



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

August 23, 2017

**DEPARTMENT MEMORANDUM**

No. 2017 - 0360

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

**SUBJECT: Change in the timeline of submission for the NTP Report 2. Quarterly Report on External Quality Assurance (EOA) for TB Microscopy**

With the Integrated Tuberculosis Information System (ITIS) Laboratory Module as the official information system of reporting for NTP laboratory reports, this is to inform all Quality Assurance Centers (QACs) and DOH-ROs on the changes in the timeline and steps to be followed in the submission of Report 2 utilizing the ITIS Laboratory Module, as follows:

Laboratory Facilities / Concerned Agencies	Activity	Timeline
QACs	Encoding of Report 2 in the ITIS-Laboratory Module	Within the third week of the second month of the following quarter (i.e. 1 <sup>st</sup> quarter report ( January to March) = 3 <sup>rd</sup> week of May )
City / Provincial Health Offices	Approval of report by clicking the approve button in ITIS Laboratory Module	Within the fourth week of the second month of the following quarter (i.e. 1 <sup>st</sup> quarter report ( January to Marc) = 4 <sup>th</sup> week of May)
DOH-ROs	Review and approval of reports in the ITIS Laboratory Module	Within the fourth week of the third month of the following quarter (i.e. 1 <sup>st</sup> quarter report ( January to March) = 4 <sup>th</sup> week of June )
National Tuberculosis Reference Laboratory	Extraction, analysis and submission of all the consolidated Report 2 from the ITIS Laboratory Module to DPCB-NTP	

For strict compliance.

By Authority of the Secretary of Health

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