



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

August 9, 2022

**DEPARTMENT MEMORANDUM**

No. 2022- 0344

**TO :** **ALL DIRECTORS OF CENTERS FOR HEALTH DEVELOPMENT, MINISTER OF HEALTH- BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO(BARMM), MEDICAL CENTER CHIEFS AND CONCERNED OFFICIALS AND STAFF**

**SUBJECT :** **Faithful compliance with the submission of Fund Utilization Reports pursuant to existing guidelines**

---

Pursuant to the Specific Guidelines of the Administrative Order 2020-0060 dated December 23, 2020 entitled "Revised Guidelines on the Implementation of the Medical Assistance to Indigen Patients (MAIP) Program" which states that:

**9. Recording and Reporting**


*a. Government/Private partner health facility, including Specialty Hospitals and SUCs, shall submit monthly fund utilization report to the CHD concerned. Likewise, DOH hospitals shall submit said report directly to the MPO. They shall also report issues and concerns that hamper the effective implementation of the Program. Submission shall be every 10" day of the following month.*

*b. CHD shall submit to the MPO a Monthly Summary Report on the status of the implementation of the MAIP Program. The Monthly Report shall contain information on the number of patients served, type of assistance, and the actual amount utilized. Submission shall be every 15" day of the following month.*

x x x

Accordingly, there is a need to follow these guidelines in order for an efficient processing of funds as this is part of the responsibility of the Malasakit Program to oversee the implementation of the MAIP Program and its fund utilization in the Malasakit Centers.

For strict compliance.

  
ATTY. CHARADE B. MERCADO-GRANDE  
OIC-Undersecretary of Health  
Health Regulation Team, Malasakit Program Office