



June 8, 2015

**DOH-CAR OFFICE PERSONNEL ORDER  
NO. 2015- 701**

**SUBJECT: Reconstitution of Regional Committee on Affiliation and Training of Students**

In support of the Department of Health trusts to the production and development of Health Human Resource, the DOH- CAR-RCATS is hereby reconstituted in compliance to Administrative Order No. 9-C s. 1997 dated May 27, 1997 regarding Implementing Rules and Regulations of Administrative Order No. 5-A, s. 1996" re: Policies, Procedures and Guidelines governing affiliation and training of students in the Department of Health (DOH) hospitals and other government health facilities. The committee shall be composed of the following:

- |                      |   |                                                                                                    |
|----------------------|---|----------------------------------------------------------------------------------------------------|
| Chairperson          | : | Dr. Janice Z. Bugtong, MD, MM<br>OIC Director III                                                  |
| Vice Chairperson     | : | Dr. Ma. Luisa L. Paran<br>OIC, Local Health Support Division                                       |
| Executive Secretary: |   | Jennifer A. Ruiz<br>Training Specialist III                                                        |
| Members              | : | Arcely D. Sanchez<br>OIC Chief Administrative Officer                                              |
|                      |   | Pinang C. Castro<br>Administrative Officer IV<br>Budget Section                                    |
|                      |   | Dr. Mercedes S. Calpito<br>Development Management Officer V<br>Representative (Local Health Board) |
| Approving Officer    | : | Amelita M. Pangilinan, MD, MPH<br>Director III<br>Officer-In-Charge                                |



The round metal gong of the Cordillera known locally as "gangsá" is a symbol of the upland people's culture that has been passed on from generations to another.

The profile of a person blowing a "tangguyub" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.



BGHMC Compound, Baguio City 2600  
Tel./Fax Nos. (074) 442-8096 to 98 www.caro.doh.gov.ph

### Technical Support Group Supply Officer

Supply Officer	:	Debielyn B. Santos Administrative Officer V
Accountant	:	Anna Theresa T. Gawidan Accountant III
Computer Operator	:	Francisca P. Cayat Administrative Officer V
Cashier	:	Clarita Kimmakim Administrative Officer IV OIC Cash Section
Management and Audit Analyst II	:	Felina S. Carlos Administrative Officer V

### ***The RCATS shall have the following functions:***

1. Hold regular meetings to discuss/deliberate on issues or concerns relative to training and affiliation of students;
2. Meet annually for planning and evaluation;
3. Conduct Regional Consultative Workshops to review/revise/formulate or develop policies and standards based on A.O No. 5-A, s. 1996;
4. Conduct regular dialogue with Academe, Commission on Higher Education (CHED), Association of Deans and Hospitals;
5. Conduct pre-assessment visits to health facilities prior to final accreditation;
6. Review application for affiliation and validate if necessary;
7. Prepare resolution recommending approval of contract of affiliation to the Regional Director;
8. Maintain a file of contract of affiliation, list of accredited health facilities, schools offering health and other health courses, quarterly reports, minutes of meetings and be responsible in the publication of accredited health facilities;
9. Conducts supervisory visits to Hospital Committee on Affiliation and Training Students;
10. Provide technical assistance to government health facilities on accreditation and other related matters;
11. Monitor each health facility within their area of coverage at least once a year;
12. Monitor compliance to standards on training and affiliation;
13. Create Technical Support Group (TSG) who will provide technical and administrative assistance in the discharge of their functions; and



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF HEALTH  
Cordillera Administrative Regional Office



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14. Submit annual reports to NCATS using the Report Form

**The TSG shall have the following functions:**

1. Clerk/Computer Operator-process contracts, types hand-outs and prepares payroll, keeps records of training and affiliation funds;
2. Management and Audit Analyst II- Checks legality of supporting documents for vouchers, payroll for training and affiliation of students;
3. Cashier- receives deposits and disburses training and affiliation funds;
4. Supply Officer- facilitates purchase of materials, supplies and equipment for training and affiliation;
5. Accountant- checks completeness and correctness of supporting documents for vouchers, payroll for training and affiliation and certifies availability of training and affiliation funds


Honorarium shall be computed according to A. O. No. 9-C s. 1997.

Likewise, the following non- DOH-CAR Office staff are invited to be members of the RCATS:


- |                                       |   |                                                             |
|---------------------------------------|---|-------------------------------------------------------------|
| 1. Mr. Joselito Datud                 | - | Chief Nurse (BGHMC)                                         |
| 2. Ms. Lolita Oracion                 | - | Regional PNA Governor                                       |
| 3. Dir. Romulo H. Malvar, Ph.D., CESE | - | Regional CHED Director or his Representative                |
| 4. Ms. Ruth Thelma P. Tingda          | - | PNA- President, Baguio Chapter                              |
| 5. Ms. Jocelyn Apalla                 | - | Association of Deans of Philippine Colleges of Nursing- CAR |

Under this order, all expenses incurred related to the implementation of the DOH-CAR- RCATS shall be chargeable against the affiliation fund and subject to existing accounting and auditing rules and regulation.

This order shall take effect immediately and all previous issuances inconsistent with this order is hereby rescinded.

  
**AMELITA M. PANGILINAN, MD, MPH**  
Director III  
Officer- In – Charge

Office	MSD/HRMDS	ARD
Initial	<i>ms</i> <i>hr</i>	<i>ap</i>
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6/10  
2:45



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