



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Siayan



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF
SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 19TH DAY
OF FEBRUARY, 2018.

PRESENT:

Hon. Daisy A. Limbang, Presiding Officer,	Municipal Vice Mayor
Hon. Raul P. Dominise, Presiding Officer Pro-Tempore,	Sangguniang Bayan Member
Hon. Emelyn P. Alumbre, Majority Floor Leader,	-do-
Hon. Nadine R. Pollescas, Minority Floor Leader,	-do-
Hon. Norma R. Labastida,	-do-
Hon. Primitivo D. Castillo, Asst. Majority Floor Leader,	-do-
Hon. Ma. Roselyn G. Secretario,	-do-
Hon. Oliver A. Romero,	-do-
Hon. Vanessa Lyn B. Atuy,	-do-
Hon. Alberto J. Bongcawel, LIGA President,	-do-
Hon. Johnny C. Anugon, Sr., IPMR,	-do-

ABSENT:
None

"MUNICIPAL ORDINANCE NO. 18-02
Series of 2018

AN ORDINANCE ESTABLISHING NEWBORN CARE PACKAGE (NCP), AND TUBERCULOSIS DIRECT OBSERVE TREATMENT SHORT COURSE CHEMOTHERAPY (TB-DOTS) PACKAGE AND OTHER BENEFIT PACKAGES TO BE PROVIDED BY THE PHILIPPINE HEALTH INSURANCE CORPORATION (PHILHEALTH) TO SIAYAN RURAL HEALTH UNIT, MUNICIPALITY OF SIAYAN, ZAMBOANGA DEL NORTE FOR QUALIFIED MEMBERS AND DEPENDENTS OF THE NATIONAL HEALTH INSURANCE PROGRAM (NHIP) AND PROVIDING GUIDELINES THEREFOR.

BE IT ORDAINED by the Sangguniang Bayan of Siayan, Zamboanga del Norte in session assembled, that:

SECTION 1. Title: This Ordinance shall be known as "Guidelines on the disposition of PhilHealth reimbursements from Newborn Care Package (NCP) and TB-DOTS Package funds and other benefit packages in the Municipality of Siayan, Zamboanga del Norte".

SECTION 2. Coverage: This guideline applies to the Rural Health Unit of Siayan, Zamboanga del Norte and all PhilHealth members and qualified dependents availing the different packages provided for by the National Health Insurance Program;

SECTION 3. Benefits, Use, Management and Disposition of the Fund. The use, management, and disposition of the reimbursement shall be governed by the following rules:

3.1. Newborn Care Package (NCP)

The RHU shall avail of a Newborn Care Package (NCP) in the amount of One Thousand Seven Hundred Fifty Pesos (PHP1,750.00) for complete provision of newborn care services and newborn screening for all illegible newborns delivered at Siayan RHU birthing facilities.

3.2.a. The amount of Five Hundred Pesos (PHP 500.00) shall be the mandatory provisions for professional fees and shall be divided among RHU personnel. The manner of distribution shall be as follows:

- The percent (10%) of the professional fees shall accrue to the Physician; and
- Ninety percent (90%) of the professional fees shall be divided equally among RHU staff, to include: casual and job order employees assigned at the RHU, and RN Heals assigned at the RHU to monitor program implementation.

3.2.b. The remaining amount of the Newborn Care Package shall be allocated for the purchase of newborn screening kits and other medical supplies necessary for the provision of newborn care services.

3.3. TB-DOTS Package

As accredited provider of the TB-DOTS, Siayan RHU shall avail of the TB-DOTS package provided by the PhilHealth to all members and qualified dependents of the National Health Insurance Program in the amount of Four Thousand Pesos (PHP 4,000.00) for every new case find.

To sustain the effective and efficient implementation of TB Program in the municipality, the TB-DOTS package shall be distributed as follows:

Activity	Allocation	Recipient
Referral of a New TB case	100.00	Referring Physician, BHW
Consultation Services of DOTS	300.00	Physician
Sputum Collection and Smearing	300.00	RHU Medtech
Treatment and follow-up	650.00	Shall be divided among RHU Staff
QA for sputum microscopy	100.00	Provincial QA Program
TB Diagnostic Committee	700.00	ZN TB Diagnostic Committee
Pool for contingency TB drugs	1,250.00	Siayan RHU
Recording and reporting sessions with DOTS referring Physicians	200.00	Siayan RHU
Production of NTP Forms	200.00	Siayan RHU
Advocacy activities	200.00	Siayan RHU

SECTION 4. Schedule of Release. The professional fees being pooled for distribution to RHU personnel shall be released quarterly thru payroll.

SECTION 5. Eligibility

5.1. All members and qualified dependents of the National Health Insurance Program (NHIP) who satisfy the criteria of benefit illegibility and are not disqualified by exclusion criteria may avail of the different packages provided by PhilHealth.

5.2. Newborn Care Package is designed for all newborns delivered at the Rural Health Unit and is eligible for availing the benefit.

5.3. TB-DOTS is designed for all new TB case find; whether smear positive pulmonary TB, smear negative pulmonary TB, extra-pulmonary TB, and TB in children; regardless of treatment outcome.

SECTION 6. Reimbursement Process of PhilHealth Claims

6.1. The Siayan Rural Health Unit shall submit within sixty (60) days upon discharge the necessary documents for the services rendered to PhilHealth members and qualified dependents.

6.2. Payments of the different packages shall be made with sixty (60) days upon receipt by the Philhealth Local Health Insurance Office of RHU Claims with complete documentary requirements

6.3. Claims with incomplete requirements shall be returned to the health facility and must be complied with sixty (60) days from the date of receipt of notice. Failure to comply thereof shall mean denial of the claim.

SECTION 7. Advocacy for NHIP Participation and Mandating Compliance to NHIP Rules.

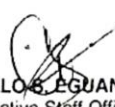
7.1. The Sangguniang Bayan agrees to actively advocate to the NHIP participation by private and non-government organizations within its territorial jurisdictions and mandating compliance to NHIP rules requiring entities to obtain LGU permits/licenses.

SECTION 8. Separability Clause. If whatever reasons any part of this Ordinance is declared invalid or unconstitutional by competent authority, the other provisions thereof which are not affected thereby shall continue to be in full force and effect.

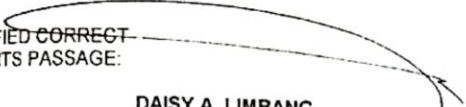
SECTION 9. Effectivity Clause. This Ordinance shall take effect after compliance with the provision of Section 16 and Section 447 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" and other existing laws and regulations.

ENACTED this 19th day of February, 2018.


I HEREBY CERTIFY to the correctness of the above-quoted ordinance.


MARCELO S. EGUANAN
Local Legislative Staff Officer II
(Secretary to the Sanggunian – Des.)

CERTIFIED CORRECT
AS TO ITS PASSAGE:


DAISY A. LIMBANG
Municipal Vice Mayor
(Presiding Officer)

APPROVED:


FLORA L. VILLAROSA
Municipal Mayor

Date: 2/17/18



PHILHEALTH CIRCULAR
No. 2017 - 0020

TO : ACCREDITED HEALTH CARE INSTITUTIONS, HEALTH CARE INSTITUTION SERVICE BANKS AND ALL OTHERS CONCERNED

SUBJECT : IMPLEMENTATION OF AUTO-CREDIT PAYMENT SCHEME (ACPS) TO ALL HEALTH CARE INSTITUTIONS

I. RATIONALE

PhilHealth Circular No. 043 series 2012 entitled "Reimbursement of Hospital Claims through Auto-Credit Payment Scheme (ACPS)" became a pivotal component in shortening the claims processing time thereby improving claims processing efficiency. The ACPS is a mechanism whereby payment of the claims of health care institutions (HCIs) is credited directly through its designated deposit account with the partner bank/s. Although participation in ACPS was offered only to hospitals, and on an optional basis, the remarkable experience gained from this process by both Health Care Institutions (HCIs) and PhilHealth has been encouraging enough for the latter to consider strengthening its application through a wider involvement of HCIs.

II. OBJECTIVE

This policy aims to improve claim process efficiency by automating PhilHealth's payment mechanism with the HCI's banking service providers. This shall guide HCIs by prescribing standard requirements for HCI autocredit registration, official receipt information, and autocredit payment schedules.

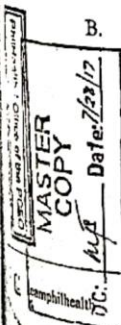
III. SCOPE

The expanded ACPS shall cover all claims coming from HCIs. The ACPS shall not apply to member-filed claims.

IV. DEFINITION OF TERMS

- A. Auto Credit Payment – is a payment scheme whereby settlement of HCI claim is directly credited to their designated deposit accounts.
- B. Real Time Gross Settlement (RTGS) – is a gross settlement system in which both processing and final settlement of funds transfer instructions can take place continuously (real time). As it is a gross settlement, transfers are settled individually without netting debits against credits. An RTGS system can thus be characterized as a funds transfer system that is able to provide continuous intraday finality for

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individual transfers provided that a sending bank has sufficient covering balances or credit.¹

V. GENERAL GUIDELINES

- A. All HCIs shall be required to open deposit account/s with the local banks authorized to do banking business in the Philippines under the supervision and regulation of the Bangko Sentral ng Pilipinas, for the PhilHealth auto-credit payment facility. The deposit account/s shall be the destination account into which reimbursements will be credited.
- B. HCIs already enrolled under the ACPS with LandBank shall opt to either retain their existing account or open an account with their preferred servicing bank.
- C. For non LandBank accounts the RTGS fee shall be paid by the HCI/LGU HCIs. In no instance shall PhilHealth pay the RTGS or any other transaction fees between banks.
- D. All accredited HCIs shall be required to be ACPS compliant upon effectivity of this circular. Otherwise, payment release shall be put on hold and no checks shall be issued to HCIs for claims payments.
- E. PhilHealth reimbursements shall be credited through ACPS every **Wednesday** of the week or the next working day, in case crediting day falls on a non-working holiday.
- F. HCIs shall issue **individual** Official Receipts (ORs) for every PhilHealth reimbursements credited/paid to their deposit account/s. The OR must indicate the following details:
 1. Name of HCI (or Name of LGU, as applicable)
 2. Bank account name
For Government/LGU owned HCI, indicate if for HCI charges or Professional fee designated for pooling
 3. Bank account number
 4. Benefit Disbursement Voucher Number
 5. Net amount received
 6. Credit date
 7. If OR is not printed from Point of Sale, signature in the OR shall be required

It shall ensure that the ORs are received by PhilHealth within fifteen (15) calendar days after the corresponding credit date.

Sample Illustration for JUNE 2017:

Crediting Date	Deadline for submission of OR
June 7, 2017 (Wednesday)	June 22, 2017 (Thursday)
June 14, 2017 (Wednesday)	June 29, 2017 (Thursday)
June 21, 2017 (Wednesday)	July 06, 2017 (Thursday)
June 28, 2017 (Wednesday)	July 13, 2017 (Thursday)
July 5, 2017 (Wednesday)	July 20, 2017 (Thursday)

¹ Source: page 26 of http://www.bsp.gov.ph/downloads/publications/2003/BSR2003_03.pdf

- G. HCIs that fail to issue and deliver OR on or before the deadline shall not receive reimbursements on the credit date after the fifteenth (15th) day.
- H. In case a valid problem arises that prevents or delays payments through the ACPS or with an ACPS account of a HCI, PhilHealth may temporarily revert back to check issuance, but only up to such time that the issue has been resolved. PhilHealth shall duly notify the concerned HCIs in cases of such occurrence.
- I. The reimbursements of HCI claims shall be governed by relevant policies on benefits, monitoring and other pertinent issuances of PhilHealth.
- J. The HCI shall be subjected to the applicable banking rules and regulations of their partner bank.

VI. SPECIFIC GUIDELINES

- A. The following are the required deposit account/s that shall be opened and maintained with the partner bank/s:
 - 1. Private HCIs - one (1) deposit account only, exclusively for PhilHealth reimbursements. It shall bear the account name: '(Name of HCI) for HCI Charges'
 - 2. Government HCIs - two (2) deposit accounts as trust funds
 - a) '(Name of HCI) for HCI Charges'
 - b) '(Name of HCI) for Professional Fee designated for Pooling'

Local Government Units (LGU) shall opt to open and maintain one (1) account for the HCI charges and one (1) account for professional fee designated for pooling for all HCIs under the LGU's jurisdiction. Bank accounts shall be treated as trust fund.

- a. '(Name of LGU) for HCI Charges'
- b. '(Name of LGU) for Professional Fee designated for Pooling'

However, the LGU shall maintain a subsidiary ledger for the account receivables from PhilHealth for each of the HCI.

- B. The HCI shall submit to its respective PhilHealth Regional office (PRO) upon opening of the bank account/s, the following:
 - 1. Duly filled-out and signed Notice of ACPS Compliance – Annex A, B, and C for private, government and LGU owned HCI, respectively.
 - 2. Bank Certification, duly signed by the Branch Manager, from where the deposit account is opened. (sample in Annex D)
- C. HCI shall be emailed by the respective PRO their respective bank information, to which the former shall reply to affirm correctness of details. Auto credit shall only commence upon confirmation of the registered bank account.

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ORIGINAL
Date: 1/28/17

- D. HCIs with existing bank accounts with their preferred partner bank need not open a new deposit account as long as item V.A is fulfilled.
- E. PhilHealth shall issue an Auto - Credit Payment Notice (ACPN) containing the details/breakdown of the paid claims. The HCI and LGU may use the ACPN to reconcile paid claims against their transmitted claims.
- F. The HCI shall be responsible for acquiring a copy of the ACPN from the respective PRO or LHIO.

VII. SERVICE PROVIDERS FOR ACPS

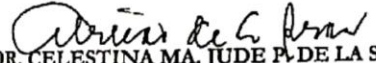
- A. LandBank shall be the primary service provider for ACPS.
- B. In case HCI opts to replace their ACPS servicing bank, they shall notify PhilHealth fifteen (15) days before effectivity of the account. HCI shall submit a Notice of Change of Bank Account for ACPS (Annex E, F, and G for private, government, and LGU- owned HCI, respectively)

VIII. REPEALING CLAUSE

This shall amend PhilHealth Circular no. 43 s, 2012 and other related issuances that are inconsistent with this Circular.

IX. EFFECTIVITY

This Circular shall take effect on September 1, 2017 after publication in the Official Gazette and /or any newspaper of general circulation, and a copy shall be forwarded to the National Administrative Register of the University of the Philippines Law Center.


DR. CELESTINA MA. JUDE P. DE LA SERNA
Interim / OIC President and CEO

Date Signed: 7/24

SUBJECT : IMPLEMENTATION OF AUTO-CREDIT PAYMENT SCHEME
(ACPS) TO ALL HEALTH CARE INSTITUTIONS

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DC: 16/3 Date: 7/28/17

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Republic of the Philippines
Province of [Name of Province]
[Municipality/City] of [Name of LGU]

OFFICE OF THE SANGGUNIANG [PANGALAWIGAN/PANGLUNGSOD/BAYAN]

EXCERPTS FROM THE MINUTES OF THE [REGULAR] SESSION OF THE
SANGGUNIANG [PANGALAWIGAN/PANGLUNGSOD/BAYAN] HELD AT [MINUTE
OF THE SESSION] ON [MONTH DAY], 201__

PRESENT:

Hon. _____
Hon. _____
Hon. _____
Hon. _____

Hon. _____
Hon. _____
Hon. _____
Hon. _____

ABSENT:

RESOLUTION NO. [_____] -20__

A RESOLUTION AUTHORIZING THE [GOVERNOR/MAYOR], [NAME OF LGU
TO SUBMIT A LETTER OF INTENT FOR THE [PROVINCE/CITY
MUNICIPALITY] OF [NAME OF LGU] TO AVAIL OF THE PERFORMANCE
BASED GRANT SYSTEM - AGRARIAN REFORM COMMUNITIES PROJECT II
(PBGS - ARCP II), ENTER INTO AND EXECUTE THE CAPACITY
DEVELOPMENT GRANT (CDG) MOA WITH DEPARTMENT OF AGRARIAN
REFORM (DAR) AND MUNICIPAL DEVELOPMENT FUND OFFICE (MDFO) AND
TO AUTHORIZE THE DAR, MDFO AND PERFORMANCE BASED GRANT
SYSTEM (PBGS) COMMITTEES TO CONDUCT ASSESSMENT AND ACCESS
RELEVANT LGU DOCUMENTS.

WHEREAS, the Agrarian Reform Communities Project II (ARCP II) is a six year
development project of the Department of Agrarian Reform (DAR) financed by a loan from
the Asian Development Bank under Loan No. 2465-PHI and OPEC Fund for International
Development (OFID) under Loan No. 1225P;

WHEREAS, the Project seeks to reduce poverty in selected ARCs and ARC Cluster
in nineteen (19) Project provinces spread across six (6) regions and to enable the Agrarian
Reform Beneficiaries (ARBs) in these areas to have sustained improvements in income and
quality of life;

WHEREAS, based on the loan agreement between the Government of the Philippines
and Asian Development Bank, the ARCP II shall also extend grants to project's participating
LGUs using the Performance Based Incentive Policy (PBIP) administered by the

Performance Based Grant System (PBGs) Steering Committee (SC) created by the Department of Finance (DOF);

WHEREAS, under the PBIP, the performance based grant could be in the form of Capital Grant (CG) and Capacity Development Grant (CDG);

WHEREAS, the CDG is an intervention that would help meet specific institutional and functional gaps identified during the Governance Condition (GC) and Performance Measures Assessments (PMA) in implementing the CG component of the PBGS - ARCP 2;

WHEREAS, the CDG is computed as 20% of the CG, in which the [Province/City/Municipality] of [Name of LGU] is entitled for a P_____ grant;

WHEREAS, as a prequalification and eligibility requirement, there is a need to authorize the [Governor/Mayor] [Name of LCE] or his/her successor, to submit a Letter of Intent to avail of the PBGS - ARCP2, enter into and execute CDG Memorandum of Agreement (MOA) with DAR and MDFO;

NOW, THEREFORE, upon motion of Hon. _____ and duly seconded by Hon. _____, be it

RESOLVED, AS IT IS HEREBY RESOLVED, to grant authority as it is hereby granted authority, the [Provincial/City/Municipal] [Governor/Mayor], [Name of LCE], to submit a Letter of intent to avail of PBGS, to enter into and execute MOA for CDG with DAR and MDFO.

RESOLVED FURTHER, to authorize DAR, MDFO and PBGS Committee to conduct assessment and access relevant documents for the purpose of providing the PBGS.

RESOLVED FINALLY, to furnish [Governor/Mayor], [Name of LCE], or his/her successor, this Municipality; Office of the Undersecretary for SSO/Project Implementing Officer, DAR-FASPO; and the DOF-MDFO, with a copy of the resolution.

[UNANIMOUSLY] ADOPTED. [Day Month Year].

I HEREBY CERTIFY to the correctness of the foregoing resolution which was duly adopted by the Sangguniang [Panlalawigan/Panglungsod/Bayan] during its [regular] session held on [Month Day], 201__.

Secretary of the Sanggunian

TESTED AND CERTIFIED
TO BE DULY ADOPTED:

APPROVED: [Day Month Year]

HON.

[Signature]

CAPACITY DEVELOPMENT GRANT

I. IDENTIFYING INFORMATION

Project Title:
 Project Proponent:
 Contact Person:
 Participants:
 Project Duration:
 Total Amount Requested:

- II. BACKGROUND/RATIONALE:
- III. TRAINING GOALS AND OBJECTIVES:
- IV. BASELINE SITUATION
- V. ACTIVITIES ALLOCATION

Capacity Development Grant Entitlement: ₱ _____
 For CLUP (1/3 of CDG entitlement): (if applicable) ₱ _____
 Remaining CDG entitlement to be utilized: (if applicable) ₱ _____

DBCC Approved Threshold	Equipment	Consultancy	General Trainings (Others) ¹
Activities	15%	15%	70%
Grand Total per threshold	(0.00)	(0.00)	(0.00)
Grand Total for Capacity Development Proposal			(0.00)

¹ Can be for local trainings, consultancy, and cross-visit studies

VI. ACTIVITIES, OUTPUTS, AND PROPOSED SCHEDULE

Major Activities	Specific Activities	Objectives	Participants (Quantity and the office that they represent)	Proposed Schedule (Month and Year)	Expected Output	Budgetary Requirements

VII. LIST OF DELIVERABLES

Major Activities	Milestones/Deliverables	Activities	Means of Verification	Source of Information

VIII. IMPLEMENTATION SCHEDULE

[illegible]

Prepared by:

Recommending Approval:

Approved by:

Local Chief Executive
(Signature over Printed Name)