

**[ BFAD ADMINISTRATIVE ORDER NO. 32, S. 1994,  
July 04, 1994 ]**

**INSTRUCTIONS GOVERNING THE PREPARATION,  
CLASSIFICATION, REVIEW, APPROVAL, DISSEMINATION, USE  
AND MONITORING OF ADMINISTRATIVE ISSUANCES AND  
AMENDING DOH ADMINISTRATIVE ORDER NO. 111 S. 1963, TO  
TAKE EFFECT JULY 15, 1994**

Pursuant to the authority vested in me as Secretary of Health under Section 3, Chapter I, Title IX, Book IV of the Administrative Code of 1987 and in the interest of service, the following instructions are hereby issued in the preparation, classification, review, approval, dissemination, use and monitoring of administrative issuances in the Department of Health for strict compliance of all officials and employees:

**Statement of Policy**

Administrative Issuances are official instruments or documents which embody management policies, guidelines, directives, instructions and reminders. They provide a sound legal basis for the proper implementation of programs and official actions taken at all organizational levels. As such, these should be properly and expeditiously disseminated for they are among the most vital tools for effective and efficient health administration.

**Effectivity and Types of Administrative Issuances to be Issued**

Effective July 15, 1994, only the following types of administrative issuances shall be issued at the Department level:

a. **Administrative Order** refers to an issuance which provides policies, general standards, rules and guidelines to implement health laws. This also includes general instructions for the proper, efficient and effective administration of each or all entities of the Department based on existing laws.

a.1 It shall cover, but not limited to, the following subject matters:

a.1.1 Organizational changes mandated by law

a.1.2 Transfer of field offices to other geographical areas

a.1.3 Department policies and standards governing health services

a.1.4 Rules and regulations to implement health laws

a.1.5 Functions of offices and their respective divisions under the Department-wide reorganization

a.2 It shall be confined to matters which are of general scope and

permanent in character, and which fall under the jurisdiction of the Department.

a.3 Where rules and regulations to implement health policies are specifically covered by special laws, they shall not take effect unless signed/approved by the Secretary of Health and published in the Official Gazette or any newspaper of general circulation, three (3) certified copies thereof filed with the U.P. Law Center as required by existing laws, rules and regulations.

a.4 It shall not prescribe penalties for its violation unless expressly authorized by law or regulation issued by the proper authorities.

a.5 It shall have the effect of the law for which it is issued until rescinded or amended.

b. **Department Order** contains instructions to a particular person or group of persons on matters of administrative detail.

b.1 It shall cover, but not limited to, the following:

b.1.1 Instructions to personnel undertaking specific assignment whether permanent or temporary.

b.1.2 Instructions to personnel undertaking travel or field trip for a specific purpose and duration.

b.1.3 Transfer of personnel from one official station to another.

b.1.4 Attendance to conferences on official business.

b.1.5 Assignment of personnel not otherwise delegated to lower level officials.

b.1.6 Designation of Officer-In-Charge of specific offices and duration.

b.1.7 Designation of Special Disbursing Officers

b.1.8 Delegation of authority to subordinate officials on a department-wide basis.

b.1.9 Creation of committees/groups to perform specific assignments.

c. **Department Circular** deals with matters which usually refer to the internal administration of offices, bureaus and services under the Department such as the formulation of guidelines for their compliance, reference or guidance, or general instructions coming from other offices related to Department activities.

c.1 It shall cover, but not limited to, any of the following subjects:

c.1.1 Memorandum Circulars of the Civil Service Commission on personnel matters.