Member
HON. JELITO R. PEÑONAL	- SB Member
HON. JOEL L. FAMOR	- ABC President
HON. JUSTONY G. SULATORIO	- SKF President
HON. ROMEO D. PARILA	- IPMR

Absent:

NONE

RESOLUTION NO. 0397-2024

EXPRESSING THE INTENT OF THE SANGGUNINAG BAYAN OF DUMALINAO TO AVAIL OF THE SERVICES OF DOCTOR TO THE BARRIOS PROGRAM AND RESPECTFULLY REQUESTING DIRECTOR JOSHUA G. BRILLANTES, MD, MPH, CESO IV, OFFICE IN-CHARGE DIRECTOR OF THE DEPARTMENT OF HEALTH, ZAMBOANGA PENINSULA CENTER FOR HEALTH DEVELOPMENT, TO ASSIGN ONE (1) PHYSICIAN TO THE RURAL HEALTH UNIT (RHU) IN DUMALINAO, PROVINCE OF ZAMBOANGA DEL SUR.

WHEREAS, presented for consideration and appropriate action is the proposed resolution of Hon. Jelito R. Peñonal to express the intent of the Sangguniang Bayan of Dumalinao to avail of the services of DTTB and respectfully requesting the OIC-Director of the DOH-Zamboanga Peninsula Center for Health Development to assign one (1) physician to the RHU-Dumalinao;

WHEREAS, Section 447, (a), (5) of Republic Act 7160, otherwise known as the Local Government Code of 1991, provides that the sangguniang bayan as the legislative body of the municipality, shall pass resolutions to ensure the efficient and effective delivery of the basic services and facilities as provided under Section 17 of this Code;

WHEREAS, the Municipality of Dumalinao is committed to ensuring the health and welfare of its constituents by providing accessible, affordable, and quality healthcare services through its Rural Health Unit (RHU);

WHEREAS, the Rural Health Unit (RHU) of Dumalinao requires an additional dedicated physician to ensure the effective delivery of primary healthcare services, addressing the medical needs of the residents, particularly those in underserved and remote areas;

WHEREAS, the Doctor to the Barrios (DTTB) Program of the Department of Health (DOH) is designed to provide physicians to municipalities that have limited access to healthcare professionals, thereby supporting the government's mission of inclusive health for all;

WHEREAS, the LGU-Dumalinao will provide appropriate counterpart funding and/or other forms of support, such as, but not limited to, modest board and lodging house, security and safety in case he/she be assigned in GIDA, per diems, transportation, and communication service allowance, and funds expenses to enable the Rural Health Physician to perform his/her roles and responsibilities, which includes attending learning and development activities and to support policies, programs, and plans initiated by the Rural Health Physician aligned with the Universal Health Care Act;

WHEREAS, the Sangguniang Bayan of Dumalinao expresses its intent to avail of the services offered by the DTTB Program and seeks the support of the DOH-Zamboanga Peninsula Center for Health Development to assign a dedicated physician to the Rural Health Unit of Dumalinao;

WHEREAS, after careful review and exhaustive deliberation, and after finding the same to be proper and order;

NOW, THEREFORE, premises above-considered, on motion by **HON. JELITO R. PEÑONAL**, the body resolved, as it hereby resolves to express the intent of the Sangguninag Bayan of Dumalinao to avail of the services of Doctor to the Barrios (DTTB) Program and respectfully requesting Director Joshua G. Brillantes, MD, MPH, CESO IV, Office In-Charge Director of the Department of Health, Zamboanga Peninsula Center for Health Development, to assign one (1) physician to the Rural Health Unit (RHU) in Dumalinao, Province of Zamboanga del Sur.

LET the copy of this resolution be furnished to concern offices and/or officials for reference, guidance, and appropriate action.

DONE this **11TH** day of **NOVEMBER 2024**, at Dumalinao, Zamboanga del Sur.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


DARRYLLE ANGELOU A. DALID, MPA, JD

Secretary to the Sanggunian

Attested and approved by:


WILFREDO L. MALONG, SR.

Municipal Vice Mayor – Presiding Officer



Republic Of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Dumalainao

RURAL HEALTH UNIT DUMALINAO

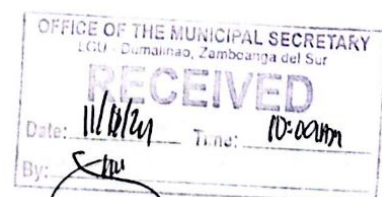
1st ENDORSEMNET

11th NOVEMBER 2024

Respectfully endorsing to the Municipal Office of this Municipality thru Hon. Wilfredo L. Malong Sr., the Municipal Vice Mayor, an endorsement requesting for resolution expressing the intent of the Sanggunian to request a physician under the DTTB Program, the Rural Health Physician and stipulating, at the minimum, that should the request be approved, the LGU shall;

- a. **Provide modest board and lodging** to the deployed Rural Health Physician;
- b. **Assigned the RHP in the primary care facility** owned and managed by LGU;
- c. **Appropriate counterpart funding and/or other forms of support**, such as, but not limited to, per diems, transportation, and communication service allowance, and funds expenses to enable the Rural health Physicians to perform his/ her roles and responsibilities, which includes attending learning and development activities;
- d. **Develop and enforce protocols ensuring the welfare, security and occupational safety and health of the Rural Health Physician**, especially if to be assigned in Geographically Isolated and Disadvantaged Areas (GIDA); and
- e. **Support policies, programs, and plans initiated by the Rural Health Physician to be deployed** in developing and improving the local health system as aligned with the implementation of the Universal Health Care Act.

PATRICK KEAN L. TOLEDO, MD
Municipal Health Officer





Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

August 24, 2023

MEMORANDUM

FOR: ALL CENTERS FOR HEALTH DEVELOPMENT DIRECTORS,
MINISTER OF HEALTH - BANGSAMORO AUTONOMOUS
REGION IN MUSLIM MINDANAO

ATTN: ALL REGIONAL HUMAN RESOURCE FOR HEALTH TRAINING
SPECIALISTS AND COORDINATORS

FROM: JOHANNA S. BANZON, RN, MScIH, DTMPH
Director IV
Health Human Resource Development Bureau

SUBJECT: Request for Endorsement of Priority Areas for Rural Health Physicians
(RHP) under the Doctors to the Barrios (DTTB) Program Batch 41

May we request for the endorsement of priority areas in preparation for the deployment of rural health physicians under the DTTB Program Batch 41. The evaluation tool is provided incorporating the criteria for determining priority areas for deployment, as specified under Section VI.B.2 of Administrative Order 2020-0038 or the *Guidelines on the Deployment of Human Resource for Health under the National Health Workforce Support System*.

Kindly access the tool in the respective folders created for each of the Centers for Health Development (CHDs)/Ministry of Health-Bangsamoro Autonomous Region in Muslim Mindanao (MOH-BARMM) through the following link: <https://bit.ly/3E7rBbU>.

Kindly review and validate all requirements submitted by local government units (LGUs) requesting for RHP under the DTTB program, and consolidate them into sub-folders per LGU in the Google folder link provided. Please make sure that all documents follow the proper file formats for ease of processing (see Annex A). The deadline for submission is on September 15, 2023.

Please be guided by the following requirements to ensure the completeness of submitted requests:

A. CHDs

1. Letter signed by the local chief executive (LCE), detailing the grounds for requesting physician augmentation under the DTTB Program. — done.

2. Sangguniang Bayan or Sangguniang Panglungsod Resolution expressing the intent of the Sanggunian to request a physician under the DTTB Program and stipulating, at the minimum, that should the request be approved, the LGU shall:

- a. Provide modest board and lodging to the deployed RHP; ✓
- b. Assign the RHP in a primary care facility owned and managed by the LGU; ✓
- c. Appropriate counterpart funding and/or other forms of support, such as, but not limited to, per diems, transportation, and communication service allowance, and

jfd/cdmd/hhrdb/23-104

Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila • Trunk Line 651-7800 Local 1113, 1108, 1135
Direct Line: 711-9501; 711-9502; Fax: 743-1829 • URL: <http://www.doh.gov.ph>; e-mail: dohsec@doh.gov.ph

- funds for miscellaneous expenses to enable the RHP to perform his/her roles and responsibilities, which include attending learning and development activities;
- d. **Develop and enforce protocols ensuring the welfare, security, and occupational safety and health of the RHP**, especially if to be assigned in Geographically Isolated and Disadvantaged Areas (GIDAs); and
 - e. **Support policies, programs, and plans initiated by the RHP to be deployed in** developing and improving the local health system as aligned with the implementation of the Universal Health Care Act.
3. **Filled out data collection templates in both Microsoft Excel workbook (.xls or .xlsx) and PDF file formats.** The PDF files shall be of the corresponding scanned hard copies signed by the appropriate LGU personnel. Links to the downloadable templates are indicated in Annex A.
 - a. Data Collection Template on LGU-hired physicians signed by the Local Health Officer (LHO) or Human Resource Management Officer (HRMO) and the Local Budget Officer (LBO)
 - b. LGU HRH Matrix signed by the LHO or HRMO
 4. **Copy of latest LGU Personnel Schedule (Local Budget Preparation Form 3-A for FY 2023) signed by the HRMO, LBO, and LCE.**
 5. **Proof of publication of vacancy, with the publication date, for all unfilled LHO and/or Rural Health Physician (RHP) plantilla positions, such as but not limited to, the following:**
 - a. **Copy of the LGU request for publication of vacant positions** (Civil Service Form No. 9, revised 2018) as received by the relevant Civil Service Commission Regional or Field Office (CSC R/FO);
 - b. **List of accessible links to the job vacancy posts** in the CSC Bulletin of Vacant Positions, LGU website, or online recruitment and social media sites, such as JobStreet and Facebook; **OR**
 - c. **Copy of the notarized affidavit of publication issued by the publisher, with the attached copy of the job vacancy advertisement, if published in a newspaper.**

B. MOH-BARMM

1. **Endorsement letter signed by the Provincial Health Officer (PHO) listing the municipalities under the purview of the respective Integrated Provincial Health Office (IPHO) identified as a priority area for DTTB deployment and detailing the grounds for the provision of physician augmentation under the DTTB Program.**
2. **Accomplished evaluation tool per province in both Microsoft Excel workbook (.xls or .xlsx) and PDF file formats.** The PDF file shall be of the corresponding scanned hard copies signed by the PHO of the respective IPHO.
3. **CY 2024 directory/roster of the municipal health officers and rural health physicians under the purview of each IPHO.**

Should you have any concerns, please contact Dr. Kea Koko D. Bravo and Mr. William Dominic C. Ong of the Career Development and Management Division - Health Human Resource Development Bureau at (02) 651-7800 local 4227.

Thank you.

Annex A. List of Requirements

A. CHDs				
No.	Requirement	Format	Signatory/ies	Link to File Download
1.	Request letter	PDF	LCE	-
2.	SB/P Resolution	PDF	SB/P Members	-
3.	Data Collection Template on LGU-hired physicians	.xls or .xlsx (for ease of consolidation)	-	https://bit.ly/PhysicianData2023
4.	Data Collection Template on LGU-hired physicians (signed and scanned)	PDF	<ul style="list-style-type: none"> LHO/HRMO LBO 	-
5.	LGU HRH Matrix	xls or .xlsx	-	https://bit.ly/LGUMatrix2023
6.	LGU HRH Matrix (signed and scanned)	PDF	LHO/HRMO	-
7.	Copy of latest Personnel Schedule (signed and scanned)	PDF	<ul style="list-style-type: none"> HRMO LBO LCE 	-
8.	Proof of publication of vacancy for unfilled M/CHO and/or RHP positions:			
	a. Civil Service Form No. 9, revised 2018;	PDF	<ul style="list-style-type: none"> HRMO Receiving CSC officer 	-
	b. List of accessible links to online job vacancy post	PDF	-	-
	c. Notarized affidavit of publication with the attached copy of job vacancy advertisement	PDF	<ul style="list-style-type: none"> Affiant from the publisher 	-
B. MOH-BARMM				
No.	Requirement	Format	Signatory/ies	Link to File Download
1.	Endorsement letter	PDF	<ul style="list-style-type: none"> PHO 	-
2.	Evaluation tool	.xls or .xlsx	-	https://bit.ly/BARMM2023
3.	Evaluation tool (signed and scanned)	PDF	<ul style="list-style-type: none"> HRH Coordinator PHO 	-
4.	Directory/roster of municipal health officers/rural health physicians	PDF	<ul style="list-style-type: none"> HRMO PHO 	-



Republic of the Philippines
Province of Zamboanga del Sur
MUNICIPALITY OF DUMALINAO

OFFICE OF THE MAYOR

18 October 2024

DR. JOSHUA G. BRILLANTES MPH, CESO IV
DIRECTOR IV
Department of Health- ZPCIID
Upper Calarian, Zamboanga City

Dear *Director Brillantes*,

Mabuhay!

I hope this letter finds you well. I am writing to formally request the assignment of one rural health physician to the Rural Health Unit (RHU) in Dumalinao, Zamboanga del Sur to augment our healthcare team.

As you may be aware, our municipality has been facing challenges in providing adequate healthcare services to our 32,928 constituents, who are widely distributed to thirty (30) barangays of this town. The addition of a rural health physician would greatly enhance our capacity to address the health needs of our community, particularly in preventive care, maternal and child health, and the management of common illnesses. In addition, we have seven (7) barangay health stations under our supervision, strategically located in our upland, lowland and coastal areas.

We are committed to improving the overall health and well-being of our residents, and having an additional dedicated physician at our RHU would significantly contribute to this goal. We believe that this support aligns with the Department of Health's mission to ensure accessible and quality health services for all Filipinos.

Thank you for considering our request. We look forward to your positive response and support in enhancing healthcare services in Dumalinao.

Sincerely,

JUNAFIOR S. CHILLES RMT, MAGD
Mayor, Dumalinao
Zamboanga del Sur
0917-321-0914
swit.sc@gmail.com



3rd Floor, LGU Building, Barangay Pag-asa Dumalinao, Zamboanga del Sur 7015

lgudumalinao02@gmail.com

www.dumalinao.gov.ph

Sample

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This AGREEMENT is entered into by and among:

The DEPARTMENT OF HEALTH (DOH), a government agency created and existing under the laws of the Republic of the Philippines, with principal office located at San Lazaro Compound Sta. Cruz, Manila herein represented by JOSHUA G. BRILLANTES, MD, MPH, CESO IV, in his capacity as the OIC-Director of Zamboanga Peninsula Center for Health Development, and herein referred to as the DOH;

AND

The MUNICIPALITY of Labangan, Zamboanga del Sur, Philippines, likewise a government agency created and existing under the laws of the Philippines, herein represented by its Mayor HON. EDUARDO D. RELACION and with office address located at Labangan, Zamboanga del Sur, herein referred to as the Local Government Unit (LGU);

AND

Dr. ASNORA T. ELIAS with residence at Cawayan Linuk, Marantao Lanao del Sur, assigned in the Municipality of Labangan, Zamboanga del Sur as part of the DOH-Doctors to the Barrios Program.

WITNESSETH

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code (LGC) of 1991, states that the functions and responsibilities for the delivery of basic health services and other related facilities have been transferred from the DOH to the LGU;

WHEREAS, Republic Act No. 11223, otherwise known as the Universal Health Care Act, states that LGUs shall implement incremental creation of positions to hire the required health care professional and health care worker based on standards, as determined by the DOH, provided, that in the interim, LGUs that are unable to achieve the standards for health care professional and health care worker are eligible to receive deployment augmentation from the National Health Workforce Support System;

WHEREAS, the LGU, considered as one of the doctorless municipalities in the Philippines by the DOH, is in dire need of physician who will assist the LGU in improving its local health system performance;

WHEREAS, the DOH implements the Human Resource for Health (HRH) Deployment Program to promote access to quality health services to the marginalized, vulnerable and disadvantaged population of the country, to improve health outcomes and to contribute to the attainment of health-related Sustainable Development Goals (SDGs);

WHEREAS, one of the composite programs of HRH Deployment Program is the Doctors to the Barrio Program, which aims to deploy physicians in priority areas especially hard-to-reach, far-flung, doctorless municipalities, to assist in the improvement of local public health systems;

ASNORA T. ELIAS, MD, MPH, CESO IV
DTTB
JOSHUA G. BRILLANTES, MD, MPH, CESO IV
OIC-Regional Director IV
HON. EDUARDO D. RELACION
Municipal Mayor
HON. ABDULRACMAN M. TALUMPA
SB on Health

Samybe

WHEREAS, the DOH deploys a much-needed Rural Health Physician (RHP), by the name of DR. ASNORA T. ELIAS to Labangan, Zamboanga del Sur and the LGU is willing to accept the same;

WHEREAS, Dr. ASNORA T. ELIAS, agrees to serve in the said Municipality as part of the DTTB Program.

NOW, THEREFORE, in consideration of the foregoing premises, by mutual consent, the parties do hereby enter into this covenant with terms and conditions here under stipulated;

SECTION I. Roles and Responsibilities of the Municipal Government:

- A. Provide modest board and lodging or its monetary equivalent and monthly honorarium of not less than Fifteen thousand pesos (₱15,000.00) to deployed DTTB; *for deployment sg pa all-inclusive monthly STB*
- B. Provide a Rural Health Unit (RHU) or its equivalent, a health budget and logistical requirements such as, but not limited to, medicines, medical supplies and instruments Personal Protective Equipment (PPE), which may be needed in the course of the delivery of basic health services;
- C. Provide technical and administrative supervision over the DTTB in close coordination with the Zamboanga Peninsula Center for Health Development;
- D. Support policies, programs and plans initiated by the DTTB in developing and improving the health system as aligned with the implementation of the Universal Health Care Act;
- E. Allow the DTTB to attend short courses and Masteral Program conducted by the DOH through its academic/institutional partners in line with her continuing medical education under the DTTB Program;
- F. Allow the DTTB to attend courses/modules/trainings for the completion of the Practice-Based Family and Community Medicine Residency Training Program (PBFCMRTP) under the DTTB Program;
- G. Allow the DTTBs to attend trainings relevant to her function as RHP to facilitate a more effective and efficient delivery of health services;
- H. Provide appropriate financial and logistic counterparts such as per diem, transportation, and living expenses of DTTB attending events related to her function, capacity-building activities, Practice-Based Family Medicine Residency Training Program, and other learning and development interventions;
- I. Clearly delineate the functions and responsibilities of the DTTB and the Municipal Health Officer, as applicable;
- J. Ensure the safety and welfare of the DTTB deployed within the municipality in close coordination with the Provincial Health Board/HRH Deployment Safety Committee;
- K. Provide the DTTB emergency hotline and contact numbers of persons the DTTB may contact in cases of emergency or situation that threatens her safety and security;
- L. Provide feedback on the performance of the DTTB through the Zamboanga Peninsula Center for Health Development;
- M. Endeavor to hire the deployed DTTB as RHP/MHO in the municipality; and
- N. Support the DOH Central Office/CHD and Provincial Government in the mobilization of deployed DTTB in case of public health emergency response.

SECTION II. Responsibilities of the DOH – Center for Health Development (CHD):

- A. Facilitate the recruitment, selection, placement, appointment, orientation and deployment of DTTB based on the HRH Deployment guidelines;
- B. Coordinate with concerned P/CHB for the assignment and supervision of deployed HRH;
- C. Provide technical assistance and support to DTTB such as, but not limited to, health program management and implementation, conduct of capability building activities, preparation of Local Investment Plan for Health, health policy advocacy and dissemination, among others;

ASNORA T. ELIAS
DTTB

JOSHUA G. BRILLANTES, MD, MPH, CESO IV
OIC-Regional Director IV

HON. EDUARDO D. RELACION
Municipal Mayor

HON. ABDULRACMAN M. TALUMPA
SB on Health

ASNORA T. ELIA
DTTB

JOSHUA G. BRILLANTES, MD, MPH, CESO IV
OIC-Regional Director IV

HON. EDUARDO D. RELACION
Municipal Mayor

HON. ABDULRACMAN M. TALUMPA
SB on Health

- D. Manage the overall implementation of the HRH deployment under the NHWSS, including the process of recruitment and other human resource actions, and coordinate with the concerned provincial/city health board for the assignment and supervision of the DTTB;
- E. Coordinate closely with the LGU in provision of technical and administrative supervision over the DTTB Program;
- F. Ensure the safety and welfare of DTTB deployed in the municipality in close coordination with the concerned LGU Officials;
- G. Supervise the HRH Deployment Safety Committee with the assistance of the CHD Training Specialists and Provincial Health Team Leaders.
- H. Integrate DTTB activities in annual planning and budgeting;
- I. Provide Learning and Development Interventions (LDIs) to deployed DTTB, such as, but not limited to, capability-building activities on DOH Programs, courses in primary care, health governance, and health systems management, based on assessed needs of the province/region and as applicable to their functions;
- J. Facilitate the attendance of the DTTB in the CME trainings and Consultative Workshops for the program;
- K. Resolve and document issues/concerns that may arise in the deployment of the DTTB in the municipality;
- L. Facilitate immediate pull out of deployed DTTB from the municipality within twenty-four (24) hours in case of DTTB report of threat to her life, whether verified or not;
- M. Facilitate provision of debriefing and/or counseling to the deployed DTTB periodically and as needed, especially if affected by workplace safety-related threats or incidents;
- N. Facilitate the transfer of the area of assignment of the DTTB within the region when there is an indication of threat to life and safety of DTTB such as, but not limited to, natural disasters, industrial and transport accidents, civilian threats, insurgencies, harassment, political instability or breach of Memorandum of Agreement;
- O. Mobilize the deployed DTTB in critical area of need in case of state of public health emergency or other health emergency situation and inform the P/CHB and concerned LGUs regarding the mobilization;
- P. Assess the performance of the deployed DTTB in coordination with the LGU and provide feedback to the HHRDB as necessary; and
- Q. Submit annual accomplishment report of the deployed DTTB to the HHRDB.

The DOH CHD through the Local Health Assistance Division shall:

- A. Provide assistance in local health system development; and
- B. Ensure that the DTTB is provided with trainings on priority health programs relevant to their function as RHP (e.g. Basic Emergency Obstetrics and Newborn Care, Licensing of Facilities, Tuberculosis Manual of Procedures, Mental Health Gap Action Program, and other priority programs in the region).

The DOH Central Office through the Health Human Resource Development Bureau (HHRDB) shall:

- A. Provide incentives, logistics and technical support as an integral part of the program;
- B. Ensure that the training, monitoring and evaluation are regularly conducted with the assistance of the CHD and the Provincial Health Offices (PHOs); and
- C. Facilitate the conduct of the Masteral Program and PBFCMRTP for the DTTB.

SECTION III. Roles and Responsibilities of the DTTB:

- A. Provide health care services and develop local health systems/programs/projects based on the priority need of the locality under the Doctors to the Barrios Program for at least three (3) years; from _____ to _____
- B. Formulate an evidenced-based, evidence-informed, Annual Area-based Health Plan;
- C. Perform work at a time and schedule to be agreed upon by all parties, such as, but not limited to the following:
 1. complete the eight (8) working hours per day or forty (40) working hours a week; and

Sample

2. render night shift duty together with an organic RHU staff as deemed necessary.

ASNORA T. ELIAS, DTTB

JOSHUA G. BRILLANTES, MD, MPH, CFSO IV
OIC-Regional Director IV

ON. EDUARDO D. RELACION
Municipal Mayor

HON. ABDULRACMAN M. TALUMPA
SB on Health

- D. Manage the mobilization of resources for programs and projects related to public health and RHU operation through an established inter/intra agency partnership and collaboration;
- E. Conduct health Information Education Communication (IEC) and health promotion campaigns;
- F. Develop/conduct capability building interventions/initiatives for health workers and other stakeholders in the local government unit;
- G. Develop and implement health agenda, strategies, programs, and projects;
- H. Conduct epidemiological investigation whenever necessary and perform post-mortem examination and medico-legal examination, as appropriate, within the jurisdiction of the Ex-officio function;
- I. Conduct regular medical consultations and referral of severe to critical cases to appropriate higher health facility;
- J. Manage health information system including recording and reporting system to include an institutionalized mechanism in validating data;
- K. Participate in the different LGU committees;
- L. Attend prescribed Learning Development Interventions and Continuing Medical Education/trainings based on assessed needs of the HHRDB/CHDS;
- M. Report to the respective DOH Representative / immediate supervisor, CHDs, MOH-BARMM or HHRDB as necessary, any untoward event that can threaten her safety and security and that of her community;
- N. Manage health emergencies and disasters preparedness and response activities;
- O. Participate in national/regional/provincial health emergency response as part of the Health Emergency Response Team as may be directed by DOH whenever necessary;
- P. Observe the standards of personal conduct in the discharge and execution of official duties as a civil servant as stated in Republic Act no. 6713; and
- Q. Perform other functions as mandated under the existing pertinent and national laws, protocols, and guidelines such as but not limited to Local Government Code, Civil Service Code, and Administrative Orders.

Further, the DTTB is expected to submit the following outputs or deliverables:

- A. Daily Time Records (DTRs), Accomplishment Reports, Leave Applications, Individual Performance Commitment and Reviews (IPCRs) and other administrative related documents/reports required from all deployed HRH signed / approved by respective DOH Representative, PHOs, or authorized signatories of Integrated Provincial Health Offices (IPHOs) in BARMM.
- B. Strategic Annual Health Plan, Annual Calendar of Activities, Monthly, Semi-Annual and Annual/or Final accomplishment reports including programs/project/policies/standards/systems and protocols developed and implement in area assignment ;
- C. Research study/program or project proposals and implementation plan and other health systems-related innovations developed based on the priority needs of the locality;
- D. Capability building projects/packages for health workers and other stakeholders; and
- E. Other necessary documents and records for purposes of compensation, program monitoring and evaluation as may be required by the Regional Offices.

ALL PARTIES FURTHER AGREE THAT:

- A. The Memorandum of Agreement shall not be amended or modified without the consent of the contracting parties;
- B. This Agreement shall take effect immediately upon signing hereof and shall remain in force and in effect until revoked, modified, or amended accordingly; and,
- C. The DTTB shall be pulled out from her area of assignment if the municipal government fails to comply with the provisions stipulated under Section I and/or when there is a grave threat to her personal safety.

Sample

WHEREOF, in view of the foregoing covenants, the parties hereto mutually bind themselves the full responsibility and accountability to the stipulated conditions contained herein.

IN WITNESS WHEREOF, the PARTIES have hereunto signed this Memorandum of Agreement in the Municipality of _____, _____, this _____ day of _____, _____.

<u>ASNORA T. ELIAS, MD</u> DTTB	<u>HON. EDUARDO D. RELACION</u> Municipal Mayor
<u>JOSHUA G. BRILLANTES, MD, MPH, CESO IV</u> OIC-Director IV	

Witness:

<u>AGNES E. FERNANDO, MN, MPA, Ed.D</u> DOH Representative	<u>HON. ABDULRACMAN M. TALUMPA</u> SB on Health
<u>MS. FE O. TAYROS</u> Municipal Budget Officer	

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
CITY OF _____ S.S

Before me personally appeared the above- mentioned parties with their corresponding any valid Government ID:

Name : _____
Government ID : _____
Date of Issue : _____

Known to me to be the same persons who executed the foregoing instrument, and they acknowledgement to me the same their free act and deed.

This instrument, consisting of five (5) pages, including the page on which this acknowledgement is written, has been signed on the left margin of each and every page thereof by the above- mentioned parties and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____, the Municipality of _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____