



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

NOV 25 2020

ADMINISTRATIVE ORDER
No. 2020- 0054

SUBJECT: Implementing Guidelines on the Provision of Life Insurance, Accommodation, Transportation, and Meals to Public and Private Health Workers under Republic Act (RA) 11494 otherwise known as the “Bayanihan to Recover as One Act”

I. RATIONALE

Section 4(l) of Republic Act (RA) No. 11494, otherwise known as the “*Bayanihan to Recover as One Act*”, mandates that provision of life insurance, accommodation, transportation, and meals shall be made available to all public and private health workers during the state of national emergency as declared by the President, regardless of the community quarantine (CQ) status. Furthermore, Section 5.4 of its Implementing Rules and Regulations (IRR) directs the Department of Health (DOH), in coordination with the Department of Budget and Management (DBM) and the Department of Labor and Employment (DOLE), to issue the supplementary guidelines to facilitate and operationalize the provision of these benefits.

Pursuant to these directives, the Administrative Order (AO) is being issued with a view to promoting the well-being of health workers (HWs) as the government ensures the continuity of health services during the coronavirus disease 2019 (COVID-19) pandemic.

II. OBJECTIVE

This aims to prescribe supplementary guidelines on the provision of life insurance, accommodation, transportation, and meals to public and private HWs.

III. SCOPE AND COVERAGE

This Order shall apply to public and private HWs employed or engaged in COVID-19 health facilities catering to COVID-19 patients or providing COVID-19 health care response during the state of national emergency, regardless of the community quarantine (CQ) status.

IV. DEFINITION OF TERMS

For purposes of this Order, the following terms and phrases shall mean and be understood as follows:

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- A. **Catering to** – refers to physically attending to persons that are classified as either suspect, probable, or confirmed COVID-19 cases in the performance of official duty.
- B. **COVID-19 healthcare response** – refers to activities involving prevention, detection, isolation, and treatment of COVID-19 towards the goal of reducing the number of cases and death.
- C. **COVID-19 facilities** – refer to any facility, or unit thereof, that is directly involved in COVID-19 healthcare response.
- D. **Health workers (HWs)** – refer to medical and allied health professionals, as well as other personnel, whether technical/administrative/support, regardless of the nature and status of employment/engagement, who are assigned in COVID-19 facilities.

V. GENERAL GUIDELINES

- A. COVID-19 facilities shall provide **life insurance, accommodation, transportation, and meals** to public and private HWs covered under this Oder.
- B. As stated in Department Order (DO) No. 2019-0225 dated July 10, 2019, entitled “Guidelines on Official Local and Foreign Travels including Allowable Rates for DOH, attached agencies and all Others concerned”, the provision of accommodation, transportation, and meals, shall be as follows:

AREAS		Rates
CLUSTER I	Region 1 Region II Region III Region V Region VIII Region IX Region XII Region XIII Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)	P1,500/pax
CLUSTER II	Cordillera Administrative Region (CAR) Region VI Region VII Region X Region XI	P1,800.00/pax
CLUSTER III	National Capital Region (NCR) Region IV-A Region IV-B	P2,200/pax

- C. Provision of **life insurance** shall be in accordance with the existing laws and other relevant rules and regulations.

- D. Provision of **accommodation, transportation, and meals** shall be in accordance with the existing laws and policies, such as but not limited to, the Department Memorandum (DM) No. 2020-0162 entitled “Interim Guidelines on the Accommodation Arrangement for Health Workers during COVID-19 Health Emergency Response Period” and DM 2020-0145 entitled “Interim Guidelines for the Provision of Transport Vehicles to Health Workers and Health Facility Staff under The Expanded Community Quarantine”.
- E. Provision of the benefits under this Order shall be non-commutable.
- F. Provision of accommodation, transportation, and meals shall be reckoned not earlier than September 15, 2020. Continued provision after December 19, 2020 shall be subject to DBM’s issuances on the availability of funds.

VI. SPECIFIC GUIDELINES

A. Eligibility requirements:

1. Health workers, as defined herein, catering to or providing COVID-19 health care response shall be provided with **accommodation, transportation, and meals**, as certified by the head of the COVID-19 facility where they are assigned; and
2. Health workers, as defined herein, catering to or providing COVID-19 health care response shall be provided with **life insurance** coverage, subject to the condition that they have not yet covered by any life insurance provided by its employer, as certified by the head of their assigned COVID-19 facility.

B. Provision of benefits:

1. **Life insurance** – eligible public and private HWs pursuant to Section VI (A)(2) of this Order shall be enrolled with Government Service Insurance System (GSIS) and Social Security System (SSS), respectively, for a one (1) year coverage.
2. **Accommodation**
 - a) There shall be a system for eligible HWs to access accommodation, especially those who have not yet availed free accommodation.
 - b) Free accommodation may be in the form or use of its dormitories, converted health facility spaces as sleeping quarters, or arrangement with hotels and other similar establishments. Accommodation in hotels and similar establishments shall be governed by pertinent government budgeting and auditing rules and regulations.
 - c) Accommodation sites shall be compliant with infection prevention and control measures as well as waste management protocols in accordance with existing DOH guidelines to ensure safety and protection of HWs.

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- d) Free meals shall be made available for HWs staying in the provided accommodation in accordance with the existing guidelines, rules and regulations.

3. Transportation

- a) There shall be a system for eligible HWs to access transportation, especially those who have not yet availed free transportation.
- b) Transportation services shall be compliant with the minimum public health standards and relevant laws, particularly on road worthiness of the vehicles.
- c) Routing and transport plans shall be formulated with due regard to the well-being of the HWs.
- d) Any necessary coordination with local government unit (LGU) shall be made in addressing any transportation issues.

4. **Meals** – HWs shall be provided with quality meals, in accordance with existing nutritional guidelines for Filipinos, thrice daily.

VII. ROLES AND RESPONSIBILITIES

A. Department of Health

DOH Central Office, through the Administrative Service-Personnel Administrative Division (AS-PAD) of the Administration and Financial Management Team (AFMT), shall:

1. Prepare and release the guidelines for the sub-allotment or transfer of funds for the provision of life insurance, accommodation, transportation and meals to Center for Health Development (CHD), Ministry of Health-Bangsamoro Autonomous Region in Muslim Mindanao (MOH-BARMM), DOH hospitals, specialty hospitals and Philippine General Hospital (PGH).
2. Consolidate reports received from CHDs, MOH-BARMM, DOH hospitals, specialty hospitals, and PGH.

B. CHDs and MOH-BARMM

1. Establish a mechanism to ensure the effective implementation of the provisions of this Order;
2. Coordinate with LGUs, other government COVID-19 facilities, and regional office of DOLE for private health facilities within their jurisdiction;
3. Enter into a Memorandum of Agreement (MOA) with LGUs and other COVID-19 facilities for the transfer of funds and provision of life insurance, accommodation, transportation and meals to eligible HWs;
4. Evaluate and process claims for the provision of life insurance, accommodation, transportation, and meals to eligible HWs in accordance with the guidelines formulated per Section VII (B)(1);
5. Submit to AFMT the aggregate reports of eligible health workers provided with insurance, accommodation, transportation, and meals;

6. Submit to AFMT a certification attesting to the truthfulness of the contents of the report and that adequate consent for sharing of data has been obtained from the personnel involved. The certification must be signed by the head of human resource or personnel division (if such division is in the structure) and the head of health facility, clearly indicating his/her designation or position;
7. Submit to AFMT the financial and accomplishment reports in accordance with pertinent accounting and auditing rules and regulations.

C. COVID-19 health facilities

1. DOH hospitals, specialty hospitals, and PGH

- a) Enter into a Memorandum of Agreement (MOA) with DOH for the transfer of funds and provision of life insurance, accommodation, transportation and meals to eligible HWs except for DOH hospitals where issuance of sub-allotment guidelines shall suffice.;
- b) Submit to AFMT a report listing the eligible HWs provided with life insurance, accommodation, transportation, and meals;
- c) Submit to AFMT a certification attesting to the truthfulness of the contents of the report and that adequate consent for sharing of data has been obtained from the personnel involved. The certification must be signed by the head of human resource or personnel division (if such division is in the structure) and the head of health facility, clearly indicating his/her designation or position;
- d) Provision of accommodation, transportation and meals to eligible HWs in accordance with Section VI of this Order;
- e) Submit to AFMT the financial and accomplishment reports in accordance with pertinent accounting and auditing rules and regulations.

2. LGU and other COVID-19 health facilities

- a) Submit to CHD a report listing the eligible HWs provided with life insurance, accommodation, transportation, and meals;
- b) Submit to CHD a certification attesting to the truthfulness of the contents of the report and that adequate consent for sharing of data has been obtained from the personnel involved. The certification must be signed by the head of human resource or personnel division, if such division is in the structure, and the head of health facility, clearly indicating his/her designation or position;
- c) Provision of accommodation, transportation and meals to eligible HWs in accordance with Section VI of this Order;
- d) Submit to CHD the financial and accomplishment reports in accordance with pertinent accounting and auditing rules and regulations.

VIII. FUNDING SOURCE

Funds for the implementation of this Order shall be sourced from the identified savings and appropriations pursuant to RA No. 11494 and subject to the availability of funds.



IX. REPORTING

To ensure that the objectives are met, the DOH shall submit a report to the Office of the President on the implementation of this Order, including but not limited to, the number of health workers provided with benefits and amount utilized for this purpose.

X. INTERPRETATION

Any doubt or inconsistency in the interpretation of this Order shall be resolved in a manner that will serve the purpose of granting the benefits under this Order. Notwithstanding, any issue arising from the interpretation of this Order shall be addressed by the DOH.

XI. SEPARABILITY CLAUSE


If any clause, sentence, or provision of this Order shall be declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and effective.

XII. REPEALING CLAUSE

Any orders, issuances, rules and regulations inconsistent with or contrary to this Order shall be repealed or amended accordingly.

XIII. EFFECTIVITY

This Administrative Order shall take effect immediately upon its publication in a newspaper of general circulation or in the Official Gazette, and filing with the Office of National Administration Register (ONAR) of the University of the Philippines (UP) Law Center.


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

