

## [ EXECUTIVE ORDER NO. 288, February 20, 1958 ]

### PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLANS NOS. 12-A, 13-A, AND 14-A RELATIVE TO HEALTH

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plans Nos. 12-A, 13-A, and 14-A which relate to Health, are hereby promulgated to govern the organization, powers, duties, and functions of the Department of Health.

#### ORGANIZATION OF THE DEPARTMENT OF HEALTH

SECTION 1. The organization, functions, and operation of the Department of Health, hereinafter referred to as the "Department," shall be in accordance with the provisions of Reorganization Plans Nos. 12-A, 13-A, and 14-A, hereinafter referred to as the "Plans," and these Implementing Details.

SEC. 2. The organization of the Department, as graphically depicted in the following organization chart's, shall consist of the Office of the Secretary, Advisory Councils and Boards to the Secretary of Health, Office of Administrative Services, Office of Health Education and Personnel Training, Office of the Undersecretary for Health and Medical Services, Office of the Undersecretary for Special Health Services, Bureau of Health, Services, Bureau of Disease Control, Bureau of Medical Services, Bureau of Research and Laboratories, and Bureau of Quarantine, all hereinafter referred to as the "central entities" only for brevity, and eight Regional Offices with their corresponding provincial and local offices.

SEC. 3. The Secretary of Health, hereinafter referred to as the "Secretary," is authorized to make such changes in organization, definition of functions, and distribution of work among entities in the Department as may be necessary to reflect changes in legislation, conditions, needs, or workloads: *Provided*, That no such changes may be made during the fiscal year 1957 without specific approval of the President: *And provided, further*, That any such changes must be in conformity with the general pattern of organization set forth in the Plans and these Implementing Details.

#### FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF HEALTH

##### *Functions of the Office of the Secretary*

SEC. 4. The functions, powers, duties, and responsibilities of the Secretary shall consist of those provided in pertinent provisions of the Revised Administrative Code, other laws, orders, rules, and regulations in so far as they are not inconsistent with those provided in the Plan and these Implementing Details. The Secretary shall be responsible for health activities which shall include public health, disease preventive, curative, and rehabilitative programs; health, and medical education services. He shall have the following functions, among others:

- a. advise and recommend to the President matters relating to the formulation and execution of health policies;
- b. administer, coordinate, direct, and implement health activities and services.; and
- c. delegate authority for the performance of any functions or set of functions to officers and employees under his supervision and direction.

##### *Functions of the office of Administrative Services*

SEC. 5. There shall be an Office of Administrative Services which shall have the following functions, among others: advise and recommend to the Secretary matters relating to administrative services; establish administrative standards, regulations, and administrative procedures; give consultative and technical services in administrative and legal matters to the Regional Offices for organization and procedures improvement; plan a coordinated control

program for the Department, designed to provide top management with information necessary to evaluate progress of the agency to meet its program objectives; evaluate administrative performance; and provide effective internal controls to prevent error, waste, extravagance, and irregularity.

SEC. 6. The Office of Administrative Service shall have four (4) division; namely, a Personnel and Record Division, a Budget and Finance Division, a General Services Division, and a Legal Division.

SEC. 7. A Reports Control Group as established in the Office of the Chief of Administrative Services for the specific purpose of limiting the volume of reports in the Department, and shall have the following functions, among others:

- a. survey all existing recurring reports and instructions thereto;
- b. develop a reports control system;
- c. issue reports control numbers for approved reports;
- d. make recommendations on the elimination of superfluous or duplicate reports; and
- e. perform such other duties as are necessary to limit reports to those which are useful and essential.

SEC. 8. The Secretary or his designate shall determine a date after which time an employee may not be required to prepare a report requested by other than his organizational superior unless such report contains an approved reports control number.

SEC. 9. An Organization and Methods Group is established in the Office of the Chief of Administrative Services and shall have the following functions, among others:

- a. develop the Department's Management Improvement program;
- b. conduct such organizational and procedures surveys and analyses as are necessary to promote, greater efficiency and economy; and
- c. prepare reports on the progress and evaluation of the Department's decentralization program.

#### *Functions of the Personnel and Records Division*

SEC. 10. The functions, duties, and responsibilities of the Personnel and Records Division, among others, shall be to establish policy standards, rules and regulations pertaining to personnel, and records management for use in all entities of the Department; establish and direct a sound personnel management program which shall include policies and procedures for recruitment, selection, training, and promotion of personnel; process personnel transactions for the personnel of the central offices; establish and direct a records management program which shall include records creation, selective records preservation, records disposal, and maintenance of a records center for the central offices.

SEC. 11. The Personnel and Records Division shall have a Personnel Transactions Section, a Personnel Services Section, and a Records Section, with corresponding duties and responsibilities as follows:

a. The Personnel Transactions Section shall have the following functions, among others:

- (1) process appointments, separations, promotions, reinstatements, leaves, retirements, and life insurance benefits; and
- (2) arrange for permits to employees to engage in business, acquire public lands, teach outside of office hours, etc.

b. The Personnel Services Section shall have the following functions, among others:

- (1) assist other entities in the development of practical recruitment, selection, and in-service training programs;
- (2) exercise general supervision on efficiency rating systems and employee performance standards; and

(3) administer employee welfare services, including merit and award programs.

c. The Records Section shall have the following functions, among others:

(1) create, maintain, and retire records for the Department;

(2) maintain an up-to-date personnel records file; and

(3) maintain a records center for the central offices.

#### *Functions of the Budget and Finance Division*

SEC. 12. The functions, duties, and responsibilities of the Budget and Finance Division, among others, shall be to establish policy standards, rules and regulations pertaining to budgetary and financial matters, such as budget preparation, review, adjustments, and consolidating; collect and disburse funds; perform other financial transactions for use of all entities in the Department; direct and exercise technical supervision over the preparation of the annual budget of the Department and any required supplemental estimates; establish and maintain accounting, examining, disbursing, and other financial controls.

SEC. 13. The Budget and Finance Division shall have a Budget Section and a Finance Section, with corresponding duties and responsibilities as follows:

a. The Budget Section shall have the following functions, among others:

(1) prepare, review, adjust, and consolidate budget estimates for all the central offices and Regional Offices and other entities of the Department;

(2) prepare the annual Department budget;

(3) provide financial analysis; and

(4) establish and maintain allotment controls for all expenditures.

b. The Finance Section shall have the following functions, among others:

(1) take charge of all collections and disbursements for the central offices; and

(2) prepare payrolls and pay salaries for all personnel in the central offices.

#### *Functions of the General Services Division*

SEC. 14. The functions, duties, and responsibilities of the General Services Division, among others, shall be to direct, in accordance with the applicable policies, regulations, and standards established by the Department of General Services, the "housekeeping" functions of the Department, including the establishment of policies, procedures, and standards covering the following:

Security services which include preventive measures against theft, fire, damage, accident, unlawfully entry, and similar hazards to buildings and other properties; routine watching and guarding of the premises; janitorial and other utility services, including cleaning the offices, toilets, store-rooms, office equipment, furniture, buildings, and grounds; collecting and disposing of waste and related activities; maintenance services for real property, office equipment, and such other equipment as is appropriate, including carpentry, plumbing, and electrical work; procurement and distribution of supplies; maintenance of motor pool; and mail and messenger services.

The Division shall provide the above-mentioned services for the Department Headquarters Office.

SEC. 15. The General Services Division shall have a Supplies Section, a Building and Grounds Management Section, and a Motor Pool Section, with corresponding duties and responsibilities as follows:

a. The Supplies Section shall have the following functions, among others:

(1) direct the procurement, distribution, and inspection of supplies and equipment for the central offices; and

(2) procure, distribute, and inspect supplies and equipment for Regional Offices whenever necessary.

b. The Building and Grounds Management Section shall have the following functions, among others:

(1) maintain and repair buildings;

(2) control building space allotment;

(3) administer routine building services, such as janitorial, security, mail, and messenger services; and

(4) maintain the grounds around the buildings.

c. The Motor Pool Section shall, among others, operate and maintain a motor pool for the headquarters offices.

#### *Functions of the Legal Division*

SEC. 16. The Legal Division shall have the following functions, among others:

a. provide policy standards, rules, and regulations pertaining to legal matters;

b. advise and give opinion on legal matters affecting the Department;

c. prepare legal forms and other documents relative to court actions or legal investigations;

d. conduct such investigations of offices and employees as may be directed by the Secretary; and

e. perform legal research and analyses for legal matters, and assist the Solicitor General in representing the Department in court.

#### *Functions of the Office of Health Education and Personnel Training*

SEC. 17. The Office of Health Education and Personnel Training shall be responsible, among other things, for planning and directing programs for public health education and information. It shall develop and coordinate training programs for all health personnel; disseminate health information materials; collect, process, tabulate, and analyze vital and other health statistics for the Department.

SEC. 18. The Office of Health Education and Personnel Training shall have three divisions under it: namely, Health Education Division, Personnel Training Division, and Statistics Division.

#### *Functions of the Health Education Division*

SEC. 19. The functions, duties, and responsibilities of the Health Education Division shall, among others, include developing policies, programs, plans, operating techniques, and other matters related to health education; providing consultant services on health education programs in the regions; publishing health information materials for health education; and publishing magazines, brochures, pamphlets, and leaflets for other entities in the Department.

SEC. 20. The Health Education Division shall have a Program Section and a Publications and Information Section, with corresponding duties and responsibilities as follows:

a. The Program Section shall have the following functions, among others:

(1) develop health education programs for use in the field;

(2) coordinate health education programs of the Department;

(3) provide consultant services on health education whenever needed in the regions;

(4) operate demonstration programs as directed; and

(5) provide facilities for audio-visual aids for use in the regions.

b. The Publications and Information Section shall have the following functions, among others:

- (1) publish health education materials;
- (2) print health publications, such as magazines, pamphlets brochures, leaflets, etc., for other entities of the Department;
- (3) operate and maintain a central library for the Department;
- (4) aid in the distribution of health information materials; and
- (5) provide duplicating services for the Central Office.

#### *Functions of the Personnel Training Division*

SEC. 21. The Personnel Training Division, in collaboration with the Personnel and Records Division of the Office of Administrative Services, shall, among other things, develop policies, programs, plans, standards of operation, and evaluation of training Health Department personnel; prepare materials necessary for training purposes; provide liaison with other entities in the Department or other institutions for the training of personnel; provide consultant services for personnel training in the regions; and coordinate training programs conducted in the Department or the Regional Offices.

SEC. 22. The training programs to be conducted by the Personnel Training Division may be open to employees of other nations, national, provincial, or local entities at the discretion of the Secretary or his designate.

SEC. 23. The Personnel Training Division shall have a Medical Services Training Section and a Public Health Services Training Section, with corresponding duties and responsibilities as follows:

a. The Medical Services Training Section shall have the following functions, among others:

- (1) develop the medical training program in collaboration with other entities for training hospital and clinic personnel; and
- (2) coordinate training programs conducted in the regions.

b. The Public Health Training Section shall have the following functions, among others:

- (1) develop the training program for personnel in the preventive aspects of the public health program; and
- (2) coordinate training programs conducted in the regions.

#### *Functions of the Statistics Division*

SEC. 24. The functions, duties, and responsibilities of the Statistics Division shall, among others, include the development and maintenance of a coordinated health statistics system.

SEC. 25. The Statistics Division shall have a Research Section and a Vital Statistics Section, provided, that the Vital Statistics Section shall be established through collaboration with the office of Statistical Coordination and Standards of the National Economic Council, on or about July 1, 1958, with corresponding duties and responsibilities as follows:

a. The Vital Statistics Section shall have the following functions, among others:

- (1) develop and maintain the program for compilation, tabulation, analysis, interpretation, and publication of related health and morbidity statistics;
- (2) train personnel in statistical work; and
- (3) provide statistical information for purposes of evaluating program effectiveness.

b. The Research Section shall have the following functions, among others:

- (1) develop technique for departmental statistical surveys and such other statistical programs as may be required, subject to the authority of the Office of Statistical Coordination and Standards of the National Economic Council, to allocate statistical activities, including statistical methodology and standards covering statistical entities of the government; and
- (2) provide technical supervision over research studies.