



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

25 July 2023

**DEPARTMENT CIRCULAR**

No. 2023- 0329

**TO : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS, SERVICES AND REGIONAL OFFICES; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA, INSTITUTE AND DRUG ABUSE TREATMENT AND REHABILITATION CENTERS; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS; AND ALL OTHERS CONCERNED**

**SUBJECT : Clarifications and Directives on the Grant of Health Emergency Allowance after the Effectivity of COVID-19 Public Health Emergency and Use of the Health Emergency Allowance Processing System**

In light of the lifting of the COVID-19 Public Health Emergency (PHE) on **July 21, 2023** pursuant to Presidential Proclamation No. 297<sup>1</sup>, s. 2023, this circular is hereby issued to provide clarifications and directives on the grant of Health Emergency Allowance (HEA) after the effectivity of COVID-19 PHE and the use of the Health Emergency Allowance Processing System (HEAPS):

**1. Submission of COVID-19 Risk Exposure Classification (CREC) Reports**

All unpaid HEA for the period of **July 2021 to July 20, 2023** (end of COVID-19 PHE) shall be processed and paid even after the duration of the COVID-19 PHE subject to availability of funds and existing budgeting, accounting and auditing laws rules and regulations.

All remaining CREC reports for the period of **July 1, 2021 to July 20, 2023** shall be submitted to HEAPS on or before **19 December 2023**. It is the responsibility of the head of the health facility to ensure the prompt and timely submission of CREC reports within the prescribed period.

The computation for the amount of HEA for the month of July 2023 shall be proportional to the number of hours physically reported for work for the said month per Section V (D) of the DOH Administrative Order No. 2022-0039<sup>2</sup>.

CREC reports submitted beyond the prescribed deadline shall be evaluated and processed accordingly, subject to availability of funds for that purpose and Commission on Audit (COA) rules and regulations on money claims. The respective finance offices shall issue a Certificate of Non-payment, if applicable, for further processing. Processing fees incurred for the filing of money claims shall be the responsibility of the health facility.

<sup>1</sup> Lifting of the State of Public Health Emergency Throughout the Philippines Due to COVID-19

<sup>2</sup> Supplemental Guidelines on the Grant of Health Emergency Allowance to Eligible Public and Private Health Care and Non-Health Care Workers During the COVID-19 Pandemic Pursuant to the Implementing Rules and Regulations of Republic Act No. 11712

AUG 03 2023

CERTIFIED TRUE COPY

## 2. Submission of Request for Funds

Sub-allotment/transfer of funds for the grant of HEA is contingent on the submitted request for funds. The said request shall include the amount and number of health care workers (HCWs) and non-HCWs using the prescribed template. Further, all previously sub-allotted/transferred funds shall be fully disbursed before new requests for funds will be processed.

## 3. Updating of Disbursement Report

The google sheet shared to the registered e-mail address of the respective operating units (OUs) shall be updated regularly or every Thursday of the week. The consolidated disbursement report is regularly submitted to the Office of the Secretary every last working day of the week.

Please ensure that the data are disaggregated per risk classification, allotment class and Special Allotment Release Order (SARO) number.

*For private and local government unit (LGU)-owned health facilities:*

The “**Released Allocated HEA Funds**” and “**Received Allocated HEA Funds**” buttons shall be clicked by the Centers for Health Development (CHDs) once the funds for the HEA are obligated and released to the private and LGU-owned health facilities.

*For CHDs, DOH Hospitals, Drug Abuse Treatment and Rehabilitation Centers (DATRCs), Philippine General Hospital, Philippine Genome Center and Government-Owned and Controlled Corporation (GOCC) Hospitals:*


The “**Received Allocated HEA Funds**” button shall be clicked once HEA funds are sub-allotted/transferred.

## 4. Gatekeeping of Queries/Complaints

All queries and complaints from HCWs and non-HCWs of *private and LGU-owned health facilities* shall be properly addressed by the **concerned Center for Health Development**.

On the other hand, queries and complaints from HCWs and non-HCWs of *DOH Central Office, DOH Hospitals, DATRCs, GOCC Hospitals, Philippine General Hospital and Philippine Genome Center* shall be properly addressed by the **respective management**.

The dissemination of the information to all concerned units/offices is hereby requested.

  
**TEODORO J. HERBOSA, MD**  
Secretary of Health

