



Republic of the Philippines
Caraga Region XIII
PROVINCE OF SURIGAO DEL NORTE
Provincial Capitol
Governor Jose C. Seng Road, Surigao City
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OFFICE OF THE PROVINCIAL GOVERNOR

MEMORANDUM ORDER NO. 21-097
Series of 2021

TO : DR. ARLENE T. FELIZARTA
Provincial Health Officer I

All permanent, casual, and job order personnel
Provincial Health Office
This Province

SUBJECT: OPTIMIZING THE OPERATIONS OF THE PROVINCIAL HEALTH OFFICE IN MIDST OF THE COVID-19 PANDEMIC

The Provincial Government is exerting all efforts to fast-track the delivery of health services to our constituents. Accordingly, there is an urgent need for all able-bodied and healthy personnel of the Provincial Health Office to be at the frontline of the delivery of health services to combat the COVID-19 pandemic. Therefore, to ensure the effective operations of the Provincial Health Office and ensure that the targets of the Provincial Governor are ably executed during this time of the pandemic, **Dr. Arlene T. Felizarta**, as the Provincial Health Officer I shall perform the following functions pursuant to the *Statement of Duties and Responsibilities* as stated in the *Position Description Form (CSC Form No. 1)* of the Provincial Health Officer I position, viz:

1. Supervise the technical staff of the Provincial Health Office in the implementation, monitoring, and utilization of DOH and provincial-initiated programs to ensure success in its full implementation, thereby addressing provincial health development thrusts;
2. Coordinate with the Chief of Hospitals and Dr. Chrismar Mocorro, the Provincial Hospital Management Coordinator, in the physical operation of their respective hospitals and in formulating functional methods in the measurement of hospital services for its efficient and effective delivery;
3. Coordinate with the Administrative Officer of the Provincial Health Office in the preparation of the annual budget to ensure that priority health programs as agreed in the Provincial Annual Health Plan are appropriately funded;
4. Conduct out-patient consultations and prescribe treatment to cater to the medical needs of provincial government employees and neighboring clients;
5. Plan and organize medical outreach programs to help the less fortunate in accessing free health services;

6. Establish linkage with project donors and manage the implementation of health-related special and foreign projects to ensure continuity of operation and funding;

7. Attend medical conferences, conventions, and seminars to be updated on new trends on public health and hospital management; and,

8. Perform such other functions as may be directed by the Provincial Administrator or Provincial Governor.



To properly perform these duties and responsibilities, Dr. Arlene T. Felizarta shall have direct access to all personnel of the Provincial Health Office, allocate their tasks, monitor their performance, and authorize all travel orders, daily time records (DTR), vouchers, and other documents of the Provincial Health Office.

All personnel of the Provincial Health Office shall also report directly to, and coordinate their functions with, Dr. Arlene T. Felizarta being the Provincial Health Officer of this province.

This Order shall be understood as not to affect all the previous designated functions to Dr. Arlene T. Felizarta.

For your strict compliance.

Done this 29th day of April, 2021 at the Kapitolyo Nan Siargao, Dapa, Surigao del Norte, Philippines.


ATTY. FRANCISCO T. MATUGAS
Provincial Governor 

Cf. 1. All Dept. Heads/Division Chiefs
2. File

Ang Surigaoon labaw sa tawag