

Republic of the Philippines
MUNICIPALITY OF MONCADA
Province of Tarlac
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EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON THE 4th DAY OF JUNE 2012 AT THE LEGISLATIVE BUILDING SB SESSION HALL.

P R E S E N T:

HON. JESSIE E. AQUINO	..PRESIDING OFFICER
HON. AMADOR T. MENDOZA, SR.	.. Pro-Tempore
HON. MARCLETO U. OBILLO	.. Member
HON. RODOLFO A. ESPEJO	.. Member
HON. CLEOFE D. FAVIS	.. Member
HON. RICARDO D. VENGCO	.. Member
HON. EFREN M. RAMIREZ	.. Member
HON. KAILA AGRIPINA L. CALAYAN	.. Ex-Officio Member
HON. GEORGE R. CUCHAPIN	.. Ex-Officio Member

A B S E N T:

HON. JANIUS M. YASAY - SIC BAY
HON. EDWARD V. TOLENTINO

RESOLUTION NO. 12-2012

On motion by **COUN. MARCLETO U. OBILLO** and unanimously seconded;

RESOLVED, to pass and approve, Resolution No.09-2012 containing therein Ordinance No. 02, 2012, to wit:

MUNICIPAL ORDINANCE NO. 03- 2012

“AN ORDINANCE ESTABLISHING, MAINTAINING AND OPERATING A CLINICAL LABORATORY DIVISION IN THE MUNICIPAL HEALTH OFFICE, MONCADA, TARLAC”

Be enacted by the Sangguniang Bayan of Moncada in a session assembled that:

Section 1. Purpose

To establish a clinical laboratory that shall provide quality services to everyone in the promotion of public health in this municipality, and this shall serve as support to DOH

campaign that all RHU laboratories in the entire Philippines performing additional laboratory works other than those specified by DOH microscopy program should acquire license to operate from DOH.

Section 2. Objective

Effective promotion of public health in this Municipality through service of quality assured clinical laboratory.

Section 3. Authority

Pursuant to RA 4688, known otherwise as an Act Regulating the operation and Maintenance of Clinical Laboratories and Requiring the registration of the same with the Department of Health and with the provisions of Administrative order no. 2007 – 0027, revising the rules and regulations governing the licensure and regulation of clinical laboratories in the Philippines, this ordinance is hereby enacted.

Section 4. Scope

This ordinance shall apply to all public health workers of the Municipal Health Office of the Municipality of Moncada, Tarlac performing the functions and activities of clinical laboratory service which shall include examinations and analyses of specimen from human body fluids and body secretions and excretions to determine the concentration level of biochemical substances, cellular components, as well as presence of bacterial and parasitic infections in these specimens:

Section 5. Classification

In accordance to RA 4688, also known as an Act Regulating the operation and Maintenance of Clinical Laboratories and Requiring the registration of the same with the Department of Health and with the provisions of Administrative order no. 2007-0027, revising the rules and regulations governing the licensure and regulation of clinical laboratories in the Philippines, this laboratory is hereby classified as follows;

- 5.1 With respect to classification by ownership, this laboratory is government-owned since operation and maintenance of which shall be supervised and managed by the Municipality of Moncada, Tarlac.
- 5.2 In terms of institutional character, this laboratory shall be institution-based since it shall operate within the premises of the Municipal Health Office of this municipality.
- 5.3 per available laboratory area within the Municipal Health Office building and per available equipment, this laboratory shall be classified as secondary in terms of service capability.
- 5.4 This laboratory shall function as clinical pathology that shall be equipped to perform laboratory examinations in routine hematology, clinical chemistry, and clinical microscopy, as well as those microscopy examinations specified by DOH program.

Section 6. Human Resource Management/ Administration

6.1 Recruitment and qualifications

6.1.1 Pursuant to the provisions of CSC Memorandum Circular No. 03, s. 2001; Revised Merit Promotion Plan, the Local Government Unit of Moncada established its own merit and promotion plan contingent for screening, placement, and promotion of its human resources.

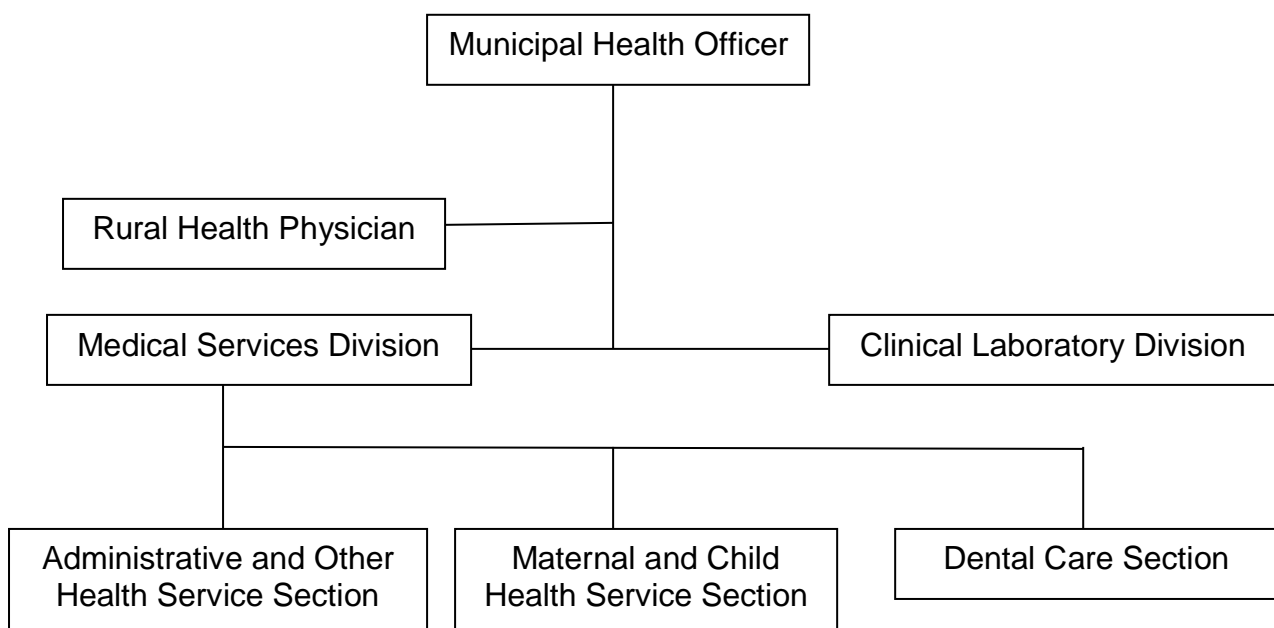
6.1.2 A Personnel Selection Board is likewise established in the agency contingent to the effective implementation of the objectives of the above-mentioned merit promotion plan.

6.1.3 to supplement and enhance the policies contained in the plan, the agency shall adopt rule V of the Revised Implementing Rules and Regulations of RA 7305, entitled Magna Carta for Public Health Workers.

6.2 Staffing profile and personnel schedule

Pursuant to section 4 Rule X of the Revised Implementing Rules and Regulations of RA 7305, entitled Magna Carta for Public Health Workers, the Municipal Health Office of Moncada, Tarlac is hereby reorganized, thereby creating the Clinical Laboratory Division, to wit:

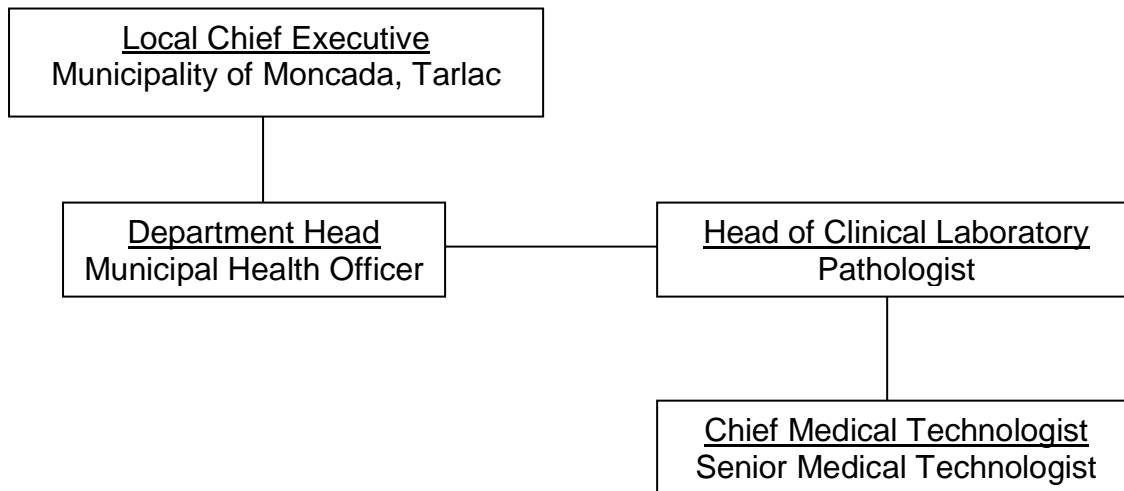
6.2.1 Staffing profile: Municipal Health Office, Moncada, Tarlac



6.2.2 Personnel Schedule: Municipal Health Office, Moncada, Tarlac

Attached local budget preparation form 153 (Personnel Schedule) – Office of the Municipal Health Officer.

6.2.3 Clinical Laboratory Division: Municipal Health Office, Local Government of Moncada.



6.2.4 Personnel complement

6.2.4.1 Municipal Health Officer – Elena Marie M. Maximo, MD, CFP

6.2.4.2 Head of Clinical Laboratory – Nick R. Fernandez, MD, DPSP

6.2.4.3 Chief Medical Technologist – Jessa Ellen T. Manangan, RMT

6.2.5 Duties and responsibilities

6.2.5.1 Duties and responsibilities of head of Clinical Laboratory (Pathologist) shall include:

1. Supervision of all sections of the laboratory and all aspects of laboratory works.
2. Supervision of conduct of laboratory personnel.
3. Supervision of all quality assurance and quality control schemes in the laboratory.
4. Supervision and direct all analytical procedures done in the laboratory
5. Responsible for quality of all laboratory test results.
6. Sign out all results.
7. Recommend and sign out for requisitions of reagents, supplies and equipment.
8. Overseeing the general flow and usage of reagents.
9. Administer the budgetary aspect of the laboratory.
10. Coordinate with the MHO or chief medical technologist for the preparation and submission of financial report and budget of the laboratory to the concern office.

11. Interpretation of laboratory results as need arises.
12. Answering of referrals probably arising from the laboratories.
13. Supervise the regular check up and testing of all equipment and reagents.
14. Supervise the recording, evaluation of precision and accuracy of methods utilized in the laboratory.
15. Formulate plans for improvement and upgrading of equipment and laboratory procedures.
16. Directing of protocol for preventive maintenance of equipment.
17. Review schedule of duties and responsibilities of laboratory personnel and make necessary recommendations to the MHO or LCE for the smooth and efficient operation of various aspects of the laboratory.
18. Maintain good working relationship within the laboratory.

6.2.5.2 Duties and responsibilities of Chief Medical Technologist shall include:

1. Responsible in collecting and preparing of specimens for analysis.
2. Perform all laboratory tests.
3. Responsible in recording and releasing of laboratory results.
4. Perform quality assurance and control procedures.
5. Perform inventory of all reagents and supplies in the laboratory.
6. Assist the pathologist in the evaluation and procurement of equipment and reagents.
7. Responsible in preparation of monthly reports.
8. Prepare applications for renewal of permit for the operation of the Laboratory Services.
9. Responsible in maintaining general cleanliness of the working area.
10. Refer problematic cases or situations to the pathologist.
11. Perform other additional duties given by the MHO or Head of the laboratory.

6.3 Career and Human Resources Development

6.3.1 Pursuant to the provisions of Rule VII of the Omnibus Rules Implementing Book V of E.O. 292 and other pertinent Civil Service Laws, the Municipal Government of Moncada, Tarlac hereby established a career and personnel development plan for the enhancement of skills and values of its human resources.

6.3.2 A personnel development committee is likewise created in the agency purposely to implement effectively the objectives contained in the above plan.

6.3.3 The agency also adopts Rule XIX of the Revised Implementing Rules and Regulations of RA 7305 aka Magna Carta for Public Health Workers.

6.4 Performance Evaluation System

Pursuant to CSC Resolution No. 991792 and CSC Memorandum Circular No. 10, s. 1999, the agency hereby established LGU – Moncada Performance Evaluation System.

6.5 Compensation, Benefits, and Privileges

6.5.1 The agency adopt Rule XV of the Revised Implementing Rules and Regulations of RA 7305 a.k.a. Magna Carta for Public Health Workers.

6.5.2 The agency also adopts Rules X of the Omnibus Rules Implementing Book V EO 292 and other pertinent Civil Service Laws, thereby creating Employee Suggestion and Incentive Awards System (ESIAS)

6.6 Administrative Discipline

The agency adopts Rule XIV of the Omnibus Rules Implementing Book V EO 292 and other pertinent Civil Service Laws in order to facilitate administrative complaints and grievances.

6.7 Work Ethics

The agency adopts Rules XIV of the Revised Implementing Rules and Regulations of RA 7305 a.k.a. Magna Carta for Public Health Workers and provisions contained in RA 6713.

6.8 Public Sector Unionism

The agency recognizes and endeavors to promote the well-being and supports the right of its employees to organize themselves, thereby adheres to Rule XVI, Rule XVII, and Rule XVIII of the Revised Implementing Rules and Regulations of RA 7305 a.k.a. Magna Carta for Public Health Workers.

6.9 Work Schedules and Meetings

6.9.1 The agency shall observe normal working schedules in government service whenever facilitating clinical laboratory services.

6.9.2 Every First Thursday of the month is the scheduled meetings for NTP at PHO Tarlac City. Special meetings may called when need arises.

Section 7. Technical Standards Operational Procedures and Policies

See SOP manual provided by this laboratory as approved by DOH.

Section 8. Separability Clause

If any provision of this ordinance is declared invalid, the remaining provisions shall remain in force and effect.

Section 9. Repealing Clause

This ordinance shall supersede all other previous issuances hereof.

Section 10. Effectivity

This ordinance shall take effect immediately upon compliance of posting and other requirements as prescribed by law.

I hereby certify to the correctness of the foregoing resolution.

(SGD.) **ABRAHAM S. SALES, JR.**
ACTING SB SECRETARY

ATTESTED BY:

(SGD.) **HON. JESSIE E. AQUINO**
MUN. VICE-MAYOR & PRESIDING OFFICER

APPROVED:

(SGD) **HON. BENITO E. AQUINO**
Municipal Mayor