



July 28, 2015

DOH CAR PERSONNEL ORDER

No. 2015 - 959

SUBJECT: Creation of a New DOH-CAR Website Committee

Under the Philippines' e-government strategy, all agencies are required to have a website that serves as a source of basic public information. The National Computer Center (NCC) was tasked to coordinate with various government departments and agencies toward this end. There is also a need for government to comply with Section 28 of R.A. 8792 or the e-Commerce Act of 2000, regarding the installation of an electronic online network.

National Computer Center Memorandum Circular No. 2002-01 "Guidelines on Creation of the Agency's Official Website and Compliance to the e-Commerce Law and Stage One of the UN-ASPA Stages of e-government" advises agencies to adopt the basic (minimum) content of the official agency website. Websites of the Departments are required to provide a link to the websites describing their regional offices.

Basic Content of the Official Agency website:

1. Philippine national flag graphics image
2. Agency name and logo
3. Mandate and main functions
4. Organizational Aims and Objectives (vision, mission, objectives)
5. Write-up about the agency (historical background)
6. Organizational Structure and the responsibilities of each unit
7. List of Key Officials and their responsibilities
8. Plans, programs, projects
9. Policy pronouncements, official statements, rules and regulations issued
10. Products, services, reports, publications and statistical information
11. Agency contact details, postal and email addresses, telephone and fax numbers
12. A link to Philippine Government Portal and Other government offices

DOH Memorandum Circular No. 2008-0055 dated August 22, 2008 disseminated the 33rd NEDA Board Meeting Cabinet Action/decision entitled "Uploading of Agency's Monthly Accomplishment Reports to the Websites".

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The round metal gong of the Cordillera known locally as "gangsa" 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.

DOH Department Memorandum No. 2008-0241 dated November 4, 2008 "Access to the DOH Website for Financial Reports and Other Financial Information" requires the posting of the Quarterly Financial Reports and other pertinent financial information in the website within the first week of the month succeeding quarter end.

DOH Department Memorandum No. 2011-0166 dated June 9, 2011 "Submission of information to be posted/uploaded to the new DOH website" requires the updating of the DOH website to ensure that it can be a credible source of health information.

Thus, a new DOH CAR Website Committee is hereby designated, with the following membership and functions:

- I. To oversee, direct and monitor committee functions, ensure that the website fits its purpose and contains no inappropriate content:

Chairperson: **Dr. JANICE Z. BUGTONG** – Chief A.O., OIC Director III

Co-chairperson: **Atty. VERONICA ZANDRA L. de JESUS** – Attorney III

- II. To administrate and edit the DOH-CAR webpage in coordination with the contributing units, ensure that the website is regularly maintained with accurate and up-to-date content and site structures, make the website accessible to everyone as far as it is practicable, ensure that the basis required contents are present in the website :

Webmaster: **Ms. CAROLINE R. MAMARADLO** – Computer Maintenance Technician

Assistant Webmaster: **Mr. RONEL JOEN D. MARQUEZ** – Admin. Assistant V

- III. To submit hard copies and soft copies of their assigned topics, in coordination with their unit supervisor and other personnel, and to make sure that these are up-dated promptly/as often as necessary (i.e. within three working days of approval/signing).

CONTRIBUTOR/ POINT PERSON	CONTENT/TOPIC
All Division Chiefs	<ul style="list-style-type: none"> ➤ Responsibilities and functions of each unit ➤ Manual of Operations/Standard Operating Procedures per Unit (if available) <p>Note: Quality Plans, QSOPs and QOPMs will be uploaded to the separate iQMS portal (for internal DOH use)</p>
Lilia Rose A. Say-awen and Diana P. Palangchao	<ul style="list-style-type: none"> ➤ Agency mandate and main functions ➤ Organizational aims and objectives (VMGO) ➤ Organizational structure ➤ Key officials and their responsibilities

CONTRIBUTOR/ POINT PERSON	CONTENT/TOPIC
	<ul style="list-style-type: none"> ➤ Agency Work and Financial Plan ➤ Bottom-up Budgeting project ➤ Health Leadership and Governance project or ➤ Municipal Leadership and Governance Project (i.e. coaching and mentoring reports, LGU Roadmaps) ➤ Other DOH CAR Projects ➤ Major Final Outputs per DBM requirements ➤ Monthly Agency Accomplishments per NEDA requirements ➤ Annual Agency Report (consolidated) ➤ Office Scorecards ➤ Gender and Development Plan
I.T. Committee	<ul style="list-style-type: none"> ➤ Directory of Officials with Contact numbers and pictures ➤ Other pertinent information
Patrick Pineda and Benelyne Balag-ey	<ul style="list-style-type: none"> ➤ Organogram ➤ Write-up about the agency (historical background) ➤ Breaking Health News (current strategies, campaigns) ➤ Press Releases ➤ Health Advisories ➤ Annual and Monthly Health Events Calendar ➤ Cordillera Health Voice publications ➤ IEC materials/prototypes developed by DOH CAR
Valerie Baniwas and Christine Dirige	<ul style="list-style-type: none"> ➤ Health Statistics (quarterly and annual)
Dr. Ma. Luisa Paran (ISO Point person) and Ms. Caroline Mamaradlo	<ul style="list-style-type: none"> ➤ ISO 9001:2008 QMS Corner/updates ➤ iQMS updating and monitoring ➤ ISO Core team members ➤ ISO Work and Financial Plan ➤ ISO Accomplishments ➤ ISO Certification Status of DOH-CAR and DOH Hospitals
All LHSD Cluster/Section Heads	<ul style="list-style-type: none"> ➤ Various Program profiles, data, accomplishments ➤ <i>SalinTubig</i> Project ➤ Good/Best practices in Health ➤ List of Accredited Barangay Health Workers ➤ BeMONC Facilities


CONTRIBUTOR/ POINT PERSON	CONTENT/TOPIC
	<ul style="list-style-type: none"> ➤ BeMONC Monitoring and Supportive Supervision Guide ➤ Newborn Screening ➤ Blood network/blood facilities list ➤ Other major final output-related/MDG-related/National Objectives for Health-related projects, programs
Dr. Janice Z. Bugtong Atty. Veronica Zandra de Jesus Martha Bania-ao	<ul style="list-style-type: none"> ➤ Integrity Development committee ➤ Integrity Hotline ➤ IDC/Anti-corruption updates ➤ Development Management Officers directory
Legal Section	<ul style="list-style-type: none"> ➤ Position Papers ➤ Frequently-asked questions on filing a complaint against a DOH employee, medical malpractice against a doctor, consumer arbitration
RESU-HEMS	<ul style="list-style-type: none"> ➤ HEMS Duty Schedule ➤ PIDSR ➤ Weekly Surveillance Report ➤ HIV/AIDS Update
Engr. Basilio Munar and Ms. Emily Quines	<ul style="list-style-type: none"> ➤ Health Facility Enhancement Program ➤ Inter-local Health Zones ➤ Best/Good Practices in health ➤ List of Functional Local Health Boards (PLHB, MLHB, BHB) ➤ LGU Scorecards ➤ GIDA areas
Dr. Erwin Baelig, Dr. Eduardo Calpito, Dr. Clarita Marquez	<ul style="list-style-type: none"> ➤ List of DOH licensed/accredited Health Facilities ➤ Regulation and Licensing Updates ➤ Hospital Scorecards ➤ iDTOMIS
Ms. Saturnina Pandosen and all FDROs	<ul style="list-style-type: none"> ➤ List of FDA-accredited facilities ➤ FDA Updates, advisories ➤ Registration requirements ➤ FAQ/Requirements for licensing on product registration, establishment licensing ➤ Medical devices ➤ NCPAM-related ➤ eDPMS ➤ Pharmaceutical Division Program
Ms. Aiden Bermisa	<ul style="list-style-type: none"> ➤ Pharmaceutical Division Program ➤ Medicine Access Program for Outpatient and In-patient Care ➤ PNDF

CONTRIBUTOR/ POINT PERSON	CONTENT/TOPIC
Ms. Arcely Sanchez and Records Section	<ul style="list-style-type: none"> ➤ Pertinent policies/issuances/memoranda ➤ All existing DOH-CAR Committees/Teams/Point Persons and their Functions
Ms. Ma. Nariza Y. Pagadut and Ms. Felina Carlos, Ms. Regelyn Oyammi	<ul style="list-style-type: none"> ➤ Procurement-related documents like Invitation to Bid, Notice of Award, list of black-listed suppliers ➤ BAC, BAC Secretariat, BAC TWG and canvassers with pictures ➤ Annual Procurement Plan ➤ Suppliers Performance Evaluation Results
Ms. Ana Theresa Gawidan, Ms. Valissa Grace Polig, Ms. Pinang Castro and Mr. Emmanuel Cocal	<ul style="list-style-type: none"> ➤ Quarterly Financial Reports ➤ Other required Financial Reports, i.e. Budget Utilization Report ➤ e-NGAS concerns
Ms. Francisca Cayat, Ms. Jennifer Ruiz, Mr. Rex Bate, Ms. Siena Veronica D. Judan	<ul style="list-style-type: none"> ➤ Citizens Charter ➤ Employee Handbook ➤ CPAT Results/analysis ➤ Agency Training & Development Plan ➤ Updated list of all DOH-CAR employees ➤ Updated list of all DOH CAR job contract staff ➤ Updated list of deployed HRH per area of assignment

Note: All data/lists should indicate an "as of" date.

Any previous issuance inconsistent herewith are considered superseded and are rescinded.

This Order shall take effect immediately.


AMELITA M. PANGILINAN, MD, MPH
 Director III
 Officer-in-Charge