



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

31 March 2020

DEPARTMENT MEMORANDUM
No. 2020 - 0153

TO : ALL DIRECTORS OF CENTERS FOR HEALTH DEVELOPMENT (CHDs), MINISTER OF HEALTH OF BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (MOH-BARMM), CHIEF/HEADS OF DEPARTMENT OF HEALTH MEDICAL CENTERS, HOSPITALS, SANITARIA, INSTITUTES AND OTHER HEALTH FACILITIES

SUBJECT : Interim Guidelines for Emergency Hiring of Health Personnel in Select Hospitals and Other Health Facilities in Response to COVID-19 Health Emergency

Section 4(m) of Republic Act 11469 "Bayanihan to Heal as One Act" provides for the temporary engagement of human resources for health (HRH) such as medical and allied medical staff to complement and supplement the current health workforce or to serve in the temporary medical facilities that are to be established in accordance with Section 4(k)(4) of the same Act. Pursuant to the above provisions, this interim guideline is being issued to guide the emergency hiring of health personnel for COVID-19 response in select hospitals and other health facilities.

To ensure the efficient and systematic management of health personnel under this specific purpose, these guidelines are hereby prescribed.

A. GENERAL GUIDELINES

1. The hiring of health personnel under this Order shall serve primarily as augmentation to the workforce in health facilities in the regions, provinces or cities that are managing COVID-19 cases.
2. The recruitment of qualified health personnel shall be for the following positions:
 - a. Physicians;
 - b. Nurses;
 - c. Medical Technologists;
 - d. Respiratory Therapists;
 - e. Radiologic Technologists;
 - f. Medical Equipment Technician (Mechanical Ventilator Technician);
 - g. Nursing Attendant;
 - h. Administrative Assistants;
 - i. Administrative Aide; and,
 - j. Others, as necessary.

The details on salary, qualification requirements, area of assignment, and brief description of job functions of corresponding positions are specified in Annex A.

3. All health personnel hired in accordance with this Order shall be engaged through Contract of Service with the respective health facilities and the CHDs/MOH-BARMM, as applicable.

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4. Priority in assignment or deployment shall be given to health professionals who signed up as volunteers for the COVID-19 response in DOH sites prior to the implementation of this Order.

B. SPECIFIC GUIDELINES

1. The health personnel shall be hired and assigned or deployed to health facilities based on following order of priority:
 - a. DOH-designated COVID-19 referral hospitals (e.g. Philippine General Hospital (PGH), Lung Center of the Philippines (LCP), Dr. Jose N. Rodriguez Memorial Hospital);
 - b. Temporary treatment and monitoring facilities for COVID-19, as defined under DM 2020-0123 or the "Interim Guidelines on the Management of Surge Capacity through the Conversion of Public Spaces to Operate as Temporary Treatment and Monitoring Facilities for the Management of Persons Under Investigation and Mild Cases of Coronavirus Diseases 2019 (COVID-19);"
 - c. DOH-designated COVID-19 diagnostic facilities;
 - d. Public hospitals (national and local) handling COVID-19 cases; and,
 - e. Private hospitals duly designated by the DOH to handle COVID-19 cases.
2. Hiring and deployment of health personnel to health facilities shall be based on the "needs assessment" of the heads of the respective facilities and CHDs. Health facilities shall request additional personnel through the submission of signed requests by the chief of hospital, local chief executive or head of diagnostic, treatment or quarantine facility, whichever is applicable, using the template provided in Annex B hereof, addressed to the following:
 - a. DOH Administrative Service - Personnel Administration Division (AS-PAD) for DOH hospitals; Philippine General Hospital (PGH) and other state university hospitals; and
 - b. Respective CHD and MOH-BARMM for other public and private hospitals, health facilities including temporary treatment and monitoring facilities for COVID-19 and diagnostic facilities within their jurisdiction.
3. The CHDs shall forward consolidated requests to the DOH AS-PAD to enable the determination of the number of staff needed for hiring and the budgetary requirement for allocation of funds. All requests are subject to evaluation and approval of DOH AS-PAD.
4. Upon approval, the DOH AS-PAD shall prepare the sub-allotment guidelines for the salaries, benefits and other administrative costs to DOH Hospitals and CHDs/MOH-BARMM. The sub-allotment guidelines shall specify the approved number of health personnel, their positions, and other fund allocation details. For PGH and other state university hospitals, funds shall be transferred from DOH through memoranda of agreement (MOAs).
5. Recruitment, payment of salaries, and pre-duty/deployment arrangements shall be facilitated through the following procedures:
 - a. DOH Hospitals shall facilitate the recruitment and payment of salaries of their additional personnel;
 - b. CHDs shall facilitate the recruitment and payment of salaries of additional personnel that will be deployed to non-DOH hospitals, and other health facilities within their jurisdiction;

- c. PGH, and other state university hospitals shall facilitate the recruitment and payment of salaries of their additional personnel;
 - d. Payment of compensation and benefits shall be, when feasible, through government depository banks. In cases where access to such banks is limited, payments may be made through the personal bank account of health personnel or other electronic modes of payment, provided that, records shall be made available for future audits by the concerned government entities; and,
 - e. Prior to assignment or deployment to the health facility, the following shall be conducted:
 - i. Orientation of health personnel on the terms of their contract with DOH Hospitals, CHDs, PGH or other state university hospitals, which shall include the following minimum provisions:
 - 1. Nature of employment under contract of service;
 - 2. Minimum period of engagement, which is three (3) months, but renewable based on need;
 - 3. Conditions for contract termination such as threat to life, limitations of hospitals to provide necessary support in certain situations such as provision of personal protective equipment (PPE)s, board and lodging, and violation of contract provision by involved parties; and,
 - 4. Flexibility to be reassigned from one health facility to another, within the geographic area, based on need;
 - ii. Signing and approval of contract of service; and,
 - iii. Orientation on DM 2020-0108, DM 2020-0123, and other relevant policies and protocols of the health facility.
6. Health personnel hired under this Order shall be entitled to the following:
- a. Monthly compensation and benefits, which shall be given to the health personnel regardless of the number of quarantine days per month:
 - i. Basic salary plus premium of up to 20% of basic salary (pursuant to CSC-COA-DBM Joint Circular No 2017-1);
 - ii. COVID-19 Special Risk Allowance of Php 500/day, regardless of whether personnel is on duty or under required quarantine (pursuant to Sec 4d of RA 11469 and AO 26);
 - iii. GSIS group insurance (one time premium of Php 500);
 - iv. Hospitalization benefits to be shouldered by PhilHealth (pursuant to Sec 4e of RA 11469);
 - v. Php 100,000 in case of infirmity due to COVID-19 and Php 1,000,000 in case of death (pursuant to Sec 4f of RA 11469); and,
 - vi. Communication and transportation allowance of Php 1,000/month;
 - b. PPEs;
 - c. Board and lodging while on duty or quarantine;
 - d. Psychosocial support, as needed;
 - e. CPD units, which may be granted through Health Human Resource Development Bureau (HHRDB) certification;
 - f. Medico-Legal Assistance, which may be provided by DOH or the recipient health facility. However, medico-legal liability for lapses or errors in the practice of profession shall be the responsibility of the health professional, in accordance with existing laws and jurisprudence; and,
 - g. Preferential evaluation for DOH vacancies, depending on qualifications.


C. ROLES AND RESPONSIBILITIES

1. Responsibilities of hired health personnel:
 - a. Fulfill the duties and functions, as prescribed by the chief of hospital, local chief executive, head of facility or duly designated supervisor;
 - b. Submit daily time records, and other administrative documents/reports for purposes of compensation, monitoring and evaluation based on the prescribed schedule as required by the recipient hospital or CHD/MOH-BARMM;
 - c. Clinical duties shall be agreed upon between the hired HRH and supervisor, provided that the following conditions are observed:
 - i. Duty hours shall not exceed eight (8) hours per day to complete 40 hours per week;
 - ii. Adequate rest periods are provided during tour of duty and in between daily duty schedules;
 - iii. Health personnel who are required to undergo 14-day quarantine period based on existing clinical guidelines are considered on duty and will be compensated accordingly; and,
 - iv. During the quarantine period, as determined by the chief of hospital, local chief executive, head, whichever is applicable, or duly designated supervisor, health professionals may also be tapped to deliver other forms of service (e.g. telemedicine), as long as appropriate IT infrastructure is provided and the health professional remains asymptomatic.
2. Supervision of hired health personnel
 - a. Hired health personnel shall be under the supervision of the chief of hospital, local chief executive or head of the health facility or duly designated staff, whichever is applicable.
 - b. The health facility shall report to the concerned CHD the performance of, and other issues and concerns related to, health personnel for appropriate action or recommendation.
3. Ensuring safety and security of health personnel
 - a. A "No PPE, No Duty" policy shall be adopted by all health facilities.
 - b. The health facilities shall ensure that all health personnel are adequately provided with required PPEs. Health facilities may coordinate with CHDs to request for assistance on PPEs in cases of shortage of supplies.
 - c. The DOH, through the CHDs shall monitor, allocate and distribute PPEs to the requesting health facilities, subject to availability of supplies. In cases of stock-outs, the DOH and CHD shall assist the health facility in requesting support from donors and other organizations for needed PPEs.
 - d. The health facilities in collaboration with the LGUs or other appropriate government entities shall ensure the security and provision of transportation of health personnel.

4. Compensation and benefits of health personnel shall be charged to the funds for implementation of RA 11469, as applicable. The DOH hospitals, CHDs/DOH-BARMM, PGH, and other state university hospitals shall submit a fund utilization report to DOH AS-PAD indicating sufficient details of funds disbursed for purposes of this Order. All financial transactions under this arrangement shall be subject to the existing government accounting and auditing rules.

This Order is effective immediately until further notice, subject to the COVID public health emergency situation.

For compliance.



FRANCISCO T. DUQUE III, MD, MSc.
Secretary of Health

ANNEX A: SALARY, QUALIFICATION REQUIREMENTS, AREA OF ASSIGNMENT AND BRIEF DESCRIPTION OF FUNCTIONS OF HEALTH PERSONNEL

| Position | Basic Salary* | Qualifications (based on CSC QS) | Area of Assignment/Deploy ment | Brief description of functions |
|--------------------------|---------------|--|---|--|
| Medical Specialist II | 75,359 | (based on CSC AO 1, s. 1999) Education: Doctor of Medicine with a certificate as Fellow and/or Diplomate of the relevant accredited specialty society Eligibility: RA 1080 | L2 and L3 Hospitals | <ul style="list-style-type: none"> • Provides medical services to patients needing specialty care (management of comorbid conditions, critical care, etc) • Provides technical advice on treatment guidelines and pathways • Attends to referrals needing expert opinion and management |
| Medical Officer III | 59,353 | Education: Doctor of Medicine Eligibility: RA 1080 | - Level 2 and 3 Hospitals - Temporary treatment and monitoring facilities - Temporary quarantine facilities | <ul style="list-style-type: none"> • Conducts medical diagnosis and treatment of patients • Coordinates patient care with allied medical health team |
| Nurse II | 32,053 | Education: Bachelor's Degree in Nursing Eligibility: RA 1080 | - Hospitals - Temporary treatment and monitoring facilities - Temporary quarantine facilities | <ul style="list-style-type: none"> • Provides nursing care services and serve as navigator for patients needing referral. |
| Medical Technologist II | 32,053 | Education: Bachelor's Degree in Medical Technology or BS Public Health Eligibility: RA 1080 | - Hospital laboratory - Covid19 Diagnostic Facility | <ul style="list-style-type: none"> • Performs various laboratory procedures and tests for COVID patients • Participates in the QA testing of testing kits or other COVID related equipment/ supplies as appropriate |
| Respiratory Therapist II | 29,277 | Education: Bachelor's Degree relevant to the job | - Hospital - Temporary treatment and monitoring facilities | <ul style="list-style-type: none"> • Provides cardio-pulmonary services and monitoring of |

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|--|--------|---|---|--|
| | | Eligibility: Career Service (Professional) | | results of respiratory care |
| Radiologic Technologist II | 32,053 | Education: Bachelor's Degree in Radiologic Technology Eligibility: RA 1080 | - Hospitals | <ul style="list-style-type: none"> Performs basic radiologic technical procedures and administrative functions (such as inventory of supplies, records maintenance, workplace cleanliness) |
| Medical Equipment Technician III (Mechanical Ventilator Technician) | 22,316 | Education: Completion of relevant two years studies in college or completion of relevant medical laboratory technician course Eligibility: Equipment Technician | - Hospitals | <ul style="list-style-type: none"> Conducts preventive and corrective maintenance for all medical equipment Monitors equipment inventory Identifies equipment for disposal |
| Nurse Attendant II | 15,524 | Education: Elementary School Graduate | - Hospitals | <ul style="list-style-type: none"> Assists nurses in the delivery of basic patient care services Maintains order and cleanliness in the station and treatment areas Performs clerical work as necessary |
| Administrative Aide IV (Ambulance Driver) | 13,807 | Education: Elementary School Graduate Eligibility: Professional Driver's License | - Hospital - Temporary treatment and monitoring facilities | <ul style="list-style-type: none"> Ensures safe transport of patient and medical staff Performs periodic vehicle (ambulance) maintenance |
| Administrative Assistant II (Public Relations Assistant) | 17,505 | Education: Completion of 2- year studies in college | Covid19 Call Centers or designated hotline | <ul style="list-style-type: none"> Coordinates various concerns such as transport, answer queries, gather issues/complaints, |

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|-----------------------------|--------|---|-----------|---|
| | | | | etc. |
| Administrative Assistant II | 17,505 | Education: Completion of 2-year studies in college or High School Graduate with relevant vocational/trade course | PESU/RESU | <ul style="list-style-type: none"> ● Encodes data in PIDSR, ESR, FHSIS and other program-specific data systems ● Follows up on missing data with the support of Disease Surveillance Officers and the Surveillance Coordinator. |

*computed based on prevailing salary rates under DBM NBC No. 579 dated Jan 24, 2020 for equivalent positions

Annex B. REQUEST FOR ADDITIONAL HEALTH PERSONNEL FOR COVID19 RESPONSE

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| Name of Hospital/ Health Facility: | Level or Classification: |
| Address: (Bgy) (municipality) (province) (region) | Ownership: <u>DOH</u> / <u>LGU</u> Bed capacity: _____ (as applicable) |

I. Additional Health Personnel Requested

| Position/ Cadre | Number of Staff requested | Justification |
|-----------------|---------------------------|---------------|
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| | | |

II. Current Health Personnel

| Type of Health Personnel | Current Number of Staff | | | COVID status of staff | | |
|--------------------------|-------------------------|-------------|--|-----------------------|-----|-----------|
| | Permanent/ Temporary | Contractual | Others (affiliates, visiting consultants, etc) | PUM | PUI | Confirmed |
| Physicians | | | | | | |
| Nurses | | | | | | |
| Medical Technologist | | | | | | |
| Rad tech | | | | | | |
| Respiratory Therapists | | | | | | |