



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 05
 Date: 21 2025 OCT

Province of Leyte
 Legal Office
 Date: 12.13.25

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: OCT 13 2025
 By: Jenni H

2nd INDORSEMENT
 October 3, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-19 of the Sangguniang Bayan of Tanauan, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 2025-19 entitled: **“Tanauan Primary Care Facility (Super Health Center) Ordinance of 2025.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Sections 17(2)(iii)¹ of the Local Government Code of 1991 (R.A 7160), subject to availability of funds. Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ (iii) Subject to the provisions of Title Five, Book I of this Code, health services which include the implementation of programs and projects on primary health care, maternal and child care, and communicable and non-communicable disease control services, access to secondary and tertiary health services; purchase of medicines, medical supplies, and equipment needed to carry out the services herein enumerated;

Republic of the Philippines
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

Province of Leyte
Legal Office
Received: *[Signature]*
Date: 10.3.25

1ST INDORSEMENT
03 October 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-19 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance establishing the Tanauan Primary Care Facility (Super Health Center) and providing for its organization, operation, and maintenance in accordance with the standards of the Department of Health (DOH) and providing funds thereof.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
TANAUAN

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SANGGUNIANG PANLALAWIGAN



OFFICE OF THE SANGGUNIANG BAYAN PROVINCE OF LEYTE

September 30, 2025

THE SECRETARY

Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City

Sir/Madam;

Respectfully submitting herewith 17th Ordinance No. 2025-19, "An Ordinance Establishing the Tanauan Primary Care Facility (Super Health Center) and Providing for its Organization, Operation, and Maintenance in Accordance with the Standards of the Department of Health (DOH) and Providing Funds Thereof.", for your appropriate action.

Sponsored by: Hon. Quintin T. Octa, Jr., D.M.D.

Trusting that you will accord this matter with your kindest attention.

Thank you.

Truly yours,

ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary

SP

SANGGUNIANG PANLALAWIGAN

Republic of the Philippines
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TANAUAN
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SANGGUNIANG BAYAN

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PROVINCE OF LEYTE

EXCERPT FROM THE MINUTES OF THE EIGHT (8th) REGULAR SESSION OF THE 17TH SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON SEPTEMBER 01, 2025, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT:

HON. ARCHIE LAWRENCE R. KAPUNAN	Municipal Vice-Mayor/Presiding
HON. JAN ELMER V. MAGDALAGA	Sangguniang Bayan Member
HON. MARK CHRISTIAN FERDINAND L. GIMENEZ	-do-
HON. CHERRY ANNE T. FIEL	-do-
HON. QUINTIN T. OCTA, JR., D.M.D.	-do-
HON. MARK EFREN E. MERILO	-do-
HON. LAURO A. VILLERO	-do-
HON. EFREN C. MERILO	-do-/Liga Fed. Pres.
HON. KYLE C. MESIAS	-do-/ SK Fed. Pres.

ABSENT:

HON. MAE JANE ANGELIE M. MORABE-BORAIS (on leave)	-do-
HON. JOSIE M. CREER (on leave)	-do-

ORDINANCE NO. 2025 – 19

AN ORDINANCE ESTABLISHING THE TANAUAN PRIMARY CARE FACILITY (SUPER HEALTH CENTER) AND PROVIDING FOR ITS ORGANIZATION, OPERATION, AND MAINTENANCE IN ACCORDANCE WITH THE STANDARDS OF THE DEPARTMENT OF HEALTH (DOH) AND PROVIDING FUNDS THEREOF.

Sponsored by: Hon. Quintin T. Octa, Jr., D.M.D.

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN REGULAR SESSION ASSEMBLED THAT:

WHEREAS, the 1987 Constitution of the Republic of the Philippines mandates the State to protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, Republic Act No. 11223, also known as the *Universal Health Care Act*, mandates local government units to establish a functional health system including primary care services.

WHEREAS, the Department of Health (DOH) requires all municipalities to have accessible, DOH-accredited primary care facilities to ensure equitable access to health services;

WHEREAS, the Municipality of Tanauan, Leyte recognizes the need to institutionalize its own Primary Care Facility (PCF) to strengthen the delivery of essential health services, especially to underserved and low-income populations;

SECTION 1. TITLE This Ordinance shall be known as the “**Tanauan Primary Care Facility (Super Health Center) Ordinance of 2025.**”

SECTION 2. CREATION OF THE TANAUAN PRIMARY CARE FACILITY There is hereby established a **Primary Care Facility (Super Health Center)** in the Municipality of Tanauan, Leyte, to be known as the **Tanauan Primary Care Facility (TPCF)**, which shall serve as the central health facility for the provision of basic and essential health services in the municipality.

SECTION 3. LOCATION The Tanauan Primary Care Facility is located in a government-owned lot in Barangay Malaguicay Tanauan accessible from the town proper and shall comply with DOH-prescribed zoning and facility standards.

SECTION 4. SERVICES TO BE PROVIDED The TPCF shall offer the following services:

1. General medical consultations and treatment
2. Preventive care (immunizations, health education, family planning)
3. Maternal, newborn, and child health services
4. Nutrition services
5. Non-communicable disease screening and management
6. Basic laboratory and diagnostic services
7. First aid and basic emergency response
8. Referral services to higher-level facilities
9. Birthing Facilities Services



SECTION 5. ACCREDITATION AND LICENSING

(a) The TPCF shall be licensed and accredited by the **Department of Health (DOH)** in accordance with **Administrative Order No. 2022-0003** and other applicable regulations.

(b) It shall also be registered with **PhilHealth** to serve as an accredited **Primary Care Provider Network (PCPN)** under the Universal Health Care program.

SECTION 6. STAFFING The Municipal Government shall provide for the staffing of the facility, including:

- One (1) Municipal Health Officer or Primary Care Physician
- One (1) Public Health Nurse
- One (1) Midwife
- One (1) Medical Technologist
- One (1) Administrative Aide
- Additional staff as may be required by DOH accreditation.

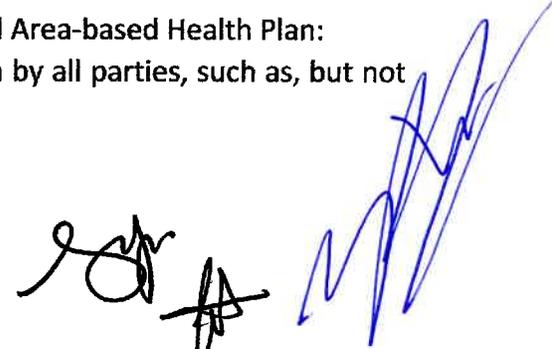
SECTION 7. DUTIES AND FUNCTION

A. Municipal Health Officer (Chair)

a. Provide health services and develop local health system/programs/project based on the priority need of the locality.

b. Formulate an evidence-based, evidence-informed. Annual Area-based Health Plan:

c. Perform work at a time and scheduled to be agreed upon by all parties, such as, but not limited to the following:



1. Complete the eight (8) working hours per day of forty (40) working hours a week:
and
2. Render night shift duty when and deemed necessary.

d. Manage the mobilization of resources for program and projects related to public health and RHU operation through an established inter/intra agency partnership and collaboration.

e. Conduct health information education communication (IEC) and health promotion campaigns.

f. Development/conduct capability building intervention/initiatives for health workers and other stakeholders in the local government unit.

g. Development and implementation health agenda, strategies, programs, and projects.

h. Conduct epidemiological investigations whenever necessary and perform post-mortem examination and medico-legal examination, as appropriate, within the jurisdiction of the Ex-officio function.

i. Conduct regular medical consultations and referral of severe to critical cases to appropriate higher health facility.

j. Manage health information system including recording and reporting system to include an institutionalized mechanism in validating data.

k. Participate in the different LGU committees:

l. Attend continuing Medical Education/Learning Development Interventions/training based on assessed needs of the Medical Society or as applicable to her function.

m. Report to the immediate supervisor, any untoward event that can threaten his/her safety and security and that of his community.

n. Manage health emergencies and disasters preparedness and response activities.

o. Participate in national/regional/provincial health emergency response as part of the Health Emergency Response Team as may be directed by DOH whenever necessary.

p. Observe the standards of personal conduct in the discharge and execution of official duties as a civil servant as stated in Republic Act no 6713; and

q. Perform other functions as mandated under the existing pertinent and national laws, protocols, and guidelines such as but not limited to Local Government Code Civil Services Code, and Administrative Orders.

Further, the Municipal Physician is expected to submit the following outputs or deliverables:

- a. Daily Time Records (DTR), Accomplishment Reports, Leave Applications, Individual Performance Commitment and Reviews (IPCR) and other administrative related documents/reports required.
- b. Strategic Annual Health Plan, Annual Calendar of Activities, Monthly, Semi-Annual and Annual or Final accomplishment reports including programs/ projects/ policies/ standards/ system and protocols development and implemented in the area of assignment.

B. Facility Administrator (Clerk)

1. Prepare purchase request.
2. Prepare requisition, issuance slips of all supplies.
3. Process all incoming and outgoing documents.
4. Prepare travel orders and applications of leave of RHU staff.
5. Prepare and encode medico-legal certificates as delegated by the MHO.

6. Record keeping and filing.
7. Perform clerical works as needed.

C. Municipal Nurse

1. Work with MHO in the Planning and Evaluation of Health Services in the municipality.
2. Carry out nursing functions.
 - Perform physical assessment of patients (check vital signs)
 - Attend and administer oral and parenteral drugs to emergency cases as prescribed
 - Assist physician in minor surgery
 - Refer patients to MHO
 - Dispense medicines to patients
3. Implement Health Programs
4. Conduct counselling and Health Education to community and clients.
5. Supervision and Monitoring of Health programs, BHS and Midwives
6. Logistic Management
7. Linkages with other agencies
8. Submission of reports

D. Barangay Health Worker (BHW) Representative

E. DOH Representative

F. FACILITY AIDE (UTILITY)

1. Assist nurses and midwives in taking care of the patients.
2. Assist health personnel in wound dressing, taking vital signs and the general mobility of the patients.
3. Assist ambulance driver in transporting to hospital.
4. Maintaining the cleanliness of the facility and surrounding areas.

G. RURAL HEALTH MIDWIFE

1. Works with the PHN in planning and evaluating Health Services in the barangay level.
2. Provide midwifery services in the Barangay.
3. Carries out medical/nursing care function as specified in the manual for nursing personnel.
4. Handle normal deliveries, Post- Partum and Newborn care.
5. Guides Volunteers and clerk, assigned in the clinic and other midwifery health services.
6. Submit reports of activities, other midwifery personnel, students and other community services.
7. Participate in the development program.
8. Performs Health Education, information, dissemination to BHW and conduct mother's classes.
9. Conduct/ refer patient to RHU, the District Hospital as cases arises.
10. Implements the program of the department of Health.
11. Attend conferences and seminars when called for.
12. Prepares and submit FHSIS Reports to PHN

H. HEALTH EDUCATION PROMOTION OFFICER

1. Develop and Reproduces IEC prototype materials, audio visual documentation of various health activities for health campaigns.

2. Assists in the formulation of Health Promotion Plans and communication plan for MHO/DOH campaigns/ programs/ thrust for municipal events.
3. Monitor and Evaluates the effectiveness of campaigns activities.
4. Provide technical assistance in the utilization of local indigenous materials for health education and promotional activities.
5. Acts as resource person in the conduct of health education and other advocacy related activities.
6. Assist in the development of strategies to sustain public/ private participants in health program.
7. Submit reports on data gathered and health activities conducted.
8. Perform other related functions as maybe assigned.

I. MUNICIPAL EPIDEMIOLOGY AND DISEASE SURVEILLANCE OFFICER

1. Oversee the overall epidemiology and surveillance activities within the area of responsibility.
2. Provide directives to ESU staff.
3. Notify the next higher-level case/s of disease/ syndrome/ event classified as "immediate notification", suspect epidemics, and clustering of cases within 24 hours of detection.
4. Prepare protocols, guidelines, preparedness, response and financial plan for diseases surveillance and outbreak.
5. Review and approved disease surveillance and outbreak response report.
6. Provide disease surveillance and investigation feedback to local chief executives and council members if necessary.
7. Participate in workshop, seminars, training scientific meetings and other surveillance related activities.
8. Conduct preliminary investigation of suspect epidemics in their respective areas.
9. Perform proper collections, storage, handling and transport of specimen to the next higher level.
10. Participate in the conduct of surveillance and epidemiologic investigation conducted by Regional Epidemiology Surveillance Unit (RESU), Provincial Epidemiology Surveillance Unit (PESU) or Epidemiology Bureau (EB).
11. Record in the Weekly Notifiable Disease Report (WNDR) all cases of notifiable disease seen int the community.
12. Manage municipal level line list and data base being generated by health surveillance systems (PIDSR, Adverse Events Following Immunization, special surveillance etc.); Submit PIDSR/ESR report forms to the next higher level. Retain a copy of PIDSR forms and perform regular basic data analysis (time, place, and person); and
13. Initiate meetings among ESU staff or among different LGU offices and stakeholders in relation to clustering of cases, outbreaks, or epidemics.
14. Manage logistics needed in the surveillance operations at their level.



J. MUNICIPAL PHARMACIST

1. Management of Pharmacy facilities and premises
2. Management of medicines and medical supplies
3. Dispensing of medicines and patient counselling
4. Provide public health and pharmacy services such as but not limited to patient profiling and drug therapy review
5. Provide other administrative and general services



K. AMBULANCE DRIVER

1. Transport Patient for referral to hospital
2. Respond Emergency calls
3. Maintain the functionality of the ambulance
4. Process Licensing and registration of ambulance
5. Inventory of equipment inside the ambulance
6. Submit monthly reports.

L. LABORATORY AIDE

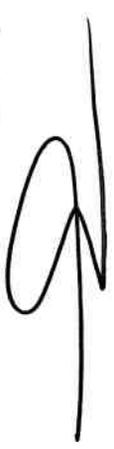
1. Assist for laboratory examination, processed sputum exam, and specimen for microscopic examination.
2. Record all laboratory results in laboratory logbook.
3. Clean all the test used and maintain the cleanliness of the laboratory room.
4. Smear specimens for examination.
5. Maintain cleanliness of equipment and facility.

SECTION 8. FUNDING The initial funding for the establishment of the facility shall be charged to the **General Fund** or other available municipal funds. Subsequent operating expenses shall be included in the annual budget of the **Municipal Health Office**, with funding support from:

- Local health funds
- DOH assistance programs.
- PhilHealth reimbursements
- Possible grants or donations

SECTION 9. MONITORING AND EVALUATION The Municipal Health Office shall be responsible for:

- Ensuring regular monitoring of health indicators
- Submitting periodic performance reports to the DOH
- Maintaining compliance with national health and safety standards



SECTION 10. IMPLEMENTING RULES AND REGULATIONS (IRR) The **Municipal Health Officer**, in coordination with the **Municipal Mayor** and **DOH Regional Office VIII**, shall draft and implement the IRR of this ordinance within 60 days of its effectivity.

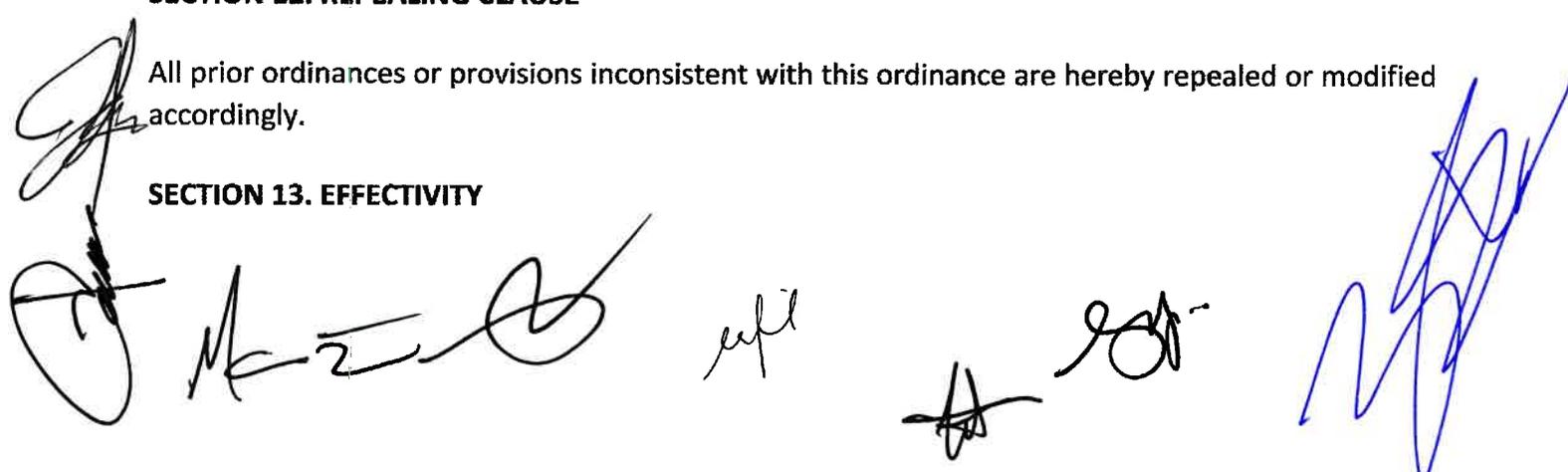
SECTION 11. SEPARABILITY CLAUSE

If any provision of this ordinance is declared invalid, the remainder shall not be affected and shall remain in full force and effect.

SECTION 12. REPEALING CLAUSE

All prior ordinances or provisions inconsistent with this ordinance are hereby repealed or modified accordingly.

SECTION 13. EFFECTIVITY



This ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation or posting in at least three (3) conspicuous places within the Municipality of Tanauan, Leyte.

ENACTED : 01 SEPTEMBER 2025

CERTIFIED TRUE AND CORRECT:


ELEUTERIO T. LERIOS
SB Secretary

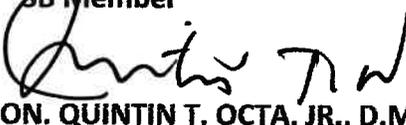
ATTESTED BY:


HON. ARCHIE LAWRENCE R. KAPUNAN
Vice Mayor/Presiding


HON. JAN ELMER V. MAGDALAGA
SB Member


HON. MARK CHRISTIAN FERDINAND L. GIMENEZ
SB Member


HON. CHERRY ANNE T. FIEL
SB Member


HON. QUINTIN T. OCTA, JR., D.M.D.
SB Member


HON. MARK EFREN E. MERILO
SB Member


HON. LAURO A. VILLERO
SB Member


HON. EFREN C. MERILO
SB Member/Liga Pres.


HON. KYLE C. MESIAS
SB Member/SK Fed. Pres.

APPROVED BY:


HON. MA. GINA E. MERILO
Municipal Mayor
LGU – Tanauan, Leyte

Date: 09-29-2025



Republic of the Philippines
Province of Leyte
TANAUAN
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OFFICE OF THE SANGGUNIANG BAYAN

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that ORDINANCE NO. 2025-18, "AN ORDINANCE STRENGTHENING AND INSTITUTIONALIZING THE KADIWA STORE PROGRAM IN THE MUNICIPALITY OF TANAUAN, LEYTE WITH APPROPRIATION THEREOF.", have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning September 30, 2025 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: September 30, 2025


ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary