



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

SEP 26 2014

DEPARTMENT MEMORANDUM

No. 2014- 0285

TO : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES;
DIRECTORS OF BUREAUS, CENTERS FOR HEALTH
DEVELOPMENT, SERVICES AND SPECIALTY HOSPITALS;
CHIEFS OF MEDICAL CENTERS AND HOSPITALS; AND
PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE
CORPORATION, AND EXECUTIVE DIRECTORS OF THE
PHILIPPINE NATIONAL AIDS COUNCIL, PHILIPPINE
INSTITUTE OF TRADITIONAL AND ALTERNATIVE
HEALTH CARE; NATIONAL NUTRITION COUNCIL,
POPULATION COMMISSION, FOOD AND DRUG
ADMINISTRATION AND OTHERS CONCERNED

SUBJECT : Reiteration of the Department Order No. 2009-0116, entitled Rules
and Procedures on the Preparation and Approval of
Administrative Issuances in the Department of Health


This has reference to Department Order No. 2009-0116, entitled, "Rules and Procedures on the Preparation and Approval of Administrative Issuances in the Department of Health," dated April 20, 2009.

In view of the above, may we reiterate the implementation and enforcement of the said DO to facilitate prompt processing and ensure uniformity and adherence to the standards of the Administrative Issuance System.

Additionally, all offices are hereby instructed that the official letterhead of the Office of the Secretary, *which shall be used for all types of administrative issuance except for issuances disseminated by DOH officials who are heads of their respective major organizational units for issuances inherent in his/her position and applicable only to organizational units under his/her jurisdiction except for attached agencies which may use their respective letterheads,* shall be printed in full color.

For strict compliance.

By the Authority of the Secretary of Health:


JAIME Y. LACAÑID, MD, MPH
Assistant Secretary of Health/ Chief of Staff
Office of the Secretary