



Department of Health
Republic of the Philippines
OFFICE OF THE SECRETARY

APR 20 2021

DEPARTMENT ORDER

No. 2021 - 0205

SUBJECT: Implementation Arrangement for the World Bank Funded Project "Philippines COVID-19 Emergency Response Project" (PCERP) under Loan No. 9105-PH and 9220-PH

I. RATIONALE

The Coronavirus Disease 2019 (COVID-19) has been spreading rapidly across the world since December 2019, following the diagnosis of the initial cases in Wuhan, Hubei Province, China. It is one of several emerging infectious disease outbreaks in recent decades that have emerged from animals in contact with humans.

In March 2020, Republic Act (RA) No. 11469, otherwise known as the Bayanihan to Heal as One Act, was enacted to declare the existence of a national Public Health Emergency arising from the continuous rise of cases, deaths, and the serious threat to the health, security, safety of all Filipinos, and the attendant economic disruption. The same Law also authorized the President of the Philippines for a limited period to exercise necessary powers to carry out provisions under the said Law. To further bridge the recovery of the country from the impacts of the COVID-19 pandemic, the Bayanihan to Recover as One Act was enacted on 14 September 2020 through Republic Act No. 11494.

The PCERP, consisting of two (2) phases - the Parent Project and Additional Financing, is a loan project funded by the World Bank (WB) directly supporting the implementation of RA 11469 and RA 11494. On 16 April 2020 and 19 March 2021, the National Economic and Development Authority (NEDA) Board approved the Philippines COVID-19 Emergency Response Project – Parent Project and Additional Financing, respectively, following the approval and referendum by the NEDA Investment Coordination Committee - Cabinet Committee (ICC-CC) dated 11 April 2020. The Additional Financing was undertaken for the purchase and deployment of COVID-19 vaccines. The total cost of the Project is USD 600 Million (PhP 37.89 B) with USD 100 Million for the Parent Project and USD 500 Million for the Additional Financing. The duration of the PCERP is 3.75 years or 45 months which had started on May 5, 2020 and will end on December 29, 2023.

The said project is necessary for contributing to the Philippine commitment on Sustainable Development Goal No. 3 on Good Health and Well-being. It will particularly help fill in the gap in infectious diseases prevention and control by initially responding to the threats posed by COVID-19.

II. OBJECTIVES

A. General Objective:

This Order shall provide guidance in the overall management and implementation of the Philippines COVID-19 Emergency Response Project (PCERP).

B. Specific Objectives:

1. To establish the composition and functions of the PCERP Steering Committee (PSC), Technical Working Committee (TWC), and the PCERP Secretariat.
2. To establish the implementation, reporting and monitoring mechanisms of the Philippines COVID-19 Emergency Response Project (PCERP); and
3. To define the roles and responsibilities of relevant DOH Offices and project recipient facilities involved in PCERP implementation for efficient coordination and communication flow.

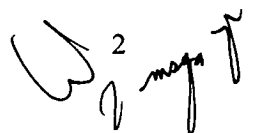
III. SCOPE AND COVERAGE

This Order shall apply to select Offices from the DOH Central Office, Centers for Health Development, DOH Hospitals, other DOH health facilities, and other concerned Offices. It shall cover the implementation arrangement for the Philippines COVID-19 Emergency Response Project.

IV. DEFINITION OF TERMS

The following terminologies are defined as follows:

- A. **Contingency Emergency Response Operations Manual** – a manual comprising the detailed implementation arrangement for the Contingency Emergency Response component of PCERP;
- B. **Hands-on Expanded Implementation Support** – assistance in the procurement process which may include among other activities: (a) drafting of procurement documents; (b) identifying strengths and weaknesses of bids/proposals; (c) observing dialogues and negotiations with bidders, and (d) drafting procurement report and contract award documentation;
- C. **Investment Project Financing (IPF)** – the World Bank's financing of investment projects that aims to promote poverty reduction and sustainable development;


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- D. **Loan** – is the assistance given by the World Bank to the Department of Health for the COVID-19 response, subject to future repayment of the loan value or principal amount, along with interest or finance charges;
- E. **Philippines COVID-19 Emergency Response Project (PCERP)** – a World Bank funded Project which aims to strengthen the Philippines' capacity to prevent, detect, and respond to the threats posed by COVID-19, and strengthen national systems for public health preparedness;
- F. **Project Operations Manual (POM)** – a manual prepared and adopted by the DOH to ensure the efficient implementation of the project;
- G. **World Bank's Client Connection** – a web-based portal wherein the DOH can deliver Withdrawal Applications electronically, provided that the designated authorized signatories have registered as users of the portal; and
- H. **World Bank Procurement Regulations for IPF Borrowers** – the regulations set forth by the original Resolution dated July 2016 and amended on November 2017 and August 2018, designed to support the modern procurement processes and to fit the purpose of the procurement framework, providing details to tailor individual processes, to meet operational needs, and to deliver the right result for specific procurement processes.

V. GENERAL GUIDELINES

The management of PCERP shall adhere, but shall not be limited to, the following guidelines:

- A. The Project Operations Manual (POM) developed by the DOH shall serve as the basis in relation to the more detailed implementation of the PCERP.
- B. All procurement of goods, works, non-consulting services, and consulting services shall be undertaken in accordance with the World Bank Procurement Regulations for IPF Borrowers, with Procurement Hands-on Expanded Implementation Support (HEIS) including Bank-Facilitated Procurement for identified goods, and commodities for the PCERP.
- C. The DOH shall withdraw the proceeds of the loan to finance eligible expenditures in accordance with the Disbursement and Financial Information Letter dated 23 April 2020.
- D. The Philippines COVID-19 Emergency Response Project shall consist of (a) provision of goods including personal protective equipment (PPEs), COVID-19 test kits, an array of diagnostic and life support medical equipment, COVID-19 vaccines,

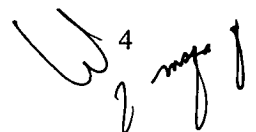
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and ambulances; and (b) conduct of civil works for the establishment and refurbishment of, but not limited to, the following:

- Testing and quarantine facilities at major international airports and seaports in Luzon, Visayas, and Mindanao
- First-line decontamination facilities at international airports and seaports in selected areas across the country
- National, regional, and subnational laboratories
- Negative pressure isolation rooms in DOH and local government unit (LGU) hospitals across the country

The details on the project recipient facilities for each component are in the Project Operations Manual.

- E. The PCERP shall be carried out in accordance with the Environment and Social Standards of the World Bank.
- F. The following shall be the recipients of goods, works, and training in this Project:
1. **DOH Hospitals and LGU Hospitals** as recipients of PCERP procured goods and commodities such as medical and laboratory equipment, testing kits, consumables (reagents and other supplies), medicines, and ambulances and establishment or refurbishment of regular and intensive care isolation rooms into negative pressure isolation rooms.
 2. **Designated Vaccine Implementing Units** as recipients of the COVID-19 vaccines to be procured in the Additional Financing. Based on the National Deployment and Vaccination Plan (NDVP), these include the public and private medical centers, hospitals, and infirmaries; Rural Health Units (RHUs); health facilities of other government agencies such as AFP hospitals and facilities, Bureau of Jail Management and Penology (BJMP) and Bureau of Corrections (BuCor) health facilities, and DepEd clinics; and private clinics.
 3. **Bureau of Quarantine** recipient of first-line decontamination facilities in international airports, and construction or refurbishment of quarantine facilities in major points of entry; and
 4. **Research Institute for Tropical Medicine (RITM); subnational and public health laboratories in Baguio City, Cebu City, Davao City, Surigao City, and Manila; and other facilities in other regions with no laboratory capacity**, recipients of construction or improvement, retrofitting, and refurbishing of laboratories; laboratory equipment, supplies, and reagents; and capacity building.

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VI. SPECIFIC GUIDELINES

A. Project Governance Mechanism

The Philippines COVID-19 Emergency Response Project shall be structured into three (3) groups, namely: Project Steering Committee (PSC), Technical Working Committee (TWC), and Project Secretariat.

1. Project Steering Committee (PSC)

The DOH Executive Committee shall act as the Project Steering Committee. As such, it shall provide policy guidance and Project strategic directions to ensure the effective coordination both within the PCERP and with external stakeholders.

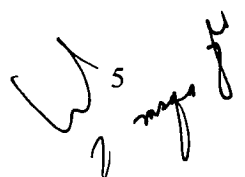
2. A Technical Working Committee (TWC)

a. Composition

- Project Director:
- Undersecretary, Health Policy and Systems Development Team (HPSDT)
- Co- Project Directors:
- Undersecretary, Health Facilities and Infrastructure Development Team (HFIDT)
 - Undersecretary, Public Health Services Team (PHST)
- Project Managers:
- Director, Bureau of International Health Cooperation (BIHC)
 - Director, Health Facility Enhancement Program Management Office (HFEPMO)
 - Director, Disease Prevention and Control Bureau (DPCB)
 - Director, Supply Chain Management Service (SCMS)

b. Functions of the Project Director and Project Manager

- i. The Project Director shall respond to the urgent nature of the project and shall function as approving authority for transactions that are delegated to the SOH in DO 2020-0011. Revised Delegation of Approving Authorities for Procurement Transactions at the Department of Health – Central Office.
- ii. The areas of focus of the Co-Project Directors are as follows:
 - The Undersecretary for Health Facilities and Infrastructure Development Team (HFIDT) will be responsible for overseeing the civil works and medical equipment or devices components of the PCERP; and

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- The Undersecretary for Public Health Services Team (PHST) will be responsible for overseeing the vaccine deployment, distribution, and administration, as well as the PPEs and medicines.
- iii. The Project Managers shall likewise respond to the urgent nature of PCERP and shall function as approving authority for transactions that are delegated to the Undersecretary and Assistant Secretary in DO 2020-0011.

3. PCERP Secretariat

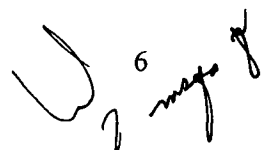
a. Composition

The PCERP Secretariat shall comprise of personnel hired by the PCERP specifically to manage the day-to-day operations of the Project. The Secretariat work shall be undertaken by just one team with two (2) sub-teams to manage the Parent Project and the Additional Financing activities, respectively. The Secretariat shall be headed by a Project Coordinator/Team Leader. The two teams shall be reporting to the Project Coordinator/Team Leader. The PCERP Secretariat shall be under the supervision of the Director of the Bureau of International Health Cooperation (BIHC).

b. Functions of the PCERP Secretariat

The functions of the PCERP Secretariat shall be as follows:

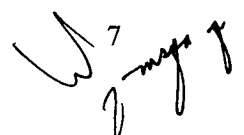
- i. Review the following documents as required by the World Bank:
 1. Annual Work Plan and Budget (AWPB) which shall be submitted not later than October 31 of each fiscal year during project implementation;
 2. Emergency Response Manual (ERM) developed by the project staff/consultants;
- ii. Maintain separate Project Financial Statements periodically audited by independent auditors acceptable to the Bank;
- iii. Coordinate with the concerned government agencies on the issuance of Non-Cash Availment Authority for the project;
- iv. Provide technical inputs and recommend for approval all bidding documents on the procurement of goods, civil works, and consulting services;
- v. Conduct and monitor all procurement –related activities in accordance with the World Bank Procurement Regulations for IPF Borrowers;
- vi. Participate in the conduct of inspection activities and ensures prompt distribution of goods and timely completion of civil works;
- vii. Monitor compliance of the project with the Environment and Social Standards acceptable to the World Bank;
- viii. Liaise and coordinate closely with recipient hospitals and other relevant agencies to ensure field support for project activities and civil works;

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- ix. Ensure implementation of an accessible grievance mechanism to receive, facilitate, and resolve concerns and grievances of project-affected people;
- x. Provide technical support for capacity building and joint learning for clinical and public health research;
- xi. Lead and manage the day-to-day implementation of the project, both administrative and technical aspects, with inputs from relevant DOH offices/units, to ensure that the PCERP is implemented according to the agreed plan;
- xii. Coordinate and facilitate the conduct of meetings as may be deemed necessary by the Project Director to discuss project updates and issues on planning, procurement, finance, and monitoring concerns and consequently provide recommendations and appropriate actions; and,
- xiii. Undertake other activities as may be deemed necessary by the project director

4. Focal Points

- a. The Bureau of International Health Cooperation (BIHC) shall act as the focal point for project administration and coordination of the Philippines COVID-19 Emergency Response Project.
- b. The Health Facility Enhancement Program-Management Office (HFEP-MO) shall serve as the technical focal point of the PCERP for civil works and other activities related to the enhancement of health facilities. The HFEPMO will also be responsible for the provision of technical specifications and monitoring of the asset utilization and management of medical equipment/devices.
- c. The Disease Prevention and Control Bureau (DPCB) shall serve as the focal point for the following:
 - Procurement and distribution of PPEs consistent with DO 2020-0792, "Guidelines on the Distribution of Personal Protective Equipment (PPE), Testing Kits and Other Laboratory Supplies and Equipment for Health Facilities and Laboratories providing Health Services to Suspected, Probable, and Confirmed Cases of Coronavirus Disease- 19 (COVID-19)". As such it shall include receipt of PPEs procured from suppliers from the SCMS, and approve the issuance of such to recipient health facilities;
 - Procurement and distribution of medicines and COVID-19 vaccines;
 - Updating, implementation, and monitoring of the National Deployment and Vaccination Plan (NDVP); and
 - Managing and mitigating the environmental and social risks of the PCERP including the implementation, review, and updating of the Environmental and Social Management Framework (ESMF), Environmental and Social Commitment Plan (ESCP), and Stakeholder Engagement Plan (SEP).



- d. The Supply Chain Management Service (SCMS) shall serve as the focal point for the supply chain management and logistics of all goods procured in the Project. Its responsibility shall include receipt of DOH designated broker the PPEs and other commodities procured from international suppliers and released from the Bureau of Customs.

VII. ROLES AND RESPONSIBILITIES

The specific roles and functions of the different DOH units comprising the TWC shall be as follows:

A. Administration

1. Bureau of International Health Cooperation (BIHC) as the overall focal point for overall PCERP administration, BIHC shall:
 - a. Facilitate issuance of a Department Personnel Order to institutionalize the institutional arrangements of the project;
 - b. Facilitate the official issuance of the Project Operations Manual through a Department Memorandum;
 - c. Develop mitigation measures to ensure that project activities are implemented as efficiently and effectively as possible in adverse situations such as lockdowns and other public health emergency mitigation measures;
 - d. Coordinate the preparation of the consolidated Annual Work Plan and Budget of the Project;
 - e. Coordinate with the Technical Office concerned and prepare purchase requests for the project;
 - f. Coordinate the preparation of the following project reports with the Health Facilities Enhancement Program – Management Office (HFEPMO):
 - i. Semi-Annual Project Reports, including the report on achievement of indicators defined in the chapter on Monitoring and Evaluation in this Manual
 - ii. Mid-Term Report
 - g. Determine the requirements for consultants and project support staff to strengthen capacities and skills of DOH units and to support project implementation in consultation with other offices involved;
 - h. Oversees the hiring of consultants and support staff, and monitor their performance;
 - i. Prepare and submit Withdrawal Applications to World Bank for payments to contractors and suppliers in coordination with the PCERP Secretariat;

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- j. Facilitate all necessary approvals and consents required by the laws and regulations in effect in the Republic of the Philippines from the authorities concerned;
 - k. Provide technical advice on project management that must be followed in the implementation of the Project;
 - l. Ensure the preparation of project completion report, closure of financial transactions for submission to World Bank, NEDA, and COA;
 - m. Act as Coordinator to Oversight Committees (NEDA, DOF, DBM), other relevant government agencies, and World Bank on matters related to project management;
 - n. Engage recipients of goods, works, and training from this Project:
 - i. Develop instruments for engagement (such as Deed of Donation, Memorandum of Agreement, etc.)
 - ii. Orient them on their roles and responsibilities as Recipients or End-users, by providing them a copy of the Project Operations Manual
 - o. Coordinate monitoring missions;
 - p. Undertake Project-related discussions with external parties as necessary in collaboration with the Project Directors;
 - q. Perform functions as Assistant Lead and Technical Secretariat of the Committee for Document Review on the Acquisition of COVID-19 Vaccines per DOH Department Personnel Order no. 2021-0105 – “Creation of a Committee for the Review of Documents Relative to the Acquisition of COVID-19 Vaccines”
 - r. Prepare, draft and request approval for the Operations Manual of Component 4: Contingent Emergency Response Component (CERC).
2. The Procurement Service (PS) shall:
- a. Undertake all necessary procurement activities of the project using emergency procurement procedures, with assistance from the project staff/consultants and the World Bank Hands-on Expanded Implementation Support under the Bank’s procurement framework;
 - b. Review and recommend for approval, all procurement documents for goods, works, non-consulting services, and consulting services;
 - c. Ensure that all procurement processes under the project are carried out in accordance with the World Bank Procurement Regulations for IPF Borrowers; and
 - d. Perform functions as member of the Committee for Document Review on the Acquisition of COVID-19 Vaccines per DOH DPO no. 2021-0105.



3. Finance Management Service (FMS) shall:

- a. Maintain separate Project Financial Statements periodically audited by independent auditors acceptable to the Bank;
- b. Assist the project staff/consultants in all aspects of financial matters such as, but not limited to, securing the Non-Cash Availment Authority from the Department of Budget and Management, reconciliation of outstanding advances, and compliance to audit observations;
- c. Facilitate the opening and maintenance of a designated bank account for the project; and,
- d. Ensure that all project financial transactions are carried out and recorded in accordance with the relevant internal control procedures and eligible expenditures are reported to the Bank as per the Loan Agreement and the Disbursement and Financial Information Letter.

4. The Supply Chain Management Service (SCMS) shall:

- e. Facilitate the distribution of goods, supplies, medicines, and reagents to be provided to end-users of this Project;
- f. Liaise closely with the World Bank and the BIHC on implementing strategies to facilitate the distribution of goods, supplies, medicines, vaccines, and reagents; and
- g. Oversee the deployment and delivery of COVID-19 vaccines and the performance of the third- party logistics to be hired for the vaccines

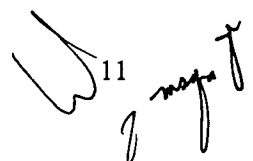
5. The Public Health Services Team (PHST) shall:

Take lead in the following, as set forth by DPO No. 2020-1077:

- a. Developing national allocation plan for PPEs, drugs, and other essential commodities; and
- b. Enhancing and monitoring contact tracing efforts across the country;
- c. Updating of case management protocols from prevention, primary care, hospital care, and death;
- d. Developing policies and guidelines, standards, and national targets especially for public health services; and
- e. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP.

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6. The Centers for Health Development (CHD) shall:
 - a. Develop with the BIHC and HFEP-MO the instruments for engaging the LGUs and health facilities (such as Deed of Donation, Memorandum of Agreement, etc.)
 - b. As end-users of the goods and works in this Project, and facilitate the signing of such instruments;
 - c. Support the Project Management Team (PMT) in ensuring that the LGUs and health facilities are knowledgeable of their roles and responsibilities as end-users.
 - d. Support other TWC members in liaising other Project-related concerns with the LGUs and health facilities in their respective regions, including airports and seaports as needed.
 - d. Assist in the regular monitoring and evaluation activities of the PCERP to recipient sites;
 - e. Support preparation and implementation of monitoring missions of this Project in their respective regions;
 - f. Nominate qualified candidates for capacity building activities relative to the maintenance of procured medical equipment to ensure the sustainability of investment or any training to strengthen the capacity of the health sector to detect, prevent and respond to threats of COVID-19 not later than one (1) month before the commencement of the respective courses in coordination with BIHC and HFEP-MO; and
 - g. Perform functions in the vaccine delivery and deployment with reference to the COVID-19 Vaccine Organizational Structure, the NDVP, and the DOH Department Memorandum no. 2021-0031 – “Interim Guidelines on the Management of Health Care Wastes Generated from COVID-19 Vaccination”
7. The Field Implementation Coordination Team (FICT) shall:
 - a. Main coordinator of all the DOH regional offices in Luzon, Visayas and Mindanao;
 - b. Assist in the monitoring of project support to the recipient facilities including DOH and LGU hospitals;
 - c. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP, as member of the STG Safety Surveillance and Response; and

11


- d. Oversee vaccine delivery and deployment as part of the National Vaccination Operations Center (NVOC).

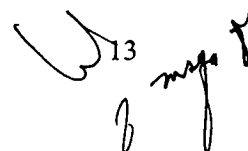
B. Technical Support

1. The Health Facilities Enhancement Program-Management Office (HFEP-MO) shall:
 - a. Monitor and ensure efficient and effective implementation of the technical aspects of the Project in relation to infrastructures, equipment, and motor vehicles;
 - b. Provide technical leadership on the PCERP M&E, in collaboration with relevant DOH units, including establishing an M&E system for the project, and make plans for an independent review of functional asset management system on a periodic basis;
 - c. Ensure the development of relevant guidelines to support project implementation and M&E as planned, in collaboration with relevant DOH bureaus and units. This shall include preparation of Guidance Notes on the following among others:
 - i. Standard design for hospital isolation and treatment centers to manage Severe Acute Respiratory Infections (SARS) patients that will be used in health facilities across the country to ensure standard and quality of COVID-19 health care services;
 - d. Recommend any adjustment in the technical design of the project to the Steering Committee, based on developments and lessons learned and vis-a-vis COVID-19 response;
 - e. Coordinate with hospitals, Bureau of Quarantine (BOQ), Research Institute for Tropical Medicine (RITM), subnational laboratories, and other recipients for the finalization of specifications for equipment and civil works to be provided by the project;
 - f. Prepare, finalize and ensure approval of specifications of medical equipment, and civil works;
 - g. Ensure accomplishment of all administrative procedures that are necessary for the implementation of the project including approval of basic designs, testing, and acceptance procedures upon completion of the project;
 - h. Conduct validation and monitoring visits to project sites together with the DOH technical inspection team to check and evaluate the general progress and quality of the work and to determine whether the work is proceeding in accordance with the contract;
 - i. Provide technical assistance to the project team to ensure that the project/construction is completed within the project time-frame; and

12
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- j. Undertake Project- related discussions with external parties as necessary together with the Project Director and the BIHC;
 - k. Provide technical specifications and cost estimates for equipment and ambulances to be procured in this Project as needed; and
 - l. Implement the Green Healthcare Facility guidelines and issuances of the HFDB on all civil works activities of the Project.
2. The Disease Prevention and Control Bureau (DPCB) shall:
- a. Provide inputs in the technical specification of PPEs and drugs and medicines to be procured under the project;
 - b. Identify and coordinate with recipients of PPEs and medicines for the finalization of specifications and allocations;
 - c. Serve as the focal point to manage environmental and social risks of the project and implement the Stakeholder Engagement Plan (SEP) and Environmental and Social Management Framework (ESMF). Specific tasks as the focal point for environmental and social risks shall include, but not limited to, the following:
 - i. manage and monitor environmental and social issues related to ESMF eligible activities;
 - ii. prepare regular/bi-annual safeguards status report; and
 - iii. identify training and capacity building needs for ESMF
 - d. Provide technical assistance on capacity building and joint learning for clinical and public health research;
 - e. Impart information and updates on the COVID-19 situation that have significant impact on the project;
 - f. Provide minimum requirement of personnel protective equipment and infection control products and supplies at health facilities according to DOH requirements (to assess no stock-outs);
 - g. Provide technical assistance on health care waste management to the HFDB, CHD, and project recipients;
 - h. Provide technical inputs on the terms of reference of the waste transporters and treatment, storage, and disposal facilities (TSDs) to be contracted by DOH for the COVID-19 vaccination;
 - i. Oversees the updating and implementation of the National Deployment and Vaccination Plan (NDVP);

13
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- j. Perform functions in the COVID-19 Vaccine Organizational Structure in the Task Groups and Sub-task Groups with reference to the NDVP; and
 - k. Perform functions as member and technical secretariat of the Committee for Document Review on the Acquisition of COVID-19 Vaccines per DOH DPO no. 2021-0105.
3. The Health Facilities Development Bureau (HFDB) shall:
- a. Support the DPCB in the management of environmental and social risks of the Project and implementing the ESMF, ESCP, and SEP; and
 - b. Provide policies and guidance on facilities development including aspects on environmental and social such as but not limited to access of persons with disability (PWDs), health care waste management, and greening of health care facilities
4. The Bureau of Quarantine (BOQ) shall:
- a. Coordinate with Airport and Seaport officials on the requirements for clearance of the establishment of testing and quarantine facilities in airport and seaports;
 - b. Provide technical specifications and cost estimates for first-line decontamination facilities and quarantine stations in points of entry;
 - c. Provide guidance on capacity building and joint learning in terms of ensuring security against the introduction and spread of infectious diseases, emerging infectious diseases, and public health emergencies of national concern; and
 - d. Provide quarantine policy guidance for the project.

The BOQ is also an end-user of this Project. Thus, it shall also ensure its roles and responsibilities as end-user as provided in the roles and responsibilities of end-users in Section VII, Item C of this DO.

5. The Health Facilities Services and Regulatory Bureau (HFSRB) shall:
- a. Provide technical support in the areas of health regulation to support project implementation.
6. The Epidemiology Bureau (EB) shall:
- a. Provide guidance and technical support in terms of epidemiologic information for capacity building and joint learning to train health personnel in detecting and responding to public health threats;

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- b. Provide relevant data and strategic information as may be needed by the Project in establishing processes and manuals; and
 - c. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP, as member of the STG Planning, Policy and Technical Support and lead of the STG Registry, Data Management, and M&E.
7. The Health Emergency Management Bureau (HEMB) shall:
 - a. Provide policy guidance and technical support on capacity building and joint learning in terms of health emergency preparedness and response;
 - b. Provide inputs and review technical specifications related to the procurement of ambulances, medical equipment, and medical supplies; and
 - c. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP, as member of the STG Program Implementation and STG Safety Surveillance and Response
8. The Health Policy Development and Planning Bureau (HPDPB) shall:
 - a. Provide support to the project on DOH Policy related matters;
 - b. Support the DPCB in the management of environmental and social risks of the project and implementing the ESMF, ESCP, and SEP, as regards policy- related guidance; and
 - c. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP, as member of the STG Planning, Policy, and Technical Support
9. The Bureau of Local Health Systems Development (BLHSD) shall:
 - a. Support the Disease Prevention and Control Bureau in the management of environmental and social risks of the project and implementing the ESMF, ESCP, and SEP; and
 - b. Provide related policy guidance.
10. The Office of the Chief of Staff (OCS) shall:
 - a. As the “Treatment Czar” of the country, the OCS serves as the “clearing house” of all allocation list related to the procurement of equipment, and vehicles, under the Project; and
 - b. Perform functions as Co- Lead of the Committee for Document Review on the Acquisition of COVID-19 Vaccines per DOH DPO no. 2021-0105.

11. The Health Regulation Team (HRT), per Department Order No. 2020- 1843, shall:
 - a. Supervise the daily operations of all DOH Licensed COVID-19 Laboratories nationwide;
 - b. Manage the laboratory operations of the Research Institute of Tropical Medicine (RITM) COVID-19 Reference Laboratory; and
 - c. Directly manage the supply chain, sustainment of personnel, logistics, and all others in support of the operations of the COVID- 19 Testing Laboratory Network, relative to the COVID- 19 response.
12. The Health Human Resource Development Bureau (HHRDB) shall:
 - a. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP, as member of the STG Program Implementation
13. The Legal Service (LS) shall:
 - a. Perform functions as Assistant Co- Lead of the Committee for Document Review on the Acquisition of COVID-19 Vaccines per DOH DPO no. 2021- 0105
14. The Research Institute for Tropical Medicine (RITM) shall:
 - a. Provide inputs in the technical specifications of RT PCR Machines and RT PCR Testing Kits and other consumables to be procured under the project;
 - b. Identify and coordinate with recipients of RT-PCR Machines and RT-PCR Testing Kits regarding the finalization of specifications and allocations.
 - c. Provide technical specifications and cost estimates for laboratory equipment, supplies, and reagents for laboratories;
 - d. Provide policy guidance on testing activities and other related laboratory activities: and
 - e. Provide training to subnational laboratories and other laboratories that are recipients of the project.
 - f. Provide minimum requirement of COVID-19 diagnostic equipment, test kits, and reagents of designated laboratories according to DOH requirements (to assess no stock-outs);
 - g. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP; and
 - h. Provide minimum requirement to measure the daily capacity of designated national laboratory (RITM) as well as sub-national laboratories in conducting

16
B. M. J.

COVID-19 diagnostic tests, with scenarios of having active COVID-19 cases as well as no active COVID-19 cases (capacity preparedness).

The RITM shall also be an end-user in this Project. Thus, it shall ensure the roles and responsibilities of an end-user under Section VII, Item C of this DO.

15. The Food and Drug Administration (FDA) shall:

- a. Perform functions in the COVID-19 Vaccine Organizational Structure with reference to the NDVP; and
- b. Perform functions as member of the Committee for Document Review on the Acquisition of COVID-19 Vaccines per DOH DPO no. 2021-0105.

C. Recipient Facilities

The Recipient Facilities shall:

- a. Enter into an agreement with PCERP Management according to DOH existing guidelines;
- b. Assume the ownership of all goods and works received from the project loan;
- c. Ensure utilization, maintenance, and sustainability of all goods and works received from the project loan;
- d. Provide counterpart funds for the sustainability (i.e. repair, repainting) of all goods and civil works received from the project loan;
- e. Record goods in the annual Property, Plant, and Equipment Inventory Report;
- f. Record medicines and supplies in the annual Drugs, Medicines, and Supplies Inventory Report;
- g. Observe social and environmental safeguard standards of the Project;
- h. Ensure availability of pertinent records and documents of all goods and civil works received from the project loan for auditing and evaluation by DOH and World Bank;
- i. Receive the Project Technical Working Committee (TWG) members and accompanying parties during monitoring missions, or participate in virtual monitoring missions as the situation deems appropriate;
- j. The designated vaccine implementing units shall carry out roles and responsibilities set forth in the NDVP; and
- k. Receive the third-party monitoring team, upon coordination by the BIHC and HFEPMO.

VIII. REPORTING MECHANISM

All project reports (bi-annual, mid-term, end-project) for submission to the World Bank regarding PCERP shall be coursed through the BIHC.

IX. FUNDING

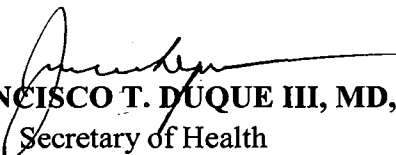
Under this Order, all expenses incurred in the implementation of PCERP, including expenses incurred by the PSC members and Secretariat while performing committee functions shall be charged against the World Bank loan proceeds.

X. SEPARABILITY CLAUSE

In the event that any provision or part of this Order is declared illegal, unenforceable, or rendered invalid by any court of law or competent authority, those provisions not affected by such declaration shall remain valid and in effect.

XI. EFFECTIVITY

This Order shall take effect immediately.


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

Annex A. Disbursement and Financial Information Letter



ACHIM FOCK
Acting Country Director
Brunei, Malaysia, Philippines, and Thailand

23-Apr-2020

Honorable Carlos G. Dominguez
Secretary
Department of Finance
Department of Finance Building
Roxas Boulevard corner P. Ocampo Sr. Street
Manila 1004 Philippines

**IBRD-9105 PH (Philippines COVID-19 Emergency Response Project)
Additional Instructions: Disbursement and Financial Information Letter**

Dear Secretary Dominguez,

I refer to the Loan Agreement between the Republic of the Philippines (the “Borrower”) and the International Bank for Reconstruction and Development (the “Bank”) for the above-referenced Project, dated 23-Apr-2020. The General Conditions, as defined in the Loan Agreement, provide that the Borrower may from time to time request withdrawals of Loan amounts from the Loan Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Bank may specify from time to time by notice to the Borrower. The General Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”), and may be revised from time to time.

I. Disbursement Arrangements, Withdrawal of Loan Funds, and Reporting of Uses of Loan Funds.

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017, (“Disbursement Guidelines”) are available in the Bank’s public website at <https://www.worldbank.org> and its secure website “Client Connection” at <https://clientconnection.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the Disbursement Guidelines apply to the Loan is specified below.

(i) Disbursement Arrangements.

The table in Schedule 1 sets out the disbursement methods which may be used by the Borrower, information on registration of authorized signatures¹, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

(ii) Electronic Delivery. Section 10.01(c) of the General Conditions

The Borrower will deliver Withdrawal Applications (with supporting documents) electronically through the Bank's web-based portal "Client Connection" at <https://clientconnection.worldbank.org>. This option will be effected after the officials designated in writing by the Borrower who are authorized to sign and deliver Withdrawal Applications have registered as users of "Client Connection". The designated officials will deliver Applications electronically by completing the Form 2380, which is accessible through "Client Connection". By signing the Authorized Signatory Letter, the Borrower confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Bank by electronic means. The Borrower may exercise the option of preparing and delivering Withdrawal Applications in paper form on exceptional cases (including those where the Borrower encounters, among others, legal, procedural and technological limitations), and which were previously agreed with the Bank. By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Borrower confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation, available in the Bank's public website at <https://worldbank.org> and "Client Connection"; and (b) to cause such official to abide by those terms and conditions.

II. Financial Reports and Audits.

- (i) *Financial Reports.* The Borrower, through the Department of Health (DOH), must prepare and furnish to the Bank not later than forty-five (45) days after the end of each semester, interim unaudited financial reports ("IFR") for the Project covering the semester.
- (ii) *Audits.* Each audit of the Financial Statements must cover the period of one fiscal year of the Borrower, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished by the Borrower, through the DOH, to the Bank not later than six (6) months after the end of such period.

III. Other Information.

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Bank's website (<http://www.worldbank.org>) and "Client Connection". The Bank recommends that you register as a user of "Client Connection". From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the Loan, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, or if you have any queries in relation to the above, please contact the Bank by email at AskLoans@WorldBank.org using the above reference.

Your Sincerely,

Achim Fock

Achim Fock
Acting Country Director
Brunei, Malaysia, Philippines and Thailand
East Asia and Pacific Region

Attachments

1. Statement of Expenditure (SOE)
2. Designated Account Reconciliation Statement
3. Form of Authorized Signatory Letter

With copies:

Hon. Carlos G. Dominguez
Secretary
Department of Finance
Department of Finance Building
Roxas Boulevard corner P. Ocampo Sr. Street
Manila, Philippines
Email: secfin@dof.gov.ph
Telephone: 8523-9220

Hon. Francisco T. Duque III
Secretary
Department of Health
San Lazaro Compound, Tayuman, Sta. Cruz,
Manila, Philippines 1003
Email: ftduque@doh.gov.ph
Telephone: 8651-7800 local 1114, 1108

Schedule 1: Disbursement Provisions

| | | | | | |
|--|--|---------------------|---|--|---|
| Loan Number | LA -xxxx - PH | Country | Republic of the Philippines | Closing Date | Section III.B.2. of Schedule 2 to the Loan Agreement. |
| | | Borrower | Republic of the Philippines | | |
| | | Name of the Project | Philippines COVID-19 Emergency Response Project | Disbursement Deadline Date | Four months after the closing date. |
| Disbursement Methods and Supporting Documentation | | | | | |
| Disbursement Methods <i>Section 2 (**)</i> | | Methods | Supporting Documentation <i>Subsections 4.3 and 4.4 (**)</i> | | |
| Direct Payment | | Yes | Copy of records | | |
| Reimbursement | | Yes | Statement of Expenditure (SOE) (Attachment 1) | | |
| Advance (Designated Account) | | Yes | Statement of Expenditure (SOE) (Attachment 1) Designated Account reconciliation statement together with copy of Bank Statement (attachment 2) | | |
| Special Commitments | | Yes | Copy of Letter of Credit | | |
| Designated Account (Sections 5 and 6.3) | | | | | |
| Type | Two (2) segregated Designated Accounts will be opened: one in USD and another in PHP to be managed by Department of Health (DOH) | | Ceiling | Variable | |
| Financial Institution | Land Bank of the Philippines | | Currency | DA-1: USD DA-2: PHP | |
| Frequency of Reporting Subsection 6.3 (**) | Quarterly | | Amount | Based on the project needs and acceptable by the Bank (attachment 3) | |
| Minimum Value of Applications (subsection 4.3) | | | | | |
| The minimum value of applications for Reimbursement, Direct Payment, and Special Commitment is US\$ 50,000 equivalent | | | | | |
| Authorized Signatories and Withdrawal Applications (subsections 5.3 and 6.2) | | | | | |
| Authorized Signatories Letter (ASL): Borrower will submit ASL for to the Bank using the following address: The World Bank 26/F One Global Place, 5 th Avenue corner 25 th Street, Bonifacio Global City Taguig, Philippines Attn. Country Director | | | Withdrawal Applications (WAs)- All WAs and its supporting documentation will be electronically sent through the Bank's system <i>ClientConnection</i> . In case of submission of paper form application, please send the applications and its supporting documents to the following address: The World Bank | | |
| Additional Instruction | | | | | |
| Disbursement of contracts with United Nations (UN) Agencies (if applied): If UN agencies are contracted to provide goods, works and services, the UN agencies funds flow arrangement will be applied. Funds transferred to UN Agencies are considered as advance. The copy of signed Agreement between the Recipient and UN Agencies should be sent to the Loan Department for UN advance account set up once it is signed. The Borrower will submit application for UN advance using Client Connection website. | | | | | |
| <ul style="list-style-type: none"> • Supporting documents for the first UN advance: Request for payment from UN Agencies • Supporting documents for advance and documentation of prior advance: Interim Financial Reporting on the use of funds and the Payment Request for the next installment signed by an authorized UN staff in charge of execution of this Agreement | | | | | |
| Disbursement under category 2 – Emergency Expenditures: This Disbursement and Financial Information Letter (DFIL) may not be fully adapted to the disbursement of funds allocated from time to time to Category 2 of the disbursement table included in Section III. A of Schedule 2 to the Agreement. The DFIL will be revised, or a supplemental letter will be issued, if needed, when funds are allocated to Category 2. | | | | | |
| Other | | | | | |
| ** Sections and subsections relate to the "Disbursement Guidelines for Investment Project Financing", dated February 2017. | | | | | |

Attachment 1 - Statement of Expenditures

| STATEMENT OF EXPENDITURES (No Records Required for Submission) | | | | | | | | | | | | Application # | |
|---|---|---------------------------------------|-------------------------------|---|---|----------------|-----------------|---|---------------|-------------------------------|---------------------------------|--------------------------------------|--|
| | | | | | | | | | | | | Loan/Credit/Grant # | |
| | | | | | | | | | | | | Category # | |
| | | | | | | | | | | | | Page # | |
| PAYMENTS MADE DURING THE REPORTING PERIOD FROM _____ TO _____ | | | | | | | | | | | | | |
| The following expenditures have been incurred during the retroactive financing period (please tick) | | | | | | | | | | | | Yes No | |
| The following expenditures have been incurred during the closing date of the credit/grant (please tick) | | | | | | | | | | | | Yes No | |
| The following expenditures are for activities completed before the closing date of the credit/grant (please tick only when the submission of application are during grace period) | | | | | | | | | | | | Yes No | |
| | | | | | | | | | | | ONLY for the Designated Account | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Item No. | Name of Contractor / Supplier / Consultants | Brief Description of the expenditures | Contract Prior Reviewed (Y/N) | Contract # (Client Connection # for Prior Review Contracts) | Contract currency and amount (original + amendment) | Invoice number | Date of payment | Total amount of invoice covered by application (net of retention) | % Eligibility | Amount Eligible for Financing | Exchange Rate | Amount charged to Designated account | Date of withdrawal from the Designated account |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | |
| Supporting Documents for this SOE retained at _____ (insert location) | | | | | | | | | | | | | |
| Signed: _____ | | | | | | | | | | | | | |

Attachment 2

Designated Account Reconciliation Statement

| TFNDA# | |
|--|-----------------------------------|
| Account No. _____ | |
| Bank's name _____ | |
| 1. Total Advance by World Bank | \$0.00 |
| 2. Less: Total amount recovered by World Bank | \$0.00 |
| 3. Equals: Present outstanding amount advanced to Special Account | \$0.00 |
| 4a. Balance of Special Account per attached Bank statement | \$0.00 |
| | (as of) |
| 5. + Total amount claimed in this application | \$0.00 |
| | (appl no.) |
| 6. + Amounts not yet credited to account at date of bank statement from past applications | \$0.00 (i) |
| | (Enter application numbers below) |
| 7. Bank Charge | \$0.00 |
| Interest earned | (\$0.00) |
| | \$0.00 |
| 8. + Total amount withdrawn and not yet claimed | \$0.00 (ii) |
| | (Enter explanations below) |
| 9. Total Advance accounted for (#s 4 through 8) | \$0.00 |
| 10. Difference to be explained | \$0.00 |
| 11. Explanation of any difference between the totals appearing on lines 3 and 9 | (Amounts) |
| Total Advanced Accounted For _____ | |
| 12. Unclaimed amount without explanation | |
| Note: | |
| (i) Withdraw application is created but fund is not credited to the PUJ bank account | |
| (ii) PUJ have paid from Designated account but not report in this period due to: Pending treasury certification, pending staff advance liquidations or other reasons | |
| 13. _____ | (Date) |
| | Project Supervisor |

Attachment 3

COVID-19 EMERGENCY RESPONSE PROJECT

6 Monthly Forecast of Expenditure

For the period ended _____

Loan No: _____

(in USD)

| Description | New | Month - 1 | Month - 2 | Month - 3 | Month - 4 | Month - 5 | Month - 6 | Total |
|---|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Component 1: | | | | | | | | |
| 1. Goods | | | | | | | | |
| 2. Consultancy Services | | | | | | | | |
| 3. Non Consultancy Services | | | | | | | | |
| 4. Training and Workshops | | | | | | | | |
| 5. Incremental Operating Costs | | | | | | | | |
| | <i>Subtotal</i> | | | | | | | |
| Component 2: | | | | | | | | |
| 1. Goods | | | | | | | | |
| 2. Consultancy Services | | | | | | | | |
| 3. Non Consultancy Services | | | | | | | | |
| 4. Training and Workshops | | | | | | | | |
| 5. Incremental Operating Costs | | | | | | | | |
| | <i>Subtotal</i> | | | | | | | |
| Component 3: | | | | | | | | |
| 1. Goods | | | | | | | | |
| 2. Consultancy Services | | | | | | | | |
| 3. Non Consultancy Services | | | | | | | | |
| 4. Training and Workshops | | | | | | | | |
| 5. Incremental Operating Costs | | | | | | | | |
| | <i>Subtotal</i> | | | | | | | |
| Less: | | | | | | | | |
| <i>Closing balance DA after adjustment</i> | | | | | | | | |
| <i>Direct payments/SC payments</i> | | | | | | | | |
| DA Cash requirement from the financier for the next reporting period | | | | | | | | |

Attachment 4 – Form of Authorized Signatory Letter

[Letterhead]
Ministry of Finance
[Street address]
[City] [Country]

[DATE]

Attention: Country Director

Re: Loan No. __ - PH
Philippines COVID-19 Emergency Response Project

I refer to the Loan Agreement ("Agreement") between the Republic of the Philippines (the Borrower) and the International Bank for Reconstruction and Development (the "Bank") dated _____, providing the above Loan. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any ¹[one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Borrower to sign applications for withdrawal and applications for a special commitment under this Loan.

For the purpose of delivering Applications to the Bank, including by electronic means, ²[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Borrower, acting ³[individually] ⁴[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Bank and in accordance with laws, rules and regulations.

This confirms that the Borrower is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Bank by electronic means. In full recognition that the Bank shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation ("Terms and Conditions of Use of SIDC"), the Borrower represents and warrants to the Bank that it will cause such persons to abide

-
- ¹ Instruction to the Borrower: stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. *Please delete this footnote in final letter that is sent to the Bank.*
 - ² Instruction to the Borrower: stipulate if more than one person needs to jointly sign Applications, if so, please indicate the actual number. *Please delete this footnote in final letter that is sent to the Bank.*
 - ³ Instruction to the Borrower: use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Bank.*
 - ⁴ Instruction to the Borrower: use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Bank.*
by those terms and conditions. This Authorization replaces and supersedes any Authorization currently in the Bank records with respect to this Agreement.

| | |
|--------------------|---------------------------|
| [Name], [position] | Specimen Signature: _____ |
| [Name], [position] | Specimen Signature: _____ |
| [Name], [position] | Specimen Signature: _____ |

Yours truly,

/ signed /

Annex B. Institutional Set Up for the Philippine COVID-19 Emergency Response Project (PCERP)

