



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

June 14, 2016

DEPARTMENT MEMORANDUM

No. 2016- 0221

TO: ALL DOH REGIONAL OFFICE (RO) DIRECTORS AND SECRETARY OF HEALTH OF AUTONOMOUS REGION FOR MUSLIM MINDANAO (ARMM)

SUBJECT: Use of Revised NTP Laboratory Recording and Reporting Forms and Timeline of Submission of NTP Laboratory Quarterly Reports

The National TB Control Program (NTP) - Manual of Procedures (MOP) states that recording and reporting are important in the implementation of a successful TB control program. Records and reports provide information on program efficiency and effectiveness at all levels. Thus, MOP requires all Department of Health Regional Offices (DOH-ROs) to **regularly, timely and accurately submit all NTP laboratory reports** on Direct Sputum Smear Microscopy (DSSM), External Quality Assurance (EQA) on DSSM, Xpert MTB/RIF, Culture, Drug Sensitivity Test (DST) and training reports to the National TB Reference Laboratory (NTRL) through channels.

Several laboratory records and reports have been revised to take into consideration the changes in program indicators, introduction of new tools, changes in case definitions based on WHO guidelines and program initiatives under PhilPACT.

In view thereof, all TB Microscopy Laboratories (TML), Xpert Site, Culture, DST and Line Probe Assay (LPA) laboratory shall use the **revised NTP Laboratory Recording and Reporting Forms** as indicated below. Please note that reporting form for External Quality Assessment (EQA), Report 2, has not changed and remains in force.

1. Recording Forms

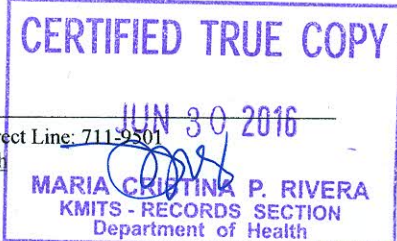
- a. Form 2a. NTP Laboratory Request and Result Form
- b. Form 2c. NTP TB Culture Result Form
- c. Form 2d. NTP Drug Susceptibility Testing Result Form
- d. Form 2e. NTP Line Probe Assay Result Form
- e. Form 3a. NTP Laboratory Register (Microscopy and Xpert MTB/RIF)

2. Reporting Form

- a. Report 1a. Quarterly Report on TB Microscopy and Xpert MTB/RIF Laboratory Examination

Please refer to the attached instructions in filling out the revised NTP Laboratory Recording and Reporting Forms. TB laboratory facilities and concerned offices are strictly advised to follow as per attached guidebook, outlined below:

- 1) **All TMLs and Xpert sites** shall submit quarterly report to the Provincial Health Office/City Health Office (PHO/CHO) within the **first week of the first month** of the following quarter.




- 2) **All Culture centers, DST and LPA laboratories** shall submit quarterly report directly to their respective DOH-RO, copy-furnished their respective catchment PHOs/CHOs, within the **first week of the first month** of the following quarter.
- 3) **PHO/CHO** shall submit consolidated TML and Xpert reports to DOH-RO within the **second week of the first month** of the following quarter.
- 4) **DOH-RO** shall consolidate all laboratory quarterly reports from TMLs, QA Centers, Xpert sites, Culture Centers, DST and LPA laboratories, including training reports, and submit it to NTRL within the **third week of the first month** of the following quarter.
- 5) **NTRL** shall submit all consolidated laboratory network reports to NTP by the **second week of the second month** of the following quarter.

All laboratories in the NTP network are hereby directed to utilize the **Integrated TB Information System (ITIS) – Laboratory Module** in encoding laboratory results and submitting quarterly reports once trained on the system.

This memorandum hereby directs all RO-NTP Coordinators to advise DOTS facilities, Satellite/Treatment Centers, TB Microscopy Laboratories, Xpert Sites, Culture, DST and LPA Laboratories, public or private, and respective PHOs/CHOs to implement the guidelines immediately. The Regional Offices shall be responsible for reproducing and distributing the attached forms and overseeing and submitting the official reports to NTRL Monitoring and Evaluation Unit through ntrl.meu@gmail.com.

This memorandum supersedes all previously related memorandum relating to the use of NTP Laboratory recording and reporting forms.

For compliance.


JANETTE LORETO-GARIN, MD, MBA-H
Secretary of Health

