



**KAGAWARAN ng REPORMANG PANSAKAHAN**

05 September 1990

ADMINISTRATIVE ORDER

No. 15

Series of 1990

SUBJECT : GUIDELINES ON THE AVAILMENT OF MEDICAL AND DENTAL SERVICES IN THE DEPARTMENT

Promulgated hereunder are the guidelines for availing of medical and dental services in the Department:

1. The Department of Agrarian Reform shall provide its employees and their immediate dependents (spouses and children or parents, in case of single employees) with basic medical and dental services.
2. Whenever available, medicines may be issued to sick employees and dependents. The quantity will depend on the prescribed dosage deemed necessary by the Resident Physician/Dentist, but in no case should it exceed the one-week requirement of the sick employee.
3. First aid kits, comprising of medicines to be used by participants of trainings/seminars and those who will go on official travel, will be made available subject to the approval of the Administrative Service Director. All unused medicines after the purpose for which these were requisitioned is completed shall be turned over to the Resident Physician/Dentist for proper accounting.
4. Annual medical check-ups (chest x-ray, urinalysis and fecalysis) and dental check-ups shall be made available to all employees. The Resident Physician/Dentist shall furnish the Personnel Division with a copy of the results of the examination for record purposes.
5. Only the Resident Physician/Dentist can dispense medicines. Other personnel of the Medical and Dental Unit are prohibited from dispensing medicines without a written order from the Resident Physician/Dentist.
6. Consultation by phone shall not be entertained by the Resident Physician/Dentist.
7. Medical certificates shall be issued only to patients attended to by the Resident Physician/Dentist.

8. The Assistant Secretary for FMA shall approve all requests for purchase of medicines and medical supplies based on the monthly requirement of the Department as estimated by the Resident Physician/Dentist.
9. The Resident Physician/Dentist shall prepare and submit a monthly accomplishment report of cases handled, medicines prescribed and/or issued together with the monthly inventory of medicines to the Assistant Secretary for FMA thru the Administrative Service Director.
10. Field offices are encouraged to establish linkages with the DOH health centers for the medical requirements of field personnel.

This Order shall take effect immediately.

All orders, circulars and/or memoranda which are inconsistent herewith are hereby amended, modified, or revoked as the case may be.

  
BENJAMIN T. LEONG  
Secretary