

Republic of the Philippines Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

ADVISORY

The Online Licensing and Regulatory System (OLRS) will be implemented to health facilities' application for Certificate of Need, Permit to Construct, License to Operate, Certificate of Accreditation, Authority to Operate, and Certificate of Registration effective September 05, 2022, per Department Circular No. 2022-0416 entitled "Online Health Facilities Application for License/Accreditation in CHDs-RLED Central Luzon, CALABARZON, MIMAROPA, NCR as Pilot Offices, HFSRB, DOH Cashier, and FDA-CDRR, FROO Effective September 5, 2022."

To start your online application, kindly go to https://olrs.doh.gov.ph/. For OLRS User's Guide, please visit https://olrs.doh.gov.ph/helpdeskhfsrb or https://bit.ly/NCROLRSDocs,

For Technical Assistance, please visit Facebook page MMCHD OLRS Help Desk.

All applicants shall adhere to the Annual Cut-Off Dates:

Type of Application	Application Period
Department of Health-Permit to Construct (DOH-PTC)	
Certificate of Need (CON)	
Initial:	
• Department of Health-License to Operate (DOH-LTO)	1 st working day of the year to November 15 of the same year
 Department of Health-Certificate of Accreditation (DOH-COA) 	9
 Authority to Operate (ATO) 	
 Certificate of Registration (COR) 	
Renewal:	
DOH-LTO	October 1 – December 15
DOH-COA	
• ATO	

The hard copies of the application documents shall be submitted, while transitioning from Manual to Digital Application Process.

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Regulation, Licensing and Enforcement Division



Republic of the Philippines Department of Health

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Annex A

Online Licensing and Regulatory System (OLRS) Process Flow

APPLICATION FOR LICENSE TO OPERATE (LTO)/CERTIFICATE OF ACCREDITATION (COA)/AUTHORITY TO OPERATE (ATO)

Account Registration

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- 1. Visit https://olrs.doh.gov.ph/
- 2. Click "Register".
 - Note: a. Only the President/Owner/Head of Facility are authorized to register in the OLRS.
 - b. The name of Company/Facility must be consistent with the Name of Facility reflected in your current License to Operate
- 3. An email confirmation will be received by the applicant upon successful registration.

Application Details



- 1. Once registered and signed in, Click "Apply Now"
- 2. Choose the type of application and permit.
- 3. Fill in the necessary information.
- 4. Check if the type of facility/services and fees are correct.
- 5. Review application details before hitting the "Submit" button.

Self-Assessment



- 1. Accomplish the Self-Assessment Tool
- 2. Click "Generate Report"

Upload Attachments



1. Upload proof of ownership and name of health facility.

For Private health facilities, upload either DTI or SEC Registration including Articles of Incorporation and By-Laws or Cooperative Development Authority Registration

For Government health facilities, upload Enabling Act or Board Resolution

DOH Requirements

(List of Personnel and Equipment)



- 1. For new accounts, fill out the List of Personnel and List of Equipment. For reference and ease of encoding, download the templates through https://bit.lv/NCROLRSDocs
- 2. Once done, click "Finalize and Submit"

Note: If the facility has a Pharmacy and Xray under One-Stop Shop Licensing, the "Finalize and Submit" button will be disabled, unless the FDA Requirements are accomplished.

Order of Payment



- 1. Check if the Description and Amount are correct.
- Select the mode of payment. Then, click "Continue".
 Note: for DOH-retained hospitals, please select "Continue"
- Please print three (3) copies of the system-generated Order of Payment (Home>Application>Options>Operations>View Order Of Payment on DOH) and present to the Cashier prior to payment.

Client Payment



- Submit hard copies of application documents (Notarized application form (Form1) and accomplished Assessment Tool/s) to MMCHD RLED prior to payment.
- 2. Please proceed to DOH Cashier to pay the application fee.
 - Note: a. for DOH-retained hospitals, skip this step.
 - b. For Renewal Application, a 10% discount will be applied if complete application is received and fee paid from October to November

Release of LTO/COA/ATO

--- Present proof of payment upon pick-up.

End of Process

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METRO MANILA CENTER FOR HEALTH DEVELOPMENT

Annex B

Online Licensing and Regulatory System (OLRS) Process Flow PERMIT TO CONSTRUCT (PTC) APPLICATION

Account Registration

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- 1. Visit https://olrs.doh.gov.ph/
- 2. Click "Register".
 - Note: a. Only the President/Owner/Head of Facility are authorized to register in the OLRS.
 - b. The name of Company/Facility must be consistent with the Name of Facility reflected in your current License to Operate
- 3. An email confirmation will be received by the applicant upon successful registration.

Application Details

- Access 10000
- 1. Once registered and signed in, Click "Apply Now"
- 2. Choose the type of application and permit.
- 3. Fill in the necessary information.
- 4. Check if the type of facility/services and fees are correct.
- 5. Review application details before hitting the "Submit" button.

Upload Attachments

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- 1. Upload the following documents:
 - Letter of Intent for new and existing health facility (background and scope)
 - Proof of ownership and name of health facility
 - a. For Private health facilities, upload either DTI or SEC Registration including Articles of Incorporation and By-Laws or Cooperative Development Authority Registration
 - b. For Government health facilities, upload Enabling Act or Board Resolution
 - Feasibility study (for non-hospital based dialysis clinic only)
 - For expansion/Renovation of existing health facility (if applicable)
 - a. Latest DOH approved Permit to Construct with latest copy of DOH LTO/COA
 - Three (3) sets of Site Development Plans and Architectural Floor Plans (in blue print 20" x 30") For physical submission to MMCHD RLED Office prior to payment

Order of Payment



- Check if the Description and Amount are correct.
- 2. Select the mode of payment. Then, click "Continue".

Note: Please print three (3) copies of the system-generated Order of Payment (Home>Application>Options>Operations>View Order Of Payment on DOH) and present to the Cashier prior to payment.

Client Payment



- Submit hard copies of application documents (refer to documents listed in the "Upload Attachments") and Three (3) sets of Site Development Plans and Architectural Floor Plans (in blue print 20" x 30") to MMCHD RLED prior to payment.
- 2. Once floor plans are received, proceed to DOH Cashier to pay the application fee.

Release of PTC / Notice of Disapproval

--- Present proof of payment upon pick-up.

End of Process

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