



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

FEB 26 2020

**DEPARTMENT ORDER**

No. 2020 - 0067

**SUBJECT: Guidelines on the Transfer and Utilization of Quick Response Fund (ORF) to Central Luzon Center for Health Development for the Coronavirus Disease 2019 (Covid-19) Quarantine Operations**

**I. Rationale**

As of February 13, 2020, the Philippines has reported a total of 3 confirmed cases with one death and 441 patients under investigation (PUIs). With the confirmed cases in China reaching a total of 43,103 with 1,310 deaths, and the increasing number of cases being reported in other parts of the world, a number of our Overseas Filipino Workers (OFWs) has expressed their desire to be repatriated and has sought the assistance of our government.

Last February 9, 2020, the DOH together with the Department of Foreign Affairs (DFA) arranged the first repatriation mission for Filipinos from Hubei China. The Athletes Village, New Clark City in Capas, Tarlac has been designated as an ad-hoc quarantine facility supervised by the Central Luzon Center for Health Development.

**II. Objective**

This Department Order is formulated to provide guidance in the administration of funds being sub-allotted to the Central Luzon CHD to include actual release, disbursement and liquidation of funds and / or all expenditures in support of the quarantine operations at the Athletes Village, New Clark City, Capas, Tarlac for Covid-19.

**III. General Guidelines**

This Department Order aims to provide guidelines for the transfer of Quick Response Fund to Central Luzon Center for Health Development in the amount of **Php 2,500,000.00** for the expenses related to daily operations of the ad-hoc quarantine facility at the Athletes Village, New Clark City, Capas, Tarlac for the procurement personal protective equipment, medical and laboratory supplies such as disinfectants, support to the daily nutritional needs of both personnel and Persons Under Monitoring (PUM) and conduct of Post Incident Evaluation (PIE) / After Action Review (AAR) post-quarantine. Likewise, use of funds is not limited to communication, meals, rental of vehicle, services and equipment, fuel expenses, procurement of other logistics, and other allowable expenses.

Activity	Account Code	Title Classification	Amount
Procurement of PPEs and disinfecting solutions/agents	5020308000	Medical, Dental and Laboratory Supplies Expenses	660,600.00
Post-Incident Evaluation	5020101000	Travel Expenses-Local	192,000.00
Daily Meal Provision for Quarantine Operations	5020305000	Food Supplies Expenses	995,400.00
Communication Allowance	5020502001	Telephone- Mobile	5,000.00
Quarantine Facility Operations	5029999099	Other Maintenance and Operating Expenses	400,000.00
Transport Vehicle Rental	5029905003	Rent- Motor Vehicles	100,000.00
Gasoline	5020309000	Fuel, Oil and Lubricants Expenses	47,000.00
Incidentals	5029999099	Other Maintenance and Operating Expenses	100,000.00
<b>Total</b>			<b>2,500,000.00</b>

#### IV. Source of Fund

To sub-allot the amount of **Two Million Five Hundred Pesos Only (Php2,500,000.00)** to Central Luzon Center for Health Development chargeable against the Quick Response Fund.

#### V. Responsibility of the Receiving Agency

1. The Center for Health Development Director shall be responsible for the approval of expenditures, implementation and monitoring of fund sub-allotted to the CHD.
  - a. The Disaster Risk Reduction Management in Health Manager shall submit the Fund Utilization Report (FUR) with all pertinent supporting documents to the Finance Service Central Office before the end of December 2020 copy furnish the Health Emergency Management Bureau.
  - b. Executive Summary Report for major activities.
2. Fund Utilization / Disbursement governed by these policies and guidelines shall follow be subject to the usual government budgeting, accounting and auditing rules and regulations.
3. Funds must be obligated and utilized by December 31, 2020.

By Authority of the Secretary of Health:

  
**DR. ROGER P. TONG-AN, MAN, RN**  
 Undersecretary of Health  
 Administration and Financial Management Team

