



October 11, 2007

DEPARTMENT ORDER

No. 2007-0068

SUBJECT: Guidelines on the Utilization of Funds Transfer to CHDs Ilocos, CAR, IV – B MIMAROPA under the Health Sector Development Projects re: Writeshop on the Development of Provincial Health Promotion / Communication Plans and IEC Prototype Materials for PHILHEALTH, TB and Safe Motherhood Programs

I. Utilization of Funds

- A. The conduct of the Writeshop on the Development of Provincial Health Promotion / Communication Plans and IEC Prototype Materials will be funded by the Health Sector Development Project funds and to be transferred to Centers for Health Development Ilocos, CAR and IV-B (MIMAROPA) where the Writeshop will be conducted.
- B. The participants and resource persons / facilitators are entitled to board and lodging.
- C. The funds to be transferred will be intended for board and lodging, supplies and materials and honoraria for artists, facilitators and resource persons.

II. Disbursement and Reporting of Funds

- A. The Health Education and Promotion Officer III shall ensure that all necessary supporting documents are submitted to the Regional Finance Unit.
- B. The savings in any line item within MOOE may be utilized for other activities programmed for the conduct of the Writeshop as long as the total expenses incurred does not exceed the MOOE transferred.

- C. In line with the reporting procedures on the utilization of the Health Sector Development Projects funds, the CHD shall ensure the inclusion of the above-mentioned transfer of funds in the regular submission of funds utilization report and summary of expenditures duly signed by the Regional Auditor to the DOH Central COA. A copy shall be furnished to the National Center for Health Promotion (NCHP) and Accounting Division, Central Office. Likewise, an Accomplishment Report shall be submitted to NCHP.

- D. In the event that the funds will not be fully utilized at the end of the year, the balance shall be utilized by the region to continue the activities stipulated in the approved provincial health promotion / communication plans for TB, PHILHEALTH and Safe Motherhood programs under the Health Sector Development Projects.

- E. The utilization of funds shall follow the usual accounting and auditing rules and regulations.

III. Budgetary Breakdown

- **Center for Health Development – Ilocos**

1. Board and Lodging (30 x 1,200 x 3 days)	P 108,000.00
2. Supplies and Materials	50,000.00
3. Honoraria for Artist/Facilitators	10,000.00

TOTAL	P 168,000.00
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- **Center for Health Development – CAR**

1. Board and Lodging (30 x 1,200 x 3 days)	P 108,000.00
2. Supplies and Materials	50,000.00
3. Honoraria for Artist/Facilitators	10,000.00

TOTAL	P 168,000.00
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- **Center for Health Development – IV – B (MIMAROPA)**

1. Board and Lodging (30 x 1,200 x 3 days)	P 108,000.00
2. Supplies and Materials	50,000.00
3. Honoraria for Artist/Facilitators	10,000.00

TOTAL

P 168,000.00
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By the Authority of the Secretary of Health:


MARIO C. VILLAVERDE, MD., MPH, MPM, CESO II
Assistant Secretary of Health