

Session 2.

ESTABLISHING THE ILHZ - OFFICE

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Objective

By the end of the session, the participants will be able to:

1. Describe the details of setting up an Inter-Local Health Zone or District Health Office
2. Describe the details of designating an ILHZ
3. Draft policy instruments to support establishment of an ILHZ Office and designation of an ILHZ/District Health Manager.

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Methodology

- Lectures
- Discussions

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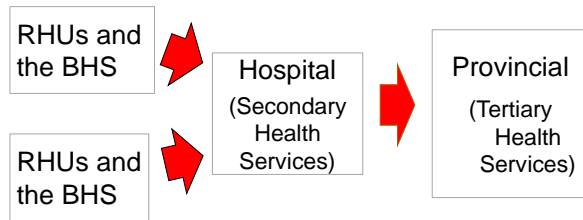
Outline

- A. Introduction
- B. Setting up the ILHZ OFFICE
 - Role of ILHZ Office
- C. Designating ILHZ/DISTRICT HEALTH MANAGER
 - Suggested Qualification
 - Selection Process
 - Roles and functions
- D. Discussion of the Benguet Experience

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A. Introduction (1)

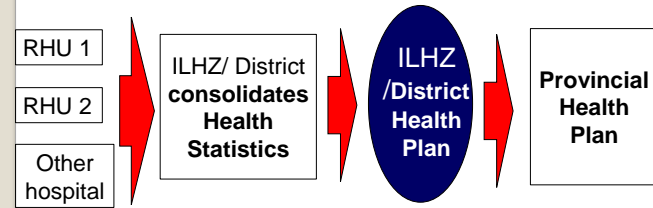
- The District Health Office /ILHZ Office and the district hospital play a central role in the ILHZ.



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A. Introduction (2)

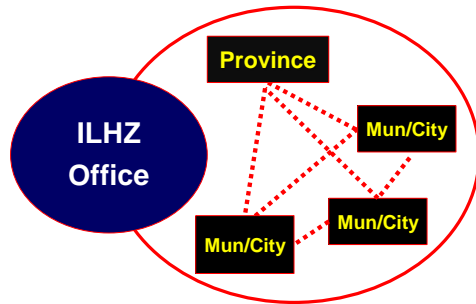
- PLANNING



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B. Setting up ILHZ Office

- Serves to link the municipalities and cities in the catchment area to the province.



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C. DESIGNATING ILHZ OR DISTRICT HEALTH MANAGER (1)

- Responsible for the general operations of the ILHZ
- Coordinator

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C.1 ILHZ Coordinator/District Health Manager
Roles and Functions (2)

- Coordinate the development and institutionalization of the ILHS at the ILHZ level;
- Assist key municipal and NGO personnel to develop collaborative health management systems within the ILHZ;
- Coordinate the development and institutionalization of the ILHS at the ILHZ level;

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C.1 ILHZ Coordinator/District Health Manager
Roles and Functions (3)

- Assist key municipal and NGO personnel to develop collaborative health management systems within the ILHZ;
- Coordinate the development and monitoring of implementation of ILHZ policies;
- Coordinate ILHZ planning, monitoring and evaluation activities and reporting;

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C.1 ILHZ Coordinator/District Health Manager:
Roles and Functions (4)

- Advocate for ILHZ needs with component municipal Local Chief Executive (LCEs), Provincial Health Office (PHO) and Center for Health Development (CHD); and
- Facilitate communication within the ILHZ and between the ILHZ, PHO and CHD.

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C.2 ILHZ Coordinator/District Health Manager (5)
QUALIFICATION

- Usually the **chief of Hospital** of the core referral hospital
- Where there is no government core referral Hospital, **MHO** is designated

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C.3 ILHZ Coordinator/District Health Manager : (6)

SELECTION

- Usually by **Designation**

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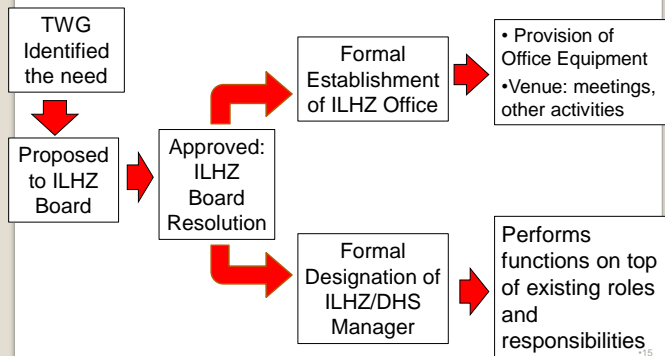
D. Benguet Experience



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Benguet Experience: Setting Up the ILHZ Office and Designating and ILHZ/DHS Manager



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Benguet Experience: A. Setting Up the ILHZ Office (1)

- **The Inter-local Health Zone Office/ District Health Office** somehow strengthened the identity of the ILHZ.
- Benguet ILHZ Office spaces are also being utilized for the following purposes:
 - depository of ILHZ documents and office equipment
 - venue for ILHZ Board/TWG meetings and other related activities

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Benguet Experience:
**A. Setting Up the ILHZ Office:
Implementation Steps (2)**

1. TWG identified the **NEED**
2. **Proposed** to the ILHZ Board for the Establishment of the ILHZ Office and its operations
 - purpose,
 - provision of space
 - where to set-up
3. Issuance of a **Board Resolution** in support hereof

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Benguet Experience:
**A. Setting Up the ILHZ Office:
Implementation Steps (3)**

4. Provision of Office Equipment for the ILHZ Office using the Common Health Trust Fund
 - a. Inclusion in the ILHZ Work and Financial Plan
 - b. Management/Utilization of the ILHZ Office space & Equipment is covered by a policy/MOP
- Both are adopted for implementation by the ILHZ through a **Board Resolution**

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Benguet Experience:
**A. Setting Up the ILHZ Office:
Implementation Steps (4)**

5. Formal Establishment of the Office
 - Venue for Meetings
 - Depository of ILHZ documents and Equipments
 - Other proposed Option:
 - Temporary shelter for referring Health Staff when necessary

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Benguet Experience:
**B. Designation of ILHZ/DHS Manager:
Implementation Steps (1)**

1. ILHZs in the province of Benguet identified the **need** to have an **ILHZ Manager/District Health Manager** who will oversee the general conduct of operations and management of the ILHZ.
2. Proposed to the ILHZ
3. Selection/Designation of ILHZ/DHS Manager

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**Benguet Experience:
B. Designation of ILHZ/DHS Manager:
Implementation Steps (2)**

Selection/Designation Process

- a. Chief of Core Referral Hospital was unanimously chosen and designated by the ILHZ board through an ILHZ board resolution
 - BKD ILHZ
 - 3K ILHZ
 - Mt Trail ILHZ
- b. Nomination and subsequent voting by the TWG members
 - BLIISTT ILHZ

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**Benguet Experience:
B. Designation of ILHZ/DHS Manager:
Implementation Steps (3)**

4. Formally designated ILHZ/DHS Manager performed functions on top of existing roles and responsibilities
 - Coordinator
 - Convenor
 - Communicator
 - oversee the general conduct of operations and management of the ILHZ.

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**Benguet Experience: Sample Resolutions
A. Setting Up the BKD - ILHZ Office (1)**

BOARD RESOLUTION No. 2008-03

A RESOLUTION FORMALLY ADOPTING THE INTER-LOCAL HEALTH ZONE (ILHZ) OFFICE AT THE DENNIS MOLINTAS MEMORIAL HOSPITAL, DACLAN, BOKOD BENGUET.

WHEREAS, the TWG presented to the body the need to establish an ILHZ office to strengthen the identity of the ILHZ;

WHEREAS, the ILHZ received office equipments under the foreign assisted technical assistance project "Strengthening of the Local Health Systems in the Province of Benguet";

WHEREAS, the office equipments for the ILHZ should be preferably kept in an ILHZ Office;

WHEREAS, the ILHZ conduct regular meetings and other related activities, and the ILHZ office could be a suitable venue;

WHEREAS, a space identified at the Dennis Molintas Memorial Hospital (Water Analysis Laboratory basement) was developed by the TWG to serve as ILHZ office;

NOW, THEREFORE, on motion duly seconded, be it resolved to formally adopt the Inter-local Health Zone Office at the Dennis Molintas Memorial Hospital.

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**Benguet Experience: Sample Resolutions
A. Setting Up the BLIISTT - ILHZ Office (1)**

- Designation of an office space for the BLIIST ILHZ upon the request of the TMC members (MHOs).
- Board Resolution 2007-06: formalize utilization of the space in Benguet General Hospital by the BLIISTT ILHZ

Resolution No. 2008-7

WHEREAS, to attain these foregoing objectives, the municipalities of La Trinidad, Itogon, Sabaln, Tuba and Tublay through their respective Mayors duly authorized by their Sangunian Bayan entered into a memorandum of agreement (including BeGH and IMH) establishing the BLIISTT Interlocal Health Zone with an office located at the second floor of the Benguet General Hospital;

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Benguet Experience: Sample Resolutions
A. Setting up the Mt Trail ILHZ Office (1)

RESOLUTION NO. 03-2007

RESOLUTION APPROVING THE ESTABLISHMENT OF A MAIN MOUNTAIN TRAIL ILHZ OFFICE AT ABATAN EMERGENCY HOSPITAL AND A SUB-OFFICE AT THE ATOK DISTRICT HOSPITAL.

WHEREAS, presented to this august body for consideration is the establishment of a main ILHZ office at the Abatan Emergency Hospital and a sub-office at the Atok District Hospital;

WHEREAS, there is a need to establish an office for the Mountain Trail ILHZ to ensure the attainment of the objectives of the Inter-LGU Health System;

WHEREAS, the Abatan Emergency Hospital as a satellite hospital has a vacant room / office which is ready for occupancy and is accessible to the convergence zone;

RESOLVED, as it is hereby done, to request for the approval of the establishment of a main ILHZ Office at Abatan Emergency Hospital and a sub-office at the Atok District Hospital;

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Benguet Experience: pictures
ILHZ OFFICES : BLIISTT (1)



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Benguet Experience: pictures
ILHZ OFFICES : BKD – ILHZ (2)



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Benguet Experience: pictures
ILHZ OFFICES : Mt Trail - ILHZ(3)



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**Benguet Experience: pictures
ILHZ OFFICES : 3K – ILHZ (4)**



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**Benguet Experience: Sample WFP & Resolution
B. Provision of Office Equipment 3K(1)**

REPUBLIC OF THE PHILIPPINES
Province of BENGUET
KAPANGAN-KIBUNGAN-KMCH INTER-LOCAL HEALTH ZONE
e-mail address: kklilhz@yahoo.com

**3K INTERLOCAL HEALTH ZONE
COMMON HEALTH TRUST FUND
2010 WORK AND FINANCIAL PLAN**

4. Provision of office supplies

- *8 reams long bond paper
- *10 reams short bond/
- *5 reams short mimeo paper
- *4 Risograph duplo ink
- *Computer ink
 - 2 colored
 - 4 black

**1. Enrollment of Indigents to Philhealth
Sponsored Program**

- 2. Promotion of the 3K ILHZ:**
- a. Reproduction of brochures, tarpaulin, flyers, posters, signage
 - b. Novelty item

RESOLUTION NUMBER 001
Series of 2010

RESOLUTION ADOPTING THE 2010 WORK AND FINANCIAL PLAN OF THE 3K ILHZ FUNDED FROM THE COMMON HEALTH TRUST FUND IN THE AMOUNT OF THREE HUNDRED SIXTY SIX THOUSAND TWO HUNDRED SIXTY AND FORTY THREE CENTAVOS (Php 366,260.43)

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**Benguet Experience: Sample WFP & Resolution
B. Provision of Office Equipment BKD (2)**

Republic of the Philippines
Province of Benguet
BOKOD-KABAYAN-DMMH INTERLOCAL HEALTH ZONE
Daclan, Bokod, Benguet

WORK AND FINANCIAL PLAN 2009

A. GOVERNANCE

- a. Maintenance of the ILHZ Office
- c. Furnishing
- d. Provision of office Supplies
- e. Maintenance of ILHZ equipments

B. SERVICE DELIVERY

Provision of Logistics (Public health Programs)

C. FINANCING

Sustain Implementation of User Fees

BOARD RESOLUTION NO. 2009-02

RESOLUTION ADOPTING THE 2009 WORK AND FINANCIAL PLAN OF THE BOKOD-KABAYAN-DMMH ILHZ (BKD-ILHZ) FOR THE COMMON HEALTH TRUST FUND.

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**Benguet Experience: Policies
C. Manual of procedures : BKD –ILHZ (1)**

MANUAL
OF
INTERNAL POLICIES
AND
STANDARD
OPERATING
PROCEDURES



Article 12. BKD-ILHZ equipments

Section 1. *Utilization of the BKD ILHZ Equipments:* In order to ensure optimum use and maintenance of these equipments, policies, guidelines and procedures on their utilization shall be instituted

The following equipments were received by the ILHZ under the project "Strengthening of Local Health Systems in the Province of Benguet":

- a. 1 desk computer with printer
- b. 1 LCD projector (trimedia)
- c. 1 digital camera
- d. 1 video camera
- e. 1 duplicating machine (thplo)

Section 2. *Scope and Limitations:*

Section 3. *General Policies:*

Section 4. *Specific Policies:*

BOARD RESOLUTION NO. 2010-03

RESOLUTION ADOPTING THE UPDATED MANUAL OF INTERNAL POLICIES AND STANDARD OPERATING PROCEDURES FOR THE BOKOD-KABAYAN-DENNIS MOLINTAS MEMORIAL HOSPITAL INTER-LOCAL HEALTH ZONE.

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Benguet Experience:
C. Governing Policies: 3K - ILHZ (2)

REPUBLIC OF THE PHILIPPINES
Province of Benguet
KAPANGKABAYAN-KABAYAN-KINCH
INTER-LOCAL HEALTH ZONE
+662 8333 1111@benguet.gov.ph

GOVERNING POLICIES
AND
GUIDELINES
OF THE
3K INTER-LOCAL HEALTH ZONE

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Benguet Experience:
C. Equipment Policies : Mt Trail - ILHZ (3)

Republic of the Philippines
Province of Benguet
MOUNTAIN TRAIL INTER-LOCAL HEALTH ZONE
MOUNTAIN TRAIL ILHZ BOARD

Resolution No. 13-2008
RESOLUTION ADOPTING THE POLICIES OF THE MOUNTAIN TRAIL ILHZ OFFICE EQUIPMENT

WHEREAS, after some discussions, this body recommends that there should be a written policies on the use of the different equipment of the Mountain Trail ILHZ to ensure their maximum utilization and maintenance;

RESOLVED, AS IT IS HEREBY DONE, to adopt and enforce the policies on the use of the Mountain Trail ILHZ office equipment as reviewed.

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Benguet Experience: Resolution
E. District Health Manager : BKD –ILHZ (1)

Republic of the Philippines
Province of Benguet
BOKOD-KABAYAN-DMMH INTER-LOCAL HEALTH ZONE

DISTRICT HEALTH BOARD RESOLUTION No. 2008-02

A RESOLUTION DESIGNATING DR. EDUARDO B. CALPITO, CHIEF OF HOSPITAL, DENNIS MOLINTAS MEMORIAL HOSPITAL AS DISTRICT HEALTH MANAGER FOR THE BOKOD-KABAYAN-DMMH INTERLOCAL HEALTH ZONE.

WHEREAS, presented to the body is the need for a District Health Manager who shall be responsible for the general conduct of the operations and management of the Bokod-Kabayán-Dennis Molintas Memorial Hospital Inter-local Health Zone (BKD-ILHZ) and more specifically shall be responsible for the following:

1. Together with the Technical Management Committee / Technical Working Group (TMC/TWG); prepare the Work and Financial Plan of the ILHZ;
2. Coordinate and oversee the implementation of the decisions and resolutions of the ILHZ Board;
3. Perform other functions as may be assigned by the BKD-ILHZ Board.

WHEREAS, the members of the board have unanimously chosen Dr. Eduardo B. Calpito, Chief of Hospital of the Dennis Molintas Memorial Hospital to be the District Health Manager;

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Benguet Experience: Resolution
E. District Health Manager : Mt. Trail - ILHZ (2)

Republic of the Philippines
Province of Benguet
MOUNTAIN TRAIL INTER-LOCAL HEALTH ZONE
MOUNTAIN TRAIL ILHZ BOARD

RESOLUTION NO. 11 S 2008

RESOLUTION DESIGNATING DR. JOSEPH GIOVANNI C. FRIAS, CHIEF OF HOSPITAL, ABATAN EMERGENCY HOSPITAL AS THE DISTRICT HEALTH MANAGER OF THE MOUNTAIN TRAIL INTER-LOCAL HEALTH ZONE (ILHZ).

“WHEREAS, the Mountain Trail ILHZ organized in 2000 is in need of a District Health Manager to oversee the general conduct of operations and management of the ILHZ and shall be accountable to the ILHZ Board;

WHEREAS, he will be responsible for the following:

1. Together with the Technical Working Group (TWG), prepare the work and financial Plan of the Mountain Trail ILHZ.
2. Coordinate and oversee the implementation of the decisions and resolutions of the Mountain Trail ILHZ.
3. Report to the Mountain Trail ILHZ, and
4. Perform other functions as may be assigned by the Mountain Trail ILHZ.

NOW THEREFORE, on motion duly seconded be it –

RESOLVED, AS IT IS HEREBY DONE, to designate DR. JOSEPH GIOVANNI C. FRIAS, Chief of Hospital, Abatan Emergency Hospital as the District Health Manager of the ILHZ.

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Benguet Experience: Minutes of Meeting
E. District Health Manager : BLIISTT- ILHZ (3)

MINUTES OF MEETING
6th BLIISTT-ILHZ Meeting
at Benguet General Hospital
April 29,2008

5. OTHER MATTERS

a. BLIISTT-ILHZ district manager

- =Dr. Calpito presented the functions of the District Health Manager, who are qualified; and conduct of election based on the Southern Leyte experience.
- =After some deliberation, there was a motion to elect the manager from the COH and MHOs.
- =Another motion to adopt the Southern Leyte set-up but with modifications.
- =Dr. Cabinta was finally voted as the District Chief Manager.

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Gains from
the Inter-
LGU
Cooperation

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**Inter-LGU Cooperation
through Establishment of
ILHZ becomes a venue for
the following
Improvements:**

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Benguet Experience:
Gains from the Inter-LGU Cooperation

Governance

1. Development of ILHZ Governing Policies, Guidelines, Manual of Procedures
2. Policy Issuances in response to health Related Issues and concerns
3. Strengthening of Referral Systems
 - Localization of the Provincial Referral Manual

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Governance

4. Strengthened Drug Management Systems
 - “Revolving Fund”
 - Pooled procurement
5. Establishment of ILHZ Offices
6. Monitoring and Evaluation (Conduct PIR by ILHZ using LGU Scorecard)

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Service Delivery (1)

1. Provided Quality Health Services
2. Facilities Development
 - Construction of X-ray rooms
 - Construction /repair of some Facilities
 - Provision of X-ray machine, ambulances to hospitals and some RHUs
 - Rationalization Plan

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Service Delivery (2)

3. Conduct of BTL per zonal area
4. Medical Dental missions
5. Referral system orientation
6. Conduct of zonal health summit
7. Advocacy of all health programs
8. Response and preparedness to calamities/disaster

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Regulation

1. Issuances /Resolutions related to Health
 - PLGU and MLGU PHIC sharing scheme
 - Regulating promotion of “cure all” medications; medical missions
 - Responsible pet Ownership
 - Localization of National Laws
2. Compliance to Licensing/Accreditation Standards (ie manpower sharing)

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Health Information

1. Consolidation of Performance Accomplishments Per ILHZ
2. Records Management
3. ILHZ LGU Score Card Internal Validation

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Human Resource

1. Compliance to Licensing and Accreditation Standards (MOA) through HR Sharing - related to regulation
2. Enhanced Presentation Skills / IT Skills

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Financing (1)

1. Common Health Trust Fund
2. Strengthened Financing of Health Care
 - Universal Coverage of PHIC
 - Increased PHIC capitation/ reimbursements
 - Sustained PHIC desk in municipalities

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**Benguet Experience:
Gains from the Inter-LGU Cooperation**

Financing (2)

3. Sustained PHIC accreditation of health facilities
4. Requiring PHIC membership as requirement to issuance of business permit

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