

Department of Budget and Management
Department of Health
Department of Public Works and Highways

DBM-DOH-DPWH

JOINT CIRCULAR NO. 1

August 2, 2013

FOR : Officials of the Department of the Department of Budget and Management, Department of Health, Department of Public Works and Highways and Others Concerned

SUBJECT : Guidelines on the Implementation of the Health Facilities Enhancement Program under the FY 2013 Budget of the Department of Public Works and Highways

1.0 Purpose

- 1.1 To prescribe the guidelines on the release and implementation of HFEP per Special Provision No. 5 "Health Facilities Enhancement Program" under the 2013 Budget of the Department of Public Works and Highways (DPWH) for the Health Facilities Enhancement Program (HFEP) of the Department of Health (DOH).
- 1.2 To define the roles and responsibilities of the agencies concerned during the program implementation and completion.

2.0 Coverage

- 2.1 This Joint Circular shall apply to all concerned Offices of the Department of Budget and Management (DBM), DOH and DPWH in the implementation of the FY 2013 HFEP lodged under the budget of DPWH.

3.0 General Guidelines

- 3.1 The amount of ₱13,558,065,000 appropriated in FY 2013 for the implementation of the HFEP shall be released to DOH – ₱10,772,495,000, and to the DPWH – ₱2,785,570,000, the breakdown of which is as follows:

Type of Facility	DOH			Infrastructure DPWH	Total, HFEP
	Infrastructure	Equipment	Total		
Barangay Health Stations	111,205,000	94,665,000	205,870,000	311,465,000	517,335,000
Rural Health Units	753,667,000	1,285,306,000	2,038,973,000	1,193,245,000	3,232,218,000
District/Municipal Hospitals	54,600,000	1,304,670,000	1,359,270,000	834,360,000	2,193,630,000
Provincial/City Hospitals	8,500,000	536,570,000	545,070,000	446,500,000	991,570,000
DOH Retained Hospitals	5,012,738,000	1,610,574,000	6,623,312,000	-	6,623,312,000
Total	5,940,710,000	4,831,785,000	10,772,495,000	2,785,570,000	13,558,065,000

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- 3.2 The preparation of the architectural and engineering designs/construction/repair/upgrading of health facilities and procurement of equipment shall be limited to the list submitted by DOH to DBM which is reflected in the GAA.
 - 3.3 The amount for the purchase of equipment shall be released to the DOH – Office of the Secretary which shall undertake the appropriate public bidding thereof, and may do so by bulk, to ensure cost-efficiency.
 - 3.4 The amount allotted for the civil works component of the Program, which covers the preparation of the architectural and engineering designs, construction of RHUs, BHUs, District/Provincial hospitals, health care facilities, and repair and upgrading of existing ones, shall be released to the DPWH while construction/repair/upgrading of Retained Hospital and procurement of equipments for the said facilities shall be released to DOH.
 - 3.5 DPWH may be allowed to charge the Engineering and Administrative Overhead (EAO) expenses cited in the special provisions of the General Appropriation Act, FY 2013. DPWH will only charge two percent (2%) of the EAO with the remaining one percent (1%) shared with the DOH.

4.0 Responsibilities

- 4.1 The Department of Health shall:
 - 4.1.1 Give preference to the following areas in the identification of RHUs, district/provincial hospitals and health care facilities:
 - 4.1.1.1 Where there are large number of poor families/households under the National Household Targeting System for Poverty Reduction (NHTS-PR) by the DSWD, or where the facilities are situated near said families; and
 - 4.1.1.2 Where there are no other private health care facilities that can provide affordable health care.
 - 4.1.2 Provide DPWH with the list of approved infrastructure projects with project description, allocation and exact location of the projects.
 - 4.1.3 Provide standard drawing/plans in accordance with the Building Code of the Philippines to be used by DPWH in the construction, repair and upgrading of RHUs, district/provincial hospitals and health care facilities.

- 4.1.4 Assist DPWH in the preparation of the Schematic Plans which will be the bases for the preparation of Detailed Architectural and Engineering Plans, Scope of Works, Technical Specification, Detailed Cost Estimates and other bidding documents.
- 4.1.5 Organize coordination meeting with the recipient LGUs and DPWH to determine and finalize project special equipment needs and the conceptualized design.
- 4.1.6 Submit a joint DOH-DPWH request to the DBM for the release of SARO/NCA.
- 4.1.7 Issue DPWH other necessary requirements needed in the application of permits for HFEP after finalization of the schematic plans.
- 4.1.8 Act as observer in the conduct of procurement process.
- 4.1.9 Organize and conduct regular meetings with DPWH to monitor the progress of the projects.
- 4.1.10 Monitor and consolidate the monthly physical accomplishment of HFEP projects to be provided by DPWH.
- 4.1.11 Inspect the completed facilities prior to acceptance to ensure that the foregoing standard specifications are complied with.
- 4.1.12 Issue Certificate of Acceptance to DPWH upon satisfaction that the completed facilities are in accordance with the standard specifications.
- 4.1.13 The completed HFEP (infrastructure and equipment) shall be turned-over by DOH to the concerned LGU through MOA.
- 4.1.14 Post the list of Health Facilities in the agency's website with detailed costing and status of project implementation.
- 4.2 The Department of Public Works and Highways shall:
 - 4.2.1 Conduct ocular inspection based on the submitted HFEP list of the DOH by Regional Offices/District Engineering Offices.
 - 4.2.2 Prepare Detailed Engineering Design and Cost Estimates (Program of Works).

4.2.3 Submit a request to the DBM for the release of SARO/NCA.

4.2.4 Conduct project procurement activities

- Pre-procurement activities
- Awarding
- Notice to Proceed

4.2.5 Construct/Repair/Upgrade the RHUs, district/provincial hospitals and health care facilities provided by the DOH.

4.2.6 Coordinate with DOH on the status of the project and issues that may arise concerning its implementation.

4.2.7 Report to DBM the status of funds allocated for the project through submission of quarterly physical and financial report of operations.

4.2.8 Post in their website the list of constructed/repaired/upgraded health facilities with detailed costing and status of project implementation.

4.2.9 Turn-over of the completed health facilities to DOH upon the latter's issuance of the Certificate of Acceptance.

4.3 The Department of Budget and Management shall:

4.3.1 Approve the special budget request (SBR) submitted by DOH to DPWH and facilitate the release of SARO/NCA directly to DPWH-Central Office and subsequently sub-allotted to DPWH District Engineering Offices (DEOs). In the case of ARMM allocation, release shall be made directly to ARMM-Office of the Regional Governor.

4.3.2 Require DPWH to submit budget execution documents and budget accountability reports pursuant to National Budget Circular No. 507 and 507-A entitled: Omnibus Circular on the Submission of Budget Execution Documents/Accountability Reports, dated January 31, 2007 and June 12, 2007, respectively, and Joint Circular No. 2013-1 entitled: Revised Guidelines on the Submission of Quarterly Accountability Reports on Appropriations, Allotments, Obligations and Disbursements

5.0 Governing Clause

- 5.1 All releases, transfer of funds, payment, reimbursements and preparation of books of accounts made pursuant to this Joint Circular shall be subject to pertinent laws, government budgeting, accounting and auditing rules and regulations.
- 5.2 Issues arising from the implementation of this Joint Circular shall be resolved jointly by DBM, DOH and DPWH.

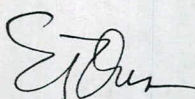
6.0 Effectivity

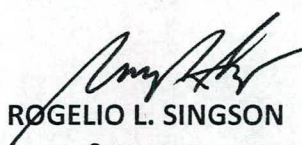
This Joint Circular shall take effect immediately.

Department of Public Works and Highways
Office of the Secretary



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