



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

17 November 2019

DEPARTMENT CIRCULAR

No. 2019- 0559

FOR : ALL REGIONAL DIRECTORS CENTER FOR HEALTH DEVELOPMENT, HEALTH FACILITIES AND SERVICES REGULATORY BUREAU (HFSRB) DIVISION CHIEFS, REGULATORY LICENSING AND ENFORCEMENT DIVISION (RLED) CHIEFS, HFSRB AND RLED REGULATORY OFFICERS, MUNICIPAL HEALTH OFFICERS, HEADS/MEDICAL DIRECTORS OF PRIMARY CARE FACILITIES

SUBJECT : Guidelines in the Application for a Primary Care Facility Department of Health - License to Operate (DOH-LTO)

Section 27 (b) of RA 11223, also known as “Universal Health Care Act,” states that “The DOH shall institute a licensing and regulatory system for stand-alone health facilities, including those providing ambulatory and primary care services, and other modes of health service provision.”

Thus, Primary Care Facilities (PCF), such as Rural Health Units (RHUs), Health Centers, Barangay Health Stations (BHS), and private PCF, shall be required to secure a Department of Health – License to Operate (DOH-LTO). This shall be a prerequisite to the contracting by PhilHealth.

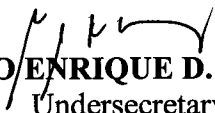
In the interim period that the licensing standards are being formulated, the guidelines in securing a PCF DOH-LTO shall be as follows:

1. The following documentary requirements shall be submitted to the Center for Health Development – Regulatory Licensing and Enforcement Division (CHD-RLED):
 - a. Proof of ownership and name of PCF
 - i. Enabling Act/LGU Resolution (for government health facility)
 - ii. DTI/SEC/CDA Registration including Articles of Incorporation/Cooperation and By-Laws;
 - b. Completely filled out Application Form for PCF;
 - c. Copy of PhilHealth accreditation certificate for 2020; and
 - d. Original receipt as proof of payment of application fee from CHD’s cashier
2. Application period shall be from the first working day of the year until November 15 of the current year (Pursuant to Administrative Order No. 2019-0004).
3. The PCF DOH-LTO shall be issued, once documentary requirements have been evaluated to be satisfactory and complete, within twenty (20) days, according to ARTA timelines.
4. The PCF DOH-LTO shall be valid up to December 31, 2022, or until the licensing standards for PCF is issued by DOH.

5. Upon approval and issuance of the licensing standards for PCF, all PCFs, both previously licensed and unlicensed, shall be required to secure a DOH-LTO and shall be evaluated based on these standards for the issuance of their DOH-LTO.

For strict compliance.

By Authority of the Secretary of Health:


ROLANDO ENRIQUE D. DOMINGO, MD, DPBO
Undersecretary of Health
Health Regulation Team

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