



Republic of the Philippines  
 Department of Health  
**OFFICE OF THE SECRETARY**

SEP 02 2013

**DEPARTMENT ORDER**

No. 2013- 0116

**SUBJECT: Guidelines on the Utilization of Fund Sub-allotment from the National TB Control Program for the Philippine Orthopedic Center (POC).**

1. The Infectious Disease Office, NCDPC shall sub-allot funds amounting to Two Million Pesos (P 2,000,000.00) classified as M.O.O.E. funds from the **National TB Control Program** to support the approved TB related researches, activities and incentives to promote and improve the TB DOTS Program in the POC;
2. The sub-allotted funds shall be allocated for the following:
  - 2.1 Research operational costs, incentives/ honorarium, presentation, publication, dissemination . . . . . P 1,600,000.00
  - 2.2 Office and medical/laboratory consumable supplies, repair/ improvement of a research office, job contract (secretary/ nurse), other activities related to TB Program, meals for TB Research-related meetings . . . . . 400,000.00

TOTAL . . . . . P 2,000,000.00
3. The members of the Hospital Research Committee/ POC TB DOTS Team shall be responsible for the formulation of specific Research guidelines/criteria and how the research activities will be subsidized and implemented;
4. The POC is expected to deliver the outputs as follows: 1.) Copy of approved research proposals two months after receipt of sub-allotment; 2) Update Reports on the implementation of research activities and fund utilization report every 7<sup>th</sup> day of the month; 3) Copy of final result of the research to include Research Findings and Recommendation in each of the research conducted at the end of the project;
5. Fund utilization/disbursement shall be subject to the usual government accounting, auditing rules and regulations.
6. The TB Coordinator shall ensure submission of Final Utilization report certified correct by the accountant and endorsed by the Hospital Director to DOH Finance Service copy furnished NCDPC-National TB Control Program.

By the Authority of the Secretary of Health:

  
**BLESILDA A. GAVIERREZ, CPA, MBM**  
 Assistant Secretary  
 Internal Finance Management Technical Cluster I