



Republic of the Philippines
Province of Cagayan
Tuguegarao City

Phone number : 0953-588-3721 email address : cmotuguegaraocity@gmail.com

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OFFICE OF THE CITY MAYOR

21 January 2025

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear **Presiding Officer and Members of the Sanggunian:**

We would like to request for a resolution authorizing the undersigned to represent, enter, and sign on behalf of City Local Government Unit-Tuguegarao in the attached draft Memorandum of Understanding with Department of Health-Cagayan Valley Center for Health Development (DOH-CVCHD) *re.* Extension of MOU.

For your information and appropriate action. Thank you and best regards.

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor





Republic of the Philippines
Department of Health
CAGAYAN VALLEY CENTER FOR HEALTH DEVELOPMENT



December 26, 2024

HON. MAILA ROSARIO T. QUE

City Mayor
Tuguegarao City Hall
Tuguegarao City, Cagayan

DOH-AB-11111
RECEIVED
BY: 
Date: 1/7/25

Dear **Mayor Que**,

Warm greetings!

This has reference to the Memorandum of Understanding (MOU) entered into by and between the Department of Health-Cagayan Valley Center for Health Development (DOH-CVCHD) and the Local Government Unit (LGU) of Tuguegarao City, which governs Human Resources for Health (HRH) Deployment Program.

The agreed upon extension period is set to expire on December 31, 2024. We would like to confirm your willingness to extend the agreement for an additional period. The extension of the MOU will allow us to further strengthen the impact of the program.

By signing the attached document and returning a notarized original copy to this office through the Human Resource Development Unit (HRDU), Tuguegarao City LGU agrees to extend the terms and conditions of the existing MOU regarding the HRH Deployment Program for an additional period of one-year, commencing on **January 13, 2025 to December 31, 2025**.

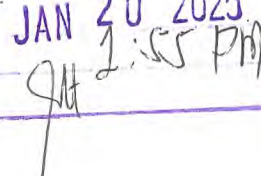
Attached is the MOU for your information and guidance.

For inquiries and/or clarifications you may reach **Ms. Charmaine M. Barangan**, Head of the Human Resource Development Unit at telephone number (078)304-6523 or email at

Thank you for your continued cooperation and we look forward to your positive response.

Very truly yours,


AMELITA M. PANGILINAN, MD, MPH, CESO III
Director IV

OFFICE OF THE CITY MAYOR
RECEIVED
Date: **JAN 20 2025**
Time: **1:55 PM**
By: 



**MEMORANDUM OF UNDERSTANDING (MOU) EXTENSION
BETWEEN THE
DEPARTMENT OF HEALTH
AND
LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, CAGAYAN**

The Department of Health Cagayan Valley Center for Health Development (DOH-CVCHD) and the Local Government of Tuguegarao City, Cagayan hereby agree that:

The current Memorandum of Understanding (MOU) between the Department of Health Cagayan Valley Center for Health Development (DOH-CVCHD) and the Local Government Unit of Tuguegarao City, Cagayan, which governs the Human Resources for Health (HRH) Deployment Program, set to expire on December 31, 2024, shall be extended for one (1) year from **January 13, 2025 to December 31, 2025**. All of the current terms and conditions in the MOU shall remain in effect.

In witness hereof, the duly authorized representative of each institution agrees to all provisions of this document.

AMELITA M. PANGILINAN, MD, MPH, CESO III
Director IV
Department of Health
Cagayan Valley Center for Health Development

HON. MAILA ROSARIO T. QUE
City Mayor
Tuguegarao City Hall
Tuguegarao City, Cagayan



MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) made and entered into by and between:

The **Department of Health - Cagayan Valley Center for Health Development (CV-CHD)**, a government agency with office address at Maharlika highway, Carig Norte, Tuguegarao City, Cagayan represented by **DR. AMELITA M. PANGILINAN** – Director IV, hereinafter referred to as the **FIRST PARTY**; and the **Municipality/City of Tuguegarao**, Province of **Cagayan**, a local government unit represented by Honorable Mayor **MAILA ROSARIO S. TING-QUE**, hereunder referred to as the **SECOND PARTY**.

I. PURPOSE

To establish collaboration among the different stakeholders in the implementation of the 2023 Human Resources for Health Deployment Program (HRH) pursuant to Administrative Order No. 2020-0038 or the Guidelines on the Deployment of Human Resources for Health (HRH) under the National Health Workforce Support System (NHWSS) and Department Order No. 2022-0451 or Operational Guidelines in the Implementation of Select Human Resource for Health Composite Programs and Projects under the National Health Workforce Support System dated August 5, 2022 for the attainment of the following:

- a. Improve local health systems that will support the country's attainment of Universal Health Care (UHC) Act and Devolution Transition Plan for Health;
- b. Provide personnel complement in the focus municipalities and other concerned areas such as but not limited to;
 1. GIDA Barangays,
 2. Indigenous Cultural Communities,
 3. Priority areas for poverty reduction and peace building efforts,
 4. 5th to 6th class Municipalities,
 5. Critical HRH Gap, and;
- c. Provide policies and guidelines in the implementation of the Human Resources for Health under the National Health Workforce Support System.

II. PARTIES' ROLES AND RESPONSIBILITIES

In furtherance of the above PURPOSE, both parties agree to make every reasonable effort to fulfil the responsibilities outlined below.

The **FIRST PARTY** shall:

- a. Be responsible for the recruitment and selection of applicants through the PDOHOs / CDOHO in close coordination with the HRMO and Human Resource Development Unit of the CVCHD.



Republic of the Philippines
Department of Health
Cagayan Valley Center for Health Development



- b. Hire Human Resources for Health (HRH) for deployment in the different priority cities/municipalities focused and concerned areas specifically for the following list of professionals:
1. Doctors (DTTB, PRDP, EPSB)
 2. Dentists
 3. Nurses
 4. Midwives
 5. Pharmacist
 6. Medical Technologist
 7. Nutritionist Dietician
 8. Physical Therapist
- c. Be responsible for the processing and signing of Appointments and such other related documents of the deployed HRH under the NHWSS.
- d. Conduct a Pre and Post Deployment Orientation and Oath Taking to the HRH.
- e. Determine the areas for Deployment where the HRH will be equitably distributed to the different municipalities and cities in the Region prioritizing the GIDA barangays, Indigenous Cultural Communities, 5th- 6th class municipalities, priority areas for poverty reduction and peace building efforts and areas with critical HRH gap.
- f. Be responsible for the social preparation of the HRH and shall formally endorse them through the Provincial DOH Office supported by a Deployment letter addressed to the **SECOND PARTY**.
- g. Coordinate closely with the **SECOND PARTY** in provision of technical and administrative supervision over the deployed HRH.
- h. Provide Learning and Development Interventions for the HRH to enhance their knowledge, technical skills and competencies.
- i. Be responsible to facilitate the immediate pull-out of deployed HRH from the municipality within 24 hours in case of HRH report of threat to his/ her life, whether verified or not.
- j. Monitor the performance, working conditions, and engagement of deployed HRH through the PDOHOs and CDOHO and provide feedback to the LGUs.

13



Republic of the Philippines
Department of Health
Cagayan Valley Center for Health Development



The **SECOND PARTY**, shall:

- a. Accept the HRH hired by the **FIRST PARTY** as personnel complement in the locality.
- b. Assign the HRH in close coordination with the **FIRST PARTY** in their identified priority areas of assignment or barangay pursuant to the functions and responsibilities of the HRH.
- c. Provide administrative and technical supervision to HRH deployed within its jurisdiction in close coordination with the **FIRST PARTY** through the PDOHO and CDOHO.
- d. Sign Daily Time Records, Itinerary, and other necessary documents of the HRH through their City/Municipal Health Officers (CHOs/MHOs/RHP/DTTB) or in their absence, the PHN or authorized signatories.
- e. For LGUs without MHOs, the daily time record of the DTTBs shall be signed by the LCEs or any authorized official.
- f. Individual Performance Commitment Review and other technical duties and functions will be signed by their respective MHOs/ CHOs/LCEs / Chief of Hospitals as supervisors and initialed by the DMO IVs prior to the signing / approval of the DMO Vs as the Next Higher Supervisor except for DTTBs and PRDPs.
- g. Pay overtime services in cases where the HRH are required by the LGU to render services beyond their regular working hours or exceed the **40 hours per week** for any LGU programs and other related activities as supported by an LGU Office Order. However, in lieu of overtime pay, the HRH shall be entitled to Certificate of Overtime Credits (COC) and the availment of Compensatory Time-Off shall be subject to CSC-DBM Joint Circular No.2 s. 2004.
- h. Endeavor to hire the deployed HRH in their municipalities to promote the decrease of HRH gap in their localities pursuant to the implementation of UHC Law and Devolution Transition Plan for Health.
- i. Establish and/or Activate a Safety and Health Committee and/or Special Investigation Committee as stipulated in the CSC- Department of Health – Department of Labor and Employment **Joint Memorandum Circular No. 1 s. 2020** or the Guidelines of Occupational Safety and Health standards for the public sector.
- j. Monitor the HRH assigned in their areas in close coordination with the **FIRST PARTY**, and its authorized representatives.



Republic of the Philippines
Department of Health
Cagayan Valley Center for Health Development



III. MUTUAL AGREEMENT

Both **PARTIES** have an interest in better understanding of the spatial patterns, relationships and dynamics of HRH. This requires sharing of analysis, collaboration of both parties for the achievement of the Sustainable Development Goals (SDG) through the implementation of the Universal Health Care Act that will redound to the benefit of the local community.

Pursuant to the Department Memorandum No. 2022 – 0451 dated August 5, 2022 and the foregoing statements both parties hereby consent to the following guidelines as agreed upon _____ 2023:

1. It is understood that this MOU shall only apply in case there are deployed HRH.
2. Policies, rules and regulations for the deployment of HRH shall be in accordance with CSC ORA-OHRA and all other CSC laws, policies and issuances.
3. HRH shall perform the duties and responsibilities expected of the position and shall serve in their area of assignment for forty **(40) hours per week**.
4. Nurses and Midwives shall be assigned in the barangays especially to GIDA or far-flung barangays of the **SECOND PARTY**.
5. Once the areas of assignment are finalized the **FIRST PARTY** through the PDOHO/ CDOHO shall issue Provincial/City DOH Office Order copy furnished the PHOs.
6. Nurses and Midwives shall be allowed to report to the Rural Health Units once a week to be scheduled by the **SECOND PARTY** through their CHO/MHO in coordination with respective Development Management Officers.
7. The attendance of the HRH during Flag raising ceremony is mandatory. However, HRH that are deployed in coastal barangays and GIDA barangays with difficulty in transportation may attend the barangay flag raising ceremony.
8. For efficiency, HRH shall time-in and time-out in their respective barangays or areas of assignment, thus they are not required to time-in and time-out in the RHU once they will report to their areas of assignment.
9. Night duty shall only be allowed to Midwives (RHMPP) in the Municipalities/Cities with a Licensed Birthing Homes of the **SECOND PARTY**, provided during their tour of duty they shall be accompanied by a trained BEMONC regular staff of the **SECOND PARTY** and only eight (8) hours duty per day. RHMPP shall also adhere to deliver primary care services in relation to other DOH health programs such as but not limited to Immunization Program, TB Control Program, home visit to households for monitoring of pregnant and post-partum mothers, assist in Family Planning



Republic of the Philippines
Department of Health
Cagayan Valley Center for Health Development



program services, provide direct maternal and child care services etc. Other HRH shall only be allowed to a **night duty only during emergencies and disasters** supported by LGU Officer Order

10. In exigency of the service, HRH may be allowed to accompany patient in the ambulance within or outside of the municipality of assignment provided the **SECOND PARTY** shall issue an LGU travel order for this purpose and shall pay their overtime services rendered beyond their regular working hours plus daily travel expenses (DTE) pursuant to E.O. 77 series of 2019.
11. All requests of HRH pertaining to attendance on Learning and Development, seminars, conventions and/or for Continuing Professional Development (CPD) within and outside the region shall be approved by the **FIRST PARTY** following this procedure;

Step 1: HRH shall submit written request together with the invitation for attendance to LDI for the approval of the LGU (MHO) or authorized official;
Step 2: If the request is approved, the LGU (MHO) shall endorse it to PDOHO/CDOHO for the preparation of request for travel;
Step 3: PDOHO / CDOHO shall endorse the request for travel to CVCHD for the preparation of Regional Office Order.
12. In the event that the HRH is required to attend the LGU related activities/invitations outside their area of assignments, the LGU shall issue an LGU Office Order for the said purpose indicating the payment of his DTE copy furnish PDOHO/ CDOHO.
13. **FIRST PARTY** is responsible for the issuance of Certificate of Employment, Service Records, Processing of leaves, Terminal Pay, PHIC enrolment, and Remittances while PDOHOs and CDOHO are responsible for the preparation of payrolls.
14. Nepotism is prohibited under the CSC, therefore, HRH shall not have a direct supervisor such as MHO, PHN, DMO IV and DMO V, who is a relative up to the third degree, either by consanguinity or affinity.
15. Nonpartisan political activity shall be strictly implemented thus HRH shall not run for any elected positions in the government nor campaign for any candidate.
16. Actual working hours including night shift and week-end duties shall be reflected in the Daily Time Record (DTR) of the HRH supported by a LGU Office Order.
17. During the deployment, the **FIRST PARTY and SECOND PARTY** concerned shall ensure the safety and security of the HRH in their areas of assignment. Safety protocol shall be followed, thus **FIRST PARTY and SECOND PARTY** shall regularly monitor the HRH in their areas of assignment.



Republic of the Philippines
Department of Health
Cagayan Valley Center for Health Development



18. Grievances by the deployed HRH shall be addressed expeditiously following the hierarchy of management of grievances and in accordance with the existing grievance mechanisms of the DOH – CO and CHDs.
19. All request of HRH or the **SECOND PARTY** for transfer of municipality shall be approved by the DMO V after deliberation and evaluation, and subject to RA 7305 “Magna Carta of Public Health Workers” and CSC ORA-OHRA.
20. In case of declaration of Public Health State of Emergency throughout the country, the **FIRST PARTY** may temporarily redeploy HRH and shall issue a Regional Office Order.

IV. FUNDING AND FINANCIAL RESPONSIBILITIES

The **FIRST PARTY** shall provide HRH with their salaries, benefits and other remunerations subject to the deductions based on the existing rules and regulations. In the event that the HRH is required by the **SECOND PARTY**, in the interest of the service to undertake travels, transportation expenses incidental to the travel shall be provided by the latter subject to the usual accounting and auditing rules and regulations.

V. VOLUNTARY DISASSOCIATION

This MOU is a binding agreement that both parties have entered into in good faith. Either party may disassociate from the effort without penalty or liability by notifying the other in writing. Written notice shall be sent thirty (30) days prior to the disassociation.

VI. TERM AND AMENDMENT

This Memorandum shall be in effect for the period of July to December 2023. Both parties reserve the right to renegotiate this Memorandum upon the mutual consent of the other party.

At the expiration of the six months period, this Memorandum may be extended through the common written consent of both parties.

This Memorandum represents the entire understanding of both parties with respect to this partnership. Any modification of this Memorandum must be in writing and signed by the parties.

