

**MMCHD ORGANIZATIONAL PROFILE:**

**MANDATES, DUTIES AND FUNCTIONS OF  
DIVISIONS/CLUSTERS/SECTIONS/UNITS**

**OFFICE OF THE REGIONAL DIRECTOR and ASSISTANT REGIONAL DIRECTOR**

**Core Function:**

The Office of the Regional Director and Assistant Regional Director serves as the overall technical authority on health in the National Capital Region. Its core function is to provide, develop, implement and cascade regional thrusts and directions, plans, technical standards and guidelines on health.

With the three (3) major divisions in the Metro Manila Center for Health Development, the Office of the Regional Director and Assistant Regional Director shall pursue and assure the following:

- Promotion of the health and well-being for every Metro Manila resident;
- Prevention and control of diseases among population at risk;
- Protection of individuals, families and communities exposed to health hazards and risks; and
- Treatment, management and rehabilitation of individuals affected by diseases and disability.

**The Office of the RD and ARD is responsible for and serve as the:**

- A. Lead office in articulating regional objectives for health to guide the development of local health systems, programs and services;
- B. Lead office in ensuring equity, access and quality health care services through policy formulation, standards development and regulations;
- C. Technical oversight in monitoring and evaluating the implementation of health programs, training and services;
- D. Lead office in the promotion of health and well-being through public information to provide the public with timely and relevant risk information on health risks and hazards;
- E. Technical oversight in the development and implementation of strategies to achieve appropriate expenditure patterns in health;
- F. Lead office in the development and promotion of partnerships and linkages for technical collaboration;
- G. Innovator of new strategies for responding to emerging needs;

- H. Advocate for health promotion and healthy life styles for the Metro Manila populace;
- I. Protector of standards of excellence in the training and education of health care providers at all levels of the health care system;
- J. Express regional objectives for health to lead the progress of local health systems, programs and services.

Currently, the following units are under the Office of the Regional Director and Assistant Regional Director as part of MMCHD's functional organizational structure:

1. Legal Affairs Unit (LAU)
2. Internal Control Unit (ICU)
3. Health Promotion and Communications Management Unit (HPCMU)
4. Health Facility Enhancement Program Management Unit (HFEPMU)
5. Health Facility Development Unit (HFDU)
6. Regional Epidemiology & Surveillance Unit (RESU)
7. Field Operations Cluster (FOC)
8. Health Emergency Management Unit (HEMU)
9. Health Planning Unit (HPU)

#### **MANAGEMENT SUPPORT SERVICES DIVISION ( MSSD)**

The Management Support Services Division (MSSD) is one of the three divisions in the Metro Manila Center for Health Development. The main function of MSSD is to render over-all support to the operations and management of MMCHD, and to provide technical assistance to four MMCHD-retained hospitals and one treatment and rehabilitation center, through its Nine (9) Sections/Units, as follows:

- A. **BUDGET SECTION/ACCOUNTING SECTION/CASHIER SECTION**  
- Provision of financial assistance through processing of additional claims for reimbursements, cash advances, sub-allotments, grants, contracts/ memorandum of agreements, funding obligations
- B. **BIDS AND AWARDS SECRETARIAT OFFICE/SUPPLY SECTION**  
- Provision of logistics through the conduct of procurement activities and subsequently delivery, inventory, and warehousing
- C. **PERSONNEL SECTION**  
- Provision of personnel management through hiring of additional manpower/staff, and subsequently processing of salaries, benefits, and allowances, and the processing of payroll, leave applications
- D. **HUMAN RESOURCE DEVELOPMENT UNIT**  
- Provision of capacity building activities through learning and development interventions to empower the staff to perform their duties and functions competently

**E. GENERAL SERVICES & SUPPORT SECTION**

- Provision of general services through the conduct of additional passengers and routes/destinations to go to/from for transport management, and maintenance and upkeep /safekeep of additional workstations

**F. KNOWLEDGE MANAGEMENT & INFORMATION TECHNOLOGY**

- Provision of technological advancement through software programming and hardware maintenance, and network connectivity for additional computer/internet users

Further, the MSSD is in charge of the implementation of Medical Assistance to Indigent Program (MAIP), which necessitates undertaking the following:

1. Coordination with the authorized hospitals within the region in the implementation of the MAIP through a memorandum of agreement. These include DOH retained hospitals, MMCHD retained hospital, Specialty Hospitals, State Universities and Colleges (SUC) hospitals, Department of National Defense (DND) hospitals, Local Government Units (LGUs) hospitals and selected private hospitals.
2. Monitoring/Consolidation various reports submitted by LGU Hospitals, Specialty Hospitals, DOH and MMCHD Hospitals and other authorize hospitals regarding MAIP Program to be submitted to appropriate repository offices.
3. Preparation of Memorandum of Agreements (MOA) with Authorized hospitals and monitoring of the implementation thereof.

**LOCAL HEALTH SUPPORT DIVISION (LHSD)**

Generally, the Local Health Support Division (LHSD) provides technical assistance (TA) on public health programs to the 17 local government units of Metro Manila and other partners in health. Technical assistance consists of technical outputs, funding assistance, logistics support and monitoring and evaluation.

**Key Functions of the Local Health Support Division**

1. Serves as the Center for Knowledge Management within the DOH-MMCHD on matters related to DOH health programs and their ground level implementation;
2. Develops guidelines, tools, modules, manual of operations deemed necessary for programs under the Division;
3. Builds capacities of LGUs and other stakeholders by augmenting their human resources for health, logistics and by providing funding support;
4. Provides evidences and pilot test the implementation of DOH policies;
5. Documents and shares best practices to enable other LGUs and partners replicate and/or scale up excellent practices;
6. Establishes and ensures the functionality of a clearinghouse for the researches done and/or supported by the division;

Currently, the LHSD is managed by the Division Chief with an office dubbed as LHSD Proper and composed of five (5) clusters managing a total of Thirty Nine (39) health programs as follows:

Cluster / Unit	Health Program / Initiative
1. Infectious Diseases Prevention and Control Cluster	<ol style="list-style-type: none"> <li>1. National Tuberculosis Control Program</li> <li>2. National AIDS/STI Prevention and Control Program</li> <li>3. Dengue Prevention and Control Program</li> <li>4. National Rabies Prevention and Control Program</li> <li>5. National Leprosy Control Program</li> <li>6. Integrated Helminth Control Program</li> <li>7. Malaria Control Program</li> <li>8. Food and Water-borne Diseases</li> <li>9. Emerging and Re-emerging Infectious Diseases Prevention and Control</li> </ol>
2. Non-Communicable Diseases Prevention and Control Program Cluster	<ol style="list-style-type: none"> <li>1. Lifestyle Related Diseases</li> <li>2. Renal Diseases Control Program</li> <li>3. Health and Wellness for Person with Disabilities</li> <li>4. Health and Well-being of Senior Citizens</li> <li>5. Prevention of Blindness Program</li> <li>6. Violence and Injury Prevention Program</li> <li>7. Dangerous Drug Abuse Prevention and Treatment Program</li> <li>8. Mental Health Program</li> </ol>
3. Family Health Cluster	<ol style="list-style-type: none"> <li>1. Expanded Program on Immunization (National Immunization Program)</li> <li>2. Nutrition Health Program</li> <li>3. Newborn Screening Program</li> <li>4. National Safe Motherhood Program</li> <li>5. Adolescent and Youth Health Development</li> <li>6. Women and Children Protection Program</li> <li>7. Child Health Program</li> <li>8. Oral Health program</li> <li>9. Family Planning Program</li> </ol>
4. Program and Health Facility Development Cluster	<ol style="list-style-type: none"> <li>1. Certification and Accreditation</li> <li>2. Service Delivery Network</li> <li>3. National Voluntary Blood Services Program</li> <li>4. Laboratory Network</li> <li>5. Pharmaceutical</li> <li>6. Primary Health Care</li> <li>7. Health Research</li> </ol>
5. Environmental and Occupational Health Cluster	<ol style="list-style-type: none"> <li>1. Water Quality Surveillance, Waste Water Management and Zero Open Defecation</li> <li>2. Food Safety Program</li> <li>3. Health Care Waste Management Program</li> <li>4. Climate Change Program</li> <li>5. Insect and Vermin Control Program</li> <li>6. Occupational Health Program</li> </ol>

## **REGULATIONS, LICENSING AND ENFORCEMENT DIVISION (RLED)**

The Regulations, Licensing and Enforcement Divisions (RLED) takes on the regulation of health facilities by virtue of the following mandates:

1. R.A. 4226 – Hospital Licensure Act
2. R.A. 4688 - Clinical Laboratory Law
3. R.A. 7719 – National Board Services Act
4. R.A. 9165 – Comprehensive Dangerous Drugs Act
5. R.A. 9288 – Newborn Screening Act
6. P.D. 1542 – Providing for the Regulation and Licensing of Dental Prosthetic Laboratories

Through the decentralization of functions, over the years, the RLED undertakes the following functions:

1. Inspection of health facilities to establish compliance to standards and requirements
2. Issuance of Permit to Construct, License to Operate, Certificate of Accreditation for health facilities
3. Processing of Certificate of Need for new hospitals
4. Handling of specific complaints against health facilities
5. Monitoring of licensed health facilities
6. Surveillance of unlicensed health facilities
7. Handling of complaints against specific health facilities
8. Provision of advisory service and technical assistance to stakeholders
9. Processing of certification for masseurs and embalmers

Currently, the health facilities being regulated by RLED-MMCHD are the following:

1. Level 1 Hospitals
2. Infirmaries
3. Birthing Homes
4. Clinical Laboratories
5. Dental Laboratories
6. Laboratories for Drinking Water Analysis
7. Blood Service Facilities
8. Drug Testing Laboratories
9. Ambulance Service Providers (institution based)
10. Dialysis Clinics (institution based)
11. Psychiatric Facilities

Additional to the above mentioned health facilities, the inspection and monitoring of Drug Testing Laboratories and Ambulance Service Providers have also been delegated to the region. Further, by virtue of Administrative Order No. 2016-0042, the issuance of the Permit to Construct of Level 2 and Level 3 hospitals will be decentralized to the regional offices come January 01, 2020.