



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

JUL 10 2019

DEPARTMENT ORDER

No. 2019- **0225**

SUBJECT: GUIDELINES ON OFFICIAL LOCAL AND FOREIGN TRAVELS INCLUDING ALLOWABLE RATES FOR DEPARTMENT OF HEALTH, ATTACHED AGENCIES AND ALL OTHERS CONCERNED

I. RATIONALE

Executive Order (E.O.) No. 77, dated March 15, 2019 entitled "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel," was issued by the President of the Republic of the Philippines to update outdated rates of per diem and other allowances for official local and foreign travel in the government.

Likewise, it has been observed that the Department of Health (DOH) rate for transportation expenses, as prescribed under Department Order No. 2007-0082 dated September 4, 2007 entitled "Policies and Guidelines on Travel and Training Allowances Including Cash Advances Related Thereto" and as amended under Department Order No. 2007-0082-A dated July 1, 2010, does not anymore meet the current economic standards.

Pursuant to the above, the following guidelines is hereby issued to ensure judicious, fair and reasonable utilization of public funds on travel expenses of DOH personnel.

II. OBJECTIVES

1. To standardize implementation of E.O. No. 77 in DOH and its attached agencies;
2. To ensure that claims for travel expenses and allowances for official travels are within the bounds of E.O. No. 77 and within the financial capability of the DOH; and,
3. To regulate the amount of transportation expenses not specifically itemized in E.O. No.77.

III. COVERAGE

This Department Order shall apply to all DOH and its attached agencies' officials, and employees and Contract of Service (COS) personnel.

IV. DEFINITION OF TERMS

- A. **Permanent Official Station** – is the geographic location or address where the official/employee normally reports for duty and/or spends the majority of his/her productive time and must be designated as such in writing by the employer.
- B. **Daily Travel Expenses (DTE)** – the amounts authorized to cover expenses for local travel, which consist of the following: (1) costs for hotel accommodation or lodging, including the prescribed taxes and service charges; (2) meals; and (3) incidental expenses, including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment.

- C. **Transportation Expenses** – the actual fares of the authorized modes of transportation (e.g., land, sea and air) for local and foreign travels, i.e. from the official station to the destination or place of assignment and back.
- D. **Daily Subsistence Allowance (DSA)** – the amount to cover to the cost of foreign travel which includes costs for hotel accommodation or lodging, meals and incidental expenses.
- E. **Minimal Cost** – the cost most economical to the government.
- F. **Authorized Official** – is the head of the office and who has the legal authority to approve and sign.

V. GENERAL GUIDELINES


- A. Personnel may be paid travel expenses when required to travel away from their permanent official station.
- B. The official local and foreign travels contemplated by this Order should meet the following criteria:
 - 1. It is essential to the effective performance of the official or employee's mandate or functions;
 - 2. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended;
 - 3. The projected expenses are not excessive or involve minimum expenditure;
 - 4. The travel authority by the official and employees is approved by the authorized official;
 - 5. The funding source of local and foreign travel has been specifically indicated in the travel authority.
- C. With the adoption of plane ticketing through the portal system as required by Procurement Service –Department of Budget and Management (PS-DBM), procurement of air tickets through travel agency shall be allowable only on exceptional cases with approved justification by the Head of Office, however, reimbursement of agency processing fee shall not be allowed.
- D. Request for plane ticket shall be made within seven (7) days before the travel to ensure the proper utilization of advance deposit to PS-DBM for plane ticketing and to avoid cancellation of unused tickets coupled with rebooking fee in case of change of travel dates.

VI. SPECIFIC GUIDELINES

A. For Local Travels

1. Approval of Local Travel

- a. The official travels of the Secretary of Health irrespective of the number of days, need not be approved by Office of the President.
- b. The authority to travel of officials and personnel and payment of their corresponding travel expenses shall be approved by the Secretary of Health or his/her authorized representative.

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2. Travel Beyond 50-kilometer Radius from the Permanent/Official Station

Official travel to destination beyond the 50-kilometer radius from the permanent/official station shall be allowed the following expenses:

a. Travel Beyond 50-kilometer Radius from the Permanent/Official Station

- (1) From the office or residence to the point of embarkation, and vice versa;
- (2) From the point of embarkation to the point of disembarkation in the place of destination, and vice versa;
- (3) From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa.

b. Allowable transportation under Section VI.A.2.a officials and employees may claim are as follows:

- (1) Taxi fare and Transportation Network Vehicle (TNVS) fares (based on the taxi fare on the matrix presented in the succeeding section)
- (2) Bus fare
- (3) Ferry boat fare
- (4) Utility van (based on prevailing rates per passenger approved by the Land Transportation Franchising and Regulatory Board)
- (5) Motorized boats (based on prevailing rates per passenger in the locality)
- (6) Habal-habal (based on prevailing rates per passenger in the locality)
- (7) Jeepney fare (based on prevailing rates per passenger in the locality)
- (8) Tricycle fare (based on prevailing rates per passenger in the locality)
- (9) Train Fare

c. Reasonable miscellaneous expenses such as the following may be claimed by the travelling officials and personnel upon presentation of bills and receipts in reference to Section VI.A.2. a.:

- (1) Terminal fees
- (2) Parking fees
- (3) Road tolls

d. Personnel using government vehicle shall not be allowed to claim transportation expenses.

e. Personnel using private vehicle shall be entitled to the equivalent fare of the customary mode of transportation.

f. Rates for taxi fares/transportation expenses from residence to airport, seaport, bus station, whichever is applicable, and vice-versa within Metro Manila or outside Metro Manila (e.g. Rizal, Cavite, Bulacan) shall be as follows:

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| Place | Maximum Allowable Rate per Trip (in Php) |
|--|---|
| All areas nearest to the airport including Paranaque | 350.00 |
| San Andres, Sta. Ana, Sta. Mesa, Blumentritt, Quezon City Rotonda, Greenhills, San Juan, Cubao, Pasig, Makati, Las Pinas, Taguig and other areas within the vicinity of the above | 400.00 |
| Navotas, Malabon, Sangandaan, Southern part of Caloocan, Central Area of Quezon City, and other areas within the vicinity of the above | 500.00 |
| Northern Caloocan, Novaliches, Fairview, Valenzuela, Meycauyan, Marikina, Antipolo, Cainta, Cavite and all areas outside Metro Manila and other areas within the vicinity of the above | 550.00 |

A similar fare matrix shall be prepared and promulgated by the respective Centers for Health Development.

- g. Rates for Taxi Fares or other authorized mode of transportation in DOH Central Office to catch DOH shuttle or rented bus for a minimum travel of three (3) days.

| Place of Residence to DOH | Maximum Allowance per Trip (in Php) |
|--|--|
| Blumentritt, España, Welcome Rutonda, Tondo, Divisoria and other areas within the vicinity | 100.00 |
| San Andres, Sta. Ana, Sta. Mesa, Pasay, Greenhills, San Juan and other areas within the vicinity | 250.00 |
| Monumento, Navotas, Malabon, Sangandaan, Southern part of Caloocan, Cental area of Quezon City and other areas within the vicinity | 300.00 |
| Makati, Las Piñas, Taguig and other areas within the vicinity | 400.00 |
| Tala, Northern Caloocan, Novaliches, Fairview, Valenzuela, Marikina, Antipolo, Cainta, Muntinlupa, Cavite and all areas outside Metro Manila and other areas within the vicinity | 450.00 |

Claims for the above mentioned shall be subject to the provision of COA Circular No. 2017-001 dated June 19, 2017.

h. Daily Travel Expenses (DTE)

- (1) The maximum allowable DTE of officials and personnel, regardless of rank and position, shall be the following rates:

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| Destination | | Maximum DTE (in Php) |
|-------------|---|----------------------|
| Cluster I | Region I Region II Region III Region V Region VIII Region IX Region XII Region XIII Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) | 1,500 |
| Cluster II | Cordillera Administrative Region (CAR) Region VI Region VII Region X Region XI | 1,800 |
| Cluster III | National Capital Region (NCR) Region IV-A Region IV-B | 2,200 |

- (2) Claims for travel expenses as provided under Section VI.A.2.g. payment of DTE as presented above shall not require presentation of bills and receipts.

i. Apportioned Travel Expenses

- (1) The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station or residence shall be based on the following apportionment:

| Particulars | Percentage | To Cover | |
|--|------------|--|-------------------|
| Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business | 100% | Hotel/ Lodging Meals Incidental Expenses | 50% 30% 20% |
| Day of departure from permanent official station or residence (regardless of time) if other than date of arrival | 50% | Meals Incidental Expenses | 30% 20% |

- (2) Subsistence allowance of Php 50.00- per day received through payroll shall be deducted from the amount allotted for meals during regular working days. Subsistence allowance shall not be deducted if the travel falls on weekends, holidays and non-working days.
- (3) When hotel/lodging and meals are provided or under live-in arrangement, the official /employee concerned shall be entitled to claim incidental expenses which is 20% of DTE for one day before and after respectively.

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- (4) If the venue is a hotel under a live-out arrangement the official/employee concerned shall be entitled to claim actual fare at the prevailing rates of authorized modes of transportation from the permanent station or residence to venue and back.

j. Travel Expenses in Excess of Authorized Travel Rates

Claims for reimbursement of actual accommodation expenses (excluding amount expenses for valets, room attendants, laundry, pressing, haircuts and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, under the following conditions; however, said in no case shall the difference exceed 100% of such components of the prescribed DTE rate, and only upon:

- (1) Submission of certification by the agency head or authorized representative as absolutely necessary in the performance of an assignment; and
- (2) Presentation of bills and official receipts. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and official receipts.

k. Precluding Double Payment of Travel Expenses

To preclude double payment, the corresponding portion of the DTE shall not be allowed when the fare paid for transportation includes meals and/or quarters enroute, or where meals and/or lodging are paid for or furnished by the government or other parties.

3. Travel Within the 50-Kilometer Radius from the Permanent Official Station

a. For officials and employee authorized to stay in the place of assignment.

Personnel who are authorized to stay in the place of assignment within the 50-kilometer radius from the Permanent Official Station may claim the appropriate DTE under Section VI.A.2.g.(1), provided that the concerned employee present proofs, that he/she had stayed in the place of assignment for the whole duration of the official travel, otherwise claim for DTE shall only be subject to the provisions of Section VI.A.3.b. In addition, herein actual fare at the prevailing rates from permanent official station to destinations and vice versa may be claimed.

For those using government vehicle no amount of transportation expenses may be claimed except for parking fees and road tolls.

In addition to the hotel bills/receipts, as strictly required under EO No. 77, the following are the other required supporting documents as proof that the concerned employee or personnel opted to stay in the place of assignment for the whole duration of the official travel:

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- (1) Department Personnel Order/ Office Order citing therein the necessity for the concerned employee to stay in the place of assignment for the full duration of the activity; and
- (2) Certificate of Appearance.

b. For official or employee who is authorized to commute daily to the place of assignment

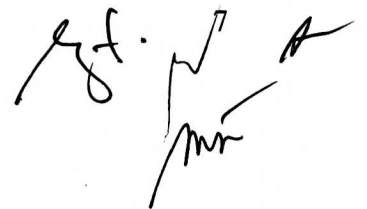
Personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed the following expenses:

- (1) Actual fare receipt at the prevailing rates of authorized modes of transportation from the permanent official station or residence to the place of assignment and back.
- (2) Those personnel who are authorized to conduct monitoring, validation, assessment, audit, inspection, investigation, evaluation and other related activities shall be allowed 20% of meal allowance based on Section VI.A.2. g. (1). Additional 10% maybe allowed only if the aforementioned day-to-day activities will be beyond 7 P.M. Said extension should be supported by reasonable justification and approved by the Head of Office.
- (3) Attendance to official activities such as but not limited to meetings, forums, seminars, workshops and conventions outside the DOH facility, but still within the 50-kilometer radius shall entitle the personnel to the following:
 - (a) Actual fare at the prevailing rates of transportation from the permanent official station or residence to the place of assignment and back.
 - (b) Incidental expenses may be claimed based on Section VI.A.2.h.(1) with a justification that the specific activity extended beyond 7 P.M. duly approved by the Head of Office.
- (4) Those personnel who are designated to act as Liaison Officer shall be entitled to:
 - (a) Actual fare at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back.
 - (b) DTE of 10% based on Section VI.A.2.h.(1) if the Liaison Officer left the official station on or before 8 A.M. Additional 10% meal allowance may be provided if the said personnel returned to the official station after 3 P.M.

Presentation of transportation ticket or any equivalent document shall be required as proof of actual travel undertaken.

4. Mode of Transportation and Type of Accommodation

- a. The mode and class of transportation shall be restricted to the lowest fare of economy class for airfares and regular air-conditioned bus for land transportation unless authorized by the President of the Republic of the Philippines.

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- b. Unauthorized deviations from the regular route or mode of transportation that will result to additional costs shall be for the account of the official/employee concerned.
 - c. The most economical and efficient type of hotel/lodging shall be availed for official local travel.
- 5. Registration/Participation Fee to Conventions, Seminars, Conferences, Symposia and such other activities

The registration or participation fee in conventions, seminars, conferences, symposia and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development maybe availed through cash advance subject to liquidation or reimbursement after the activity chargeable against government funds based on the existing rates of DBM.

- 6. Registration/Participation Fee to Training, Courses and other Non DOH-Health Human Resource Development Bureau (HHRDB) Activities

Courses Fee for human resource development activities shall be based on the current fees prescribed by the academes and other learning institutions, cleared by HHRDB and recommended for approval to the concerned head of office based on existing rates of DBM. Also, payment for these can be availed through cash advance subject to liquidation or reimbursement after the participation.

- 7. Availment of Department of Tourism (DOT)-Accredited Accommodations

Officials and personnel on official local travel are encouraged to patronize DOT accredited accommodation to ensure availment of adequate but reasonably priced services and amenities.

- 8. Liquidation of Cash Advances

Overlapping of cash advances shall not be allowed, thus liquidation of cash advance for local travel shall be made within seven (7) calendar days after the travel. Failure to do so, will cause removal of the concerned personnel from the payroll until the cash advance is fully liquidated.

B. For Foreign Travel

1. Types of Foreign Travels

Authorized Foreign travels shall refer only to those under the following categories:

- a. International conferences or meetings to which the Philippine Government has commitments, or to undertake official missions/assignments which cannot be assigned to government officials posted abroad.
- b. Scholarship, fellowships, trainings and studies abroad which are grant-funded or undertaken at minimal cost.
- c. Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined

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under international law, whether fully or partially funded by the government, upon the endorsement of the Department of Foreign Affairs (DFA).

In case of trips involving delegations, the authorized approving authority shall ensure that the number of participants is kept to the barest minimum and the role of each member in the delegation is clearly specified and justified in the travel application or proposal.

2. Approval of Foreign Travels

- a. The Office of the President (OP) shall approve the official foreign travels of the Secretary of Health irrespective of the number of days.
- b. The Secretary of Health or his/her authorized representative shall approve official travels of officials and personnel and payment of their corresponding travel expenses
- c. Foreign Travel of officials and personnel shall also be endorsed by the DFA.

3. Exclusion from Foreign Travel

The following individuals shall not be issued foreign travel authorities nor be entitled to government funding for such trips:

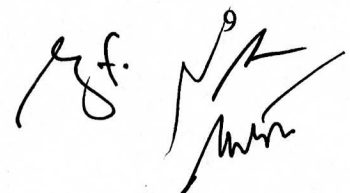
- a. Private individuals
- b. Consultants of, and/or those engaged by way of contract of service by government agencies, except in highly meritorious circumstances (e.g. unavailability of qualified employees in highly technical or specialized fields), and upon written justification submitted to the authorized approving officials
- c. Spouses or children of government officials, except when diplomatic protocol or established international practices provide otherwise
- d. Job Orders/Contract of Service Personnel

4. Pre-Departure Expenses and Return Trip Fees

- a. Pre-departure expenses not exceeding Php 3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, portage, airport terminal fees, if any, and other related expenses.
- b. Likewise, reimbursement of airport terminal fees imposed at the point/s of embarkation/boarding on the return trip to the Philippines upon presentation of the corresponding receipt, if any, shall be allowed upon completion of the official trip.

5. Transportation Expenses

If the transportation expenses will not be provided by the host country or the sponsoring organization, they shall be allowed of the following:

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- a. Business class airfares for the Secretary of Health, Undersecretaries and Assistant Secretaries may be authorized, subject to the approval of the OP.

For long-haul trips, described as flights exceeding four (4) hours without counting lay-overs, of Secretary of Health, Undersecretaries, Assistant Secretaries and those of equivalent ranks, business class airfares may be authorized, subject to approval of the OP.

- b. Economy class airfares shall be allowed to other officials and personnel, which for purposes of this Order does not include premium economy class in case they are not provided with transportation expenses by the host or sponsoring organization.

6. Clothing Allowance

- a. Clothing allowance shall be granted to personnel on foreign travel in tropical countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month. The clothing allowance shall be granted on pro-rated basis, as follows:

| Duration of Travel | Allowable Clothing Allowance (in US\$) |
|--|--|
| More than one (1) month but less than three (3) months | 200.00 |
| Three (3) months and more but less than six (6) months | 300.00 |
| Six (6) months and more | 400.00 |

Provided, however, that the clothing allowance in connection with study trips to tropical countries shall not exceed US\$ 300.00.

- b. When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

| Duration of Travel | Allowable Clothing Allowance (in US\$) |
|---|--|
| Two (2) weeks or less | 200.00 |
| More than two (2) weeks but less than one (1) month | 300.00 |
| One (1) month and more | 400.00 |

- c. Grantees who received clothing allowance provided by donor institutions at rates equal to or higher than those indicated above shall no longer be entitled to the said allowance.
- d. When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.
- e. The clothing allowance may be granted more than once in every 24 months however, it shall not exceed US\$400.00 within a 24-month period.

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- f. Applicable rate of clothing allowance shall be based on the official weather forecast of authorized agency accessible through the internet in the country of destination. In case the travel period falls in two (2) seasons, the prescribed rates of clothing allowance shall be based on the most, number of days the grantee was authorized to stay.

7. Daily Subsistence Allowance

- a. Those who travel abroad shall be granted the DSA based on the daily rates established by the International Civil Service Commission of the United Nations Development Programme which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the DFA.

When the country of destination is not listed therein, DSA for the nearest country or "elsewhere" rate for the country shall be adopted.

- b. The DSA shall only start upon arrival at the country of destination and shall cease upon departure therefrom, at the following percentages:

| Particulars | Percentage | To Cover | |
|---|------------|---------------------|-----|
| Day of arrival at point of destination (regardless of time) and succeeding day/s thereon on official travel | 100% | Hotel/lodging | 50% |
| | | Meals | 30% |
| | | Incidental Expenses | 20% |
| Day of Departure for permanent official station (regardless of time) if other than date of arrival | 50% | Meals | 30% |
| | | Incidental Expenses | 20% |

- c. If hotel/lodging, meals and incidental expenses are provided by the host country or donor institution, the DSA shall not be allowed.
- d. Claims for payment of DSA as provided under Section VI.B.7.a&b hereof shall not require presentation of bills and receipts.
- e. Subject to the approval under Section VI.B.7.b of this Order, claims for reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA may be allowed, but in no case shall the difference exceed 30% of such component of the prescribed DSA rate, and only upon certification by the head of agency as absolutely necessary in the performance of an assignment and presentation of bills and receipts. An affidavit of loss shall not be considered as appropriate replacement for the required bills and receipts.
- f. Exchange rate or DSA to be used shall be the prevailing rate of the day that cash advance was made/processed. For liquidation purposes, the same exchange rate shall be used for computation because the amount subject for liquidation is the amount granted in the cash advances.

In case no cash advances was requested and granted, the claimant is entitled to the DSA per UNDP rate based on the actual foreign exchange rate on the first day of the travel and is applicable throughout the duration

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of the travel, based on the supporting documents in the reimbursement voucher.

8. Payment of DSA Differential

- a. Where personnel on travel abroad, to attend international conferences or meetings or to undertake official missions or assignments, are provided by the host government with DSA and allowances lower than those prescribed in this Order, such personnel shall only be entitled to the difference.
- b. Personnel on scholarship, fellowship, trainings, workshop, and study grants abroad shall not be allowed payment of DSA differentials.

9. Reimbursement of Representation Expenses

- a. The following officials authorized to attend international conferences or meetings or undertake official missions or assignments in the exigency of the service, may be entitled to reimbursement of actual reasonable representation expenses not exceeding the following rates, subject to the approval of the authorities listed in Section VI.B.2. based on approved justification by the Head of Office presented and upon presentation of bills and receipts.

| Position | Representation Expenses Allowed for Reimbursement (in US\$) |
|--|--|
| Secretary of Health | 1,000.00 |
| Department Undersecretaries if they are designated as head of the delegation | 700.00 |
| Department Assistant Secretaries, if they are designated as head of the delegation | 500.00 |
| Those holding positions lower than Assistant Secretaries, who are designated as head of the delegation | 300.00 |

Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with generally accepted customs, usages and practices.

- b. Officials on travel abroad for speaking engagements, and for scholarships, fellowships, trainings, workshops and studies, and those whose travel are fully funded by donors for sponsoring organizations shall not be allowed reimbursement of representation expenses.

10. Insurance

Personnel on foreign travel pursuant to this Order may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of ₱500,000.00 if there is no minimum coverage set by a country.

11. Miscellaneous Provisions

- a. Prohibition against Junkets of Government Officials and Employees. All forms of travel junkets shall be strictly prohibited. The conduct of strategic planning workshops or team building activities abroad shall not be allowed. The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered official.
- b. Travel in Connection with Official Duties Paid for by a Private Source. Official foreign trips partially or fully sponsored or funded by private corporations or private individuals shall be fully disclosed. No official or personal travel of officials and employees shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors, with pending requests/s or applications/s or future dealing with any branch, department, bureau or office of the National Government or local government units concerned. This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.
- c. Overlapping of cash advances relative to official travels shall not be allowed, thus liquidation of cash advances for foreign travel shall be made within 30 calendar days after the return of the concerned personnel to the permanent official station. Failure to comply shall cause removal of the concerned personnel from the payroll until the cash advance is fully liquidated.

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- d. The concerned personnel shall submit to the Head of the Office copy furnished Bureau of International Health Cooperation and Health Human Resource Development Bureau a duly approved post travel report, with recommendations in connection with the conference or seminar attended, or mission undertaken and Re-entry Plan within 10 working days as per DO No. 2018-0138 after the travel period.

VII. SEPARABILITY CLAUSE

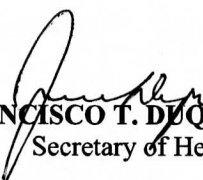
If any part or provision of this Order shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

VIII. REPEALING CLAUSE

All other issuances which are inconsistent with this Department Order shall be deemed superseded.

IX. EFFECTIVITY

This Department Order shall take effect on April 1, 2019.


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