



Republic of the Philippines
Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
Trece Martires City



EXCERPTS FROM THE MINUTES OF THE 13th REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF CAVITE HELD ON 12 MAY 2008 AT SPC SESSION HALL, LEGISLATIVE BUILDING, CAPITOL COMPOUND, TRECE MARTIRES CITY

PRESENT:

Hon. Dencito P. Campaña	Vice-Governor/Presiding Officer
Hon. Luis T. Pagtakhan	Pro-Tempore
Hon. Eileen R. Beratio	Majority Floor Leader
Hon. Cesario R. del Rosario, Jr.	Asst. Majority Floor Leader
Hon. Lope D. Tepora	Minority Floor Leader
Hon. Restituto T. Enriquez	Asst. Minority Floor Leader
Hon. Alex L. Advincula	Sanggunian Member
Hon. Arleen C. Arayata	Sanggunian Member
Hon. Recto M. Cantimbuhan	Sanggunian Member
Hon. Raymundo A. del Rosario	Sanggunian Member
Hon. Virgilio T. Ambion	Sanggunian Member
Hon. Remigio G. Dilag	SB Prov'l. Fed. President
Hon. Cecilia D. Miranda	ABC Prov'l Fed. President
Hon. Juan Miguel C. Ilano	SK Prov'l. Fed. President

ABSENT:

NONE

RESOLUTION NO. 157-S-2008

WHEREAS, the Provincial Government of Cavite recognizes the vital role that the human resources are playing in the delivery of health services;

WHEREAS, the province is supporting the national government in its advocacy to increase the number of students in medical and healthcare professions;

WHEREAS, the Cavite Provincial Health Office becomes partner of educational institutions by committing its public hospitals as venues for learning and training of their students;

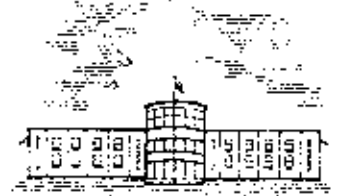
WHEREAS, the Department of Health (DOH) issued Administrative Order No. 5-A, in 1996, which governs the training and affiliation of students, thus, it is necessary that clear-cut policies and guidelines be formulated by the local government in order to provide direction for this undertaking;

WHEREFORE, there is a need to enact an ordinance to this effect;

NOW, THEREFORE, be it ordained by the Sangguniang Panlalawigan in session duly assembled that:



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PROVINCIAL ORDINANCE NO. 2008-004

**AN ORDINANCE PROVIDING FOR THE POLICIES AND GUIDELINES
GOVERNING THE AFFILIATION AND TRAINING OF STUDENTS
IN ALL PUBLIC HOSPITALS UNDER THE SUPERVISION
OF THE CAVITE PROVINCIAL HEALTH OFFICE**

Sponsored by: **HON. LUIS T. PAGTAKHAN**
and **HON. RECTO M. CANTIMBUHAN**

Section 1. Short Title.

This ordinance shall be known and cited as the "Ordinance for the Affiliation and Training of Students."

Section 2. Declaration of Policies.

- The Provincial Government of Cavite is committed to institute measures necessary in the promotion and maintenance of effective delivery of health services.
- The Provincial Government of Cavite recognizes the role of the youth in nation-building. The young generation must be given their needed support in order to ensure success in their endeavors.
- The Provincial Government of Cavite fosters harmonious relationship with the private sector and educational institutions. Collaborative partnership with them shall be built and maintained.

Section 3. Creation of the PHO Management Committee.

- 3.1. There shall be created a PHO – Management Committee which shall be chaired by the Provincial Health Officer, and be composed of the Chief of Hospitals, designated training officers (or persons-in-charge of training) from each service/department where student-affiliates report for duty.
- 3.2. The Committee shall perform the following functions:
 - 3.2.1. Screens and approves affiliation applicant (school/universities/ colleges).
 - 3.2.2. Supervises activities of students' affiliation and training activities at the hospitals at all levels in accordance with the existing standards.
 - 3.2.3. Monitors and evaluates all affiliation program and activities at the hospital.



- 3.2.4. Determines pro-ration of affiliation fees both for the groups directly and indirectly involved in affiliation and training.
- 3.2.5. Facilitates purchase of equipment, supplies, materials, journals and other needed paraphernalia for affiliation and training to prevent interruption of affiliation activities.
- 3.2.6. Updates and maintains a list of school/universities/colleges affiliating in the hospital.
- 3.2.7. Conducts regular dialogue with the affiliating school/colleges/universities to facilitate discussion of problems, issues and other concerns related to affiliation and training.

Section 4. Guidelines in Applying for Affiliation of Students in all Public Hospitals Supervised by the PHO.

- 4.1. There shall be a Memorandum of Understanding (MOU) between the Provincial Government and the affiliating school/college/universities.
- 4.2. All agreements shall be reviewed by the concerned training departments and heads and by the Provincial Legal Office prior to the Provincial Governor's approval and signature.
- 4.3. All agreements shall be duly accomplished and signed by both parties (the Governor, Provincial Health Officer, Head of Hospital and the Dean/ President of the Affiliating School/College/University).
- 4.4. A letter of intent from the school/college/ university to affiliate shall be filed to the Committee six (6) months before the start of actual training.
- 4.5. The agreement may only be renewed annually.
- 4.6. A letter of intent to renew the agreement shall likewise be filed six (6) months before the commencement of re-affiliation.

Section 5. Standard Rates of Affiliation Fees.

- 5.1. The following shall be the standard rates from various disciplines to be collected from affiliating schools/colleges/universities, which shall be deposited to the trust fund of each hospital:
 - 5.1.1. Medicine
Php 400.00/ student/ rotation
 - 5.1.2. Physical Therapy
Php 500.00-Php 650.00/ student / month



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- 5.1.3. Psychology
Php 350.00/ student/ rotation
- 5.1.4. Nursing / Midwifery
 - a. Php 350.00/ student for 80-96 hours
 - b. Above 96 hours will be computed Php 4.00/ hour/ student
 - c. Make-up duties – rated per hour
- 5.1.5. Radiology
Php 500/ student/ per month
- 5.1.6. Nurse Health Aide/ Care Giver
Php 250/ student/ per month
- 5.1.7. Dentistry
Php 500/ student/ per month
- 5.1.8. Pharmacy
Php 300/ student/ per month
- 5.1.9. Masteral
Php 500/ student/ per month
- 5.2.0. Medical Technology/ student/ per month

Utilization fee such as the use of water, electricity, hospital gowns, supplies, equipment, etc., shall be charged as follows:

Standard Rate:

OR Complex = Php 500.00/ student/ rotation
Other Clinical areas = Php 300.00/ student/ rotation

Aside from the standard rate of utilization fees, this may increase depending on the type, quality and quantity of utilities availed of from the hospital.

Section 6. Distribution of Affiliation Fees.

The distribution of affiliation fees shall be as follows:

- 6.1. Ten percent (10%) of the total collection shall be given to the Management Committee and shall be used for the conduct of meetings, seminars, conferences, team buildings, management, leadership and research activities.
- 6.2. Forty percent (40%) of the total affiliation fee shall be used in the following:
 - 6.2.1. To fund the attendance of the trainers of the concerned Training Service/Department in the Human Resource and Development activities (seminars, team buildings, and the like.)

Handwritten initials



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- 6.2.2. To procure supplies and equipment of the Training Department based on training needs as well as for research related to training, and other hospital needs, duly approved by the Management Committee.
- 6.3. Fifty percent (50%) of the total collection of affiliation fees shall be intended for honoraria or incentives of personnel.
- 6.3.1. Thirty five percent (35%) for the Training Service/Department concerned (pro-rated)
- 6.3.1.1. The Department Head shall be responsible for appropriate distribution of honoraria to each staff based on the degree of their participation and length of service in the training of students at a given period.
- 6.3.1.2. A written Guidelines on the Distribution of Honoraria shall be made individually by the Department Heads with affiliating students and shall be modified or revised as appropriate
- 6.3.2. Fifteen percent (15%) shall be given to other hospital associations of all public hospitals supervised by Provincial Health Office intended for meetings, social (sports, death aid, legal aid and other activities related to human resource development program.
- 6.3.2.1. Five percent (5%) to Administration Staff Association
- 6.3.2.2. Five percent (5%) to Medical Staff and Ancillary Association
- 6.3.2.3. Five percent (5%) to the Nursing Service Association

Section 7. Regularity of Sharing of the Affiliation Fees.

- 7.1. The honoraria sharing (section 6.3.) and the ten percent (10%) collection for the Management Committee (section 6.1.) shall be distributed accordingly at the end of each school year (April of each calendar year).
- 7.2. The forty percent (40%) collection (section 6.2.) to be used for training of the staff of the concerned training department and to procure supplies and equipment shall be given at any moment the training department needs such training, equipment or supplies as determined by the Department Head and as approved by the Management Committee.

Section 8. Preparation of the Annual Financial Report

- 8.1. An annual report must be submitted and presented to the Management Committee once a year (March of each calendar year) by the Department or Head of Hospital.



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Section 9. Effectivity.

This ordinance shall take effect immediately after its approval.

UNANIMOUSLY APPROVED.

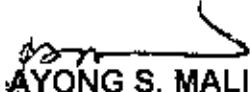
I hereby certify to the correctness of the foregoing.


JOSE R. DE CASTRO, SR.
Provincial Board Secretary

ATTESTED:


DENCIO P. CAMPAÑA
Vice-Governor/Presiding Officer

APPROVED:


AYONG S. MALIKSI
Provincial Governor

JRC/oida