



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

APR 30 2019

**ADMINISTRATIVE ORDER**

No. 2019 – 0004

**SUBJECT: Guidelines on the Annual Cut-off Dates for Receipt of Complete Applications for Regulatory Authorizations Issued by the Department of Health**

**I. RATIONALE**

Republic Act No. 11032 also known as “An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007, and for Other Purposes”, declared it the policy of the State to establish effective practices aimed at efficient turnaround delivery of government services.

As one of the offices in the Department of Health (DOH) providing front line services to clients, the Health Facilities and Services Regulatory Bureau (HFSRB) along with the Center for Health Development- Regulation, Licensing and Enforcement Divisions (CHD-RLEDs) identified the establishment of cut-off dates as one strategy to ensure that all applications received are acted upon and authorizations are issued within prescribed timelines every year.

**II. OBJECTIVE**

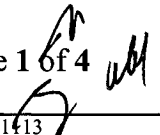
This Order sets the annual cut-off dates for receipt of complete applications for regulatory authorizations issued by the Department of Health to health facilities such as Certificate of Need (CON), Department of Health-Permit to Construct (DOH-PTC), Department of Health-License to Operate (DOH-LTO), Department of Health-Certificate of Accreditation (DOH-COA), Authority to Operate (ATO) and Certificate of Registration (COR).

**III. SCOPE**

This Order shall apply to all health facilities and services regulated by the Department of Health through the Health Facilities and Services Regulatory Bureau and/or the Center for Health Development- Regulation, Licensing and Enforcement Divisions.

**IV. DEFINITION OF TERMS**

1. Applicant- the natural or juridical person who is applying for a License to Operate or Certificate of Accreditation of a hospital or any other health facility.  
(A.O. No. 2018-0016)

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2. Authority to Operate (ATO)- a formal permit issued to an individual, partnership, corporation or association to a Blood Collection Unit or Blood Station. *(A.O. No. 2008-0008)*
3. Certificate of Need (CON)- a certificate, issued by the Regional Office for the proposed construction of a new general hospital, which ensures that the facility will be needed at the time of its completion. The certificate is issued to an individual or group intending to build a hospital in order to meet the needs of a community. A CON is a required document prior to the issuance of a DOH-PTC for construction of a new general hospital. *(A.O. No. 2012-0012)*
4. Certificate of Registration (COR)- refers to the formal authorization issued by DOH to special clinical laboratories that are not subject to the provisions of other administrative orders, such as but not limited to, Assisted Reproduction Technology Laboratories, Molecular and Cellular Technology, Molecular Biology, Molecular Pathology, Forensic Pathology, Anatomic Pathology Laboratories operating independently from a clinical laboratory. *(A.O. No. 2007-0027)*
5. Complete Application- consists of completely filled out application form/s with attached documentary requirement/s and proof of payment/s.
6. Department of Health-Certificate of Accreditation (DOH-COA)- refers to the formal authorization issued by DOH to an individual, partnership, corporation or association to operate a health facility. It refers to compliance to standards set for a particular purpose such as, but not limited to, HIV testing, drug testing, water analysis, issuance of medical fitness certification to overseas work applicants, and performance of kidney transplant. These standards cover input/structural, process and outcome/output standards. *(A.O. No. 2018-0016)*
7. Department of Health-License to Operate (DOH-LTO)- a formal authority issued by DOH to an individual, agency, partnership or corporation to operate a hospital or other health facility. It is a prerequisite for accreditation of a health facility (regulated by HFSRB) by any DOH-recognized accrediting body for Quality Management System, such as International Organization for Standardization (ISO). *(A.O. No. 2018-0016)*
8. Department of Health-Permit to Construct (DOH-PTC)- a permit issued by DOH through HFSRB to an applicant who will establish and operate a hospital or other health facility, upon compliance with required documents set forth in this Order prior to the actual construction of the said facility. A DOH-PTC is also required for hospitals and other health facilities with substantial alteration, expansion, renovation, increase in the number of beds or for additional services (add-ons) beyond their service capability. It is a prerequisite for License to Operate. *(A.O. No. 2016-0042)*
9. Health Facility – refers to institution, whether stationary or mobile, land based or otherwise, that provides healthcare and other health-related establishment which provides diagnostics, therapeutic, rehabilitative, palliative and/or related health care services except medical radiation facilities and hospital pharmacies. *(A.O. No. 2018-0016)*

**V. IMPLEMENTING GUIDELINES**

A. All applicants shall adhere to the following timelines:

Type of Application	Application Period	Annual Cut-Off Date
Department of Health-Permit to Construct (DOH-PTC)	1 <sup>st</sup> working day of the year to November 15 of the same year	November 15
Certificate of Need (CON)		November 15
<b>Initial:</b> <ul style="list-style-type: none"> <li>• Department of Health -License to Operate (DOH-LTO)</li> <li>• Department of Health-Certificate of Accreditation (DOH-COA)</li> <li>• Authority to Operate (ATO)</li> <li>• Certificate of Registration (COR)</li> </ul>		November 15

Type of Application	Renewal Period	Annual Cut-Off Date
<b>Renewal:</b> <ul style="list-style-type: none"> <li>• DOH-LTO</li> <li>• DOH-COA</li> <li>• ATO</li> </ul>	October 1-December 15	December 15

- B. In the event that the cut-off date falls on a weekend or is declared as a regular/special/non-working holiday, or there is force majeure, the cut-off date shall automatically be moved to the next working day following the holiday or weekend.
- C. The HFSRB and CHD-RLEDs **shall not accept applications** whether manual or through the Online Licensing and Regulatory System **beyond the set cut-off dates** of the current year.
- D. Applicants who intend to submit via mail or courier shall ensure that their applications shall be received by the HFSRB or CHD-RLEDs on or before the cut-off dates.
- E. Applications for renewal of **EXPIRED** DOH-LTO, DOH-COA, and ATO shall still be processed subject to penalties and sanctions set forth in this Order.

**VI. SANCTIONS**

A. For EXPIRED authorizations:

Length of Expiry	Sanction	Remarks
Less than or equal to three months ( ≤ 3 months) expired	Penalty: <u>100% surcharge</u> and <u>Gap in the Validity of the authorization</u>	For processing as renewal.
More than three months (> 3 months) expired		For processing as initial. Application for DOH-PTC, DOH-LTO/DOH-COA shall be required.


B. The Rules and Regulations of the Food and Drug Administration (FDA) in the processing of late applications (Hospital Pharmacy and Radiation Facilities) under the One-Stop-Shop shall remain valid and in effect.

#### **VII. REPEALING CLAUSE**

This Order repeals Section VI.D.4 of Administrative Order (A.O.) No. 2012-0012 titled "Rules and Regulations Governing the New Classification of Hospitals and Other Health Facilities in the Philippines" and other related issuances that are inconsistent or contrary to the provisions of this Order. All other provisions of the aforementioned A.O. which are not affected by this Order still stand in effect.

#### **VIII. EFFECTIVITY**

This Order shall take effect fifteen (15) days after its approval and publication in the Official Gazette or in two (2) newspapers of general circulation.

  
**FRANCISCO T. DUQUE III, M.D., MSc.**  
Secretary of Health