

**[ BFAD ADMINISTRATIVE ORDER NO. 33, S. 1994,  
July 08, 1994 ]**

**SUPPLEMENTARY INSTRUCTIONS TO DOH ADMINISTRATIVE  
ORDER NO. 32, S. 1994 TO COVER ADMINISTRATIVE ISSUANCES  
TO BE ISSUED BY OTHER MAJOR OFFICES AND  
ORGANIZATIONAL UNITS OF THE DEPARTMENT OF HEALTH TO  
TAKE EFFECT JULY 15, 1994**

The preparation, classification, review, approval, dissemination, use and monitoring of administrative issuances have been substantially updated under DOH Administrative Order No. 32, s. 1994 to take effect July 15, 1994.

For consistency in the Department's policy on administrative issuances and uniformity of official action, the following supplementary instructions are hereby issued to govern the preparation of administrative issuances by other heads of major offices and organizational units of the Department of Health:

**Types of Administrative Issuances**

The different major offices and organizational units are hereby authorized to issue only the following administrative issuances:

- a. Office Orders, Office Circulars and Office Memoranda - Offices of the Undersecretaries
- b. Bureau Orders, Bureau Circulars and Bureau Memoranda - Line and staff bureaus
- c. Service Orders, Service Circulars and Service Memoranda - Services/Programs
- d. Regional Field Office Orders, Regional Field Office Circulars and Regional Field Office Memoranda - Regional Field Offices
- e. Hospital Orders, Hospital Circulars and Hospital Memoranda - Special Hospitals, Medical Centers, Regional Hospitals, Sanitaria

These Administrative Issuances shall be applicable only to their respective areas of jurisdiction. In cases where desired actions will involve other offices or organizational units, the said Administrative Issuances shall be signed by the Undersecretary of Health concerned. Similarly, in cases where policy implications may arise, the Issuances shall be signed by the Secretary of Health.

**A. Preparation and Classification**

1. Subject matter shall be the basis for classifying the type of Administrative Issuances, the scope of each category of Administrative Issuance is spelled out in detail in the general instructions of Administrative Order No. 32, s. 1994.