



Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF SAN ROQUE
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OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 78 S, 2024

AN ORDINANCE ESTABLISHING THE SUPER HEALTH CENTER OF THE MUNICIPALITY OF SAN ROQUE, NORTHERN SAMAR, UNDER ITS MUNICIPAL HEALTH OFFICE, AS AN AMBULANCE SERVICE PROVIDER, PROVIDING FOR THIS PARTICULAR PURPOSE CERTAIN LAND, AMBULANCE VEHICLES, AND FOR OTHER PURPOSES

Sponsored by: Unanimous

BE IT ENACTED, by the Sangguniang Bayan of San Roque, Northern Samar, during its regular session duly assembled that:

SECTION 1. TITLE. This ordinance shall be known as "San Roque Super Health Center Ambulance Service Provider Ordinance".

SECTION 2. PURPOSE AND SCOPE. The purpose of this ordinance is to designate the Super Health Center (SHC) of the Municipality of San Roque, Northern Samar, as an official ambulance service provider, subject to the licensing requirement and processes prescribed by the Department of Health, to enhance emergency medical services to the residents of the municipality.

SECTION 3. COVERAGE. All ambulances operated by the Municipality of San Roque, Northern Samar, particularly those recently donated by the Department of Health to the Municipal Government, specifically ambulances with conduction numbers F6U718 and F6U707, and such other ambulances that the Municipal Government may acquire either by procurement or donation, shall be covered by this Ordinance, and shall henceforth be registered in accordance with the licensing standards for ambulance services pursuant to Department of Health Administrative Order No. 2018-0001.

SECTION 4. DEFINITION OF TERMS. As used in this Ordinance, the following terms shall mean as follows:

1. **Ambulance** - a vehicle designed and equipped for transporting sick or injured patients to, from, and between places of treatment by land, water or air, affording safety and comfort to the patients and avoiding aggravation of illness or injury.
2. **Ambulance Service Provider (ASP)** - a health facility, institution or entity whether government or privately owned providing ambulance services.
3. **Advance Life Support (ALS)** - a set of life saving protocols and skills that extend BLS to further support the circulation and provide an open airway and adequate ventilation.

A handwritten signature in black ink, appearing to be 'J. J. J.', is written at the bottom right of the page.

4. Basic Life Support (BLS) - a group of actions and interventions used to resuscitate and stabilize victims of cardiac or respiratory arrest. These BLS actions and interventions include recognition of a cardiac or a respiratory emergency or stroke, activation of the emergency response system, CPR and relief of foreign-body airway obstruction.

SECTION 5. DESIGNATION OF SHC AS AMBULANCE SERVICE PROVIDER. The Super Health Center of the Municipality of San Roque, Northern Samar, is hereby established as an ambulance service provider, under the management and operation of the Municipal Health Office, which shall have the responsibility to secure the necessary licenses and permits to operate from the Department of Health and other appropriate government agencies. As an Ambulance Service Provider, the Rural Health Unit shall be responsible for providing emergency medical services, patient transport, and other related services as deemed necessary.

SECTION 6. DUTIES AND RESPONSIBILITIES OF THE SHC AS AMBULANCE SERVICE PROVIDER. The Super Health Center, as an Ambulance Service Provider, shall have the following duties and responsibilities:

- a. Secure licenses from appropriate government agencies for the operation as ambulance service provider;
- b. Maintain a dedicated ambulance unit equipped with necessary medical supplies and staffed by trained medical personnel;
- c. Respond to emergency calls promptly and provide appropriate medical care during transport to healthcare facilities;
- d. Coordinate with authorities, hospitals, and other emergency response agencies to ensure efficient delivery of emergency medical services;
- e. Establish protocols and guidelines for the operation of the ambulance service in compliance with national and local regulations; and
- f. Perform such other duties and responsibilities as may be prescribed by existing laws, rules and regulations.

SECTION 7. GENERAL GUIDELINES.

1. The land ambulance vehicles that are dedicated for purposes of this Ordinance shall be duly registered with the Land Transportation Office for and in behalf of the Municipal Government of San Roque, Northern Samar, under the name of the Super Health Center, as the ambulance service provider, prior to application for License to Operate with the Department of Health.
2. Licensed land ambulance vehicles shall only be used for the purpose by which it was granted a license to operate.
3. Only those land vehicles that have been duly licensed and categorized as land ambulance by the Department of Health shall bear on its body the label or marking of the word "AMBULANCE".
4. The San Roque Super Health Center shall be organized to provide safe, quality, effective and efficient ambulance services for patients which shall be made available at all times.



5. The San Roque Super Health Center shall have an Operations Control and Dispatch Center of their ambulances/ whether it be a business office or space and shall ensure adequate parking spaces for their ambulances/.

6. San Roque Super Health Center shall ensure that it is a part of a functional referral network within the area/ vicinity where they shall operate.

7. San Roque Super Health Center shall strictly comply with the standards, criteria and requirements prescribed in the Assessment Tool for Licensing a Land Ambulance and Ambulance Service Provider.

8. San Roque Super Health Center shall subject each of its ambulance vehicle for inspection. Any additional vehicle shall be applied for inspection. Only when found compliant shall the additional vehicle be included in the existing list of approved ambulances of the ASF. Moreover, in cases when a vehicle will no longer be used as an ambulance, the ASF shall inform HFSRB/RO-RLED through a letter indicating the plate or conduction sticker number of the said vehicle for delisting. The delisted vehicle shall then no longer bear the marking "AMBULANCE" and the DOH Ambulance logo should be removed.

9. Vehicles used to transport patients but are not equipped with Basic Life Support (BLS) or Advance Life Support (ALS) shall be categorized as Patient Transport Vehicles.

10. Patient Transport Vehicles shall be used to transport patients whose condition is of a non-life threatening nature such as but not limited to scheduled visits to a physician's office for treatment, routine physical examinations, x-rays or laboratory tests, or upon discharge from a hospital.

11. Patient Transport Vehicles should not bear the marking of the word "AMBULANCE" but shall instead be labeled as "PATIENT TRANSPORT VEHICLE."

12. Patient Transport Vehicles shall not be licensed by the HFSRB but shall be registered with the Bureau using a prescribed form.

SECTION 8. SPECIFIC GUIDELINES.

A. Ambulance Body:

a. An ambulance vehicle shall be able to accommodate the patient, and the required number of personnel and equipment.

b. The ambulance shall have a non-porous partition between the driver and the body of the ambulance.

c. Each ambulance shall have adequate and stable cabinet/s that can appropriately store the required equipment, medicines and supplies. These storages shall be easily accessible but properly secured at all times.

d. Ambulance vehicles shall have Emergency Warning Light System and Siren-Public Address System.

B. PERSONNEL:

a. Each ambulance shall be manned by an adequate number of qualified, trained and competent staff to ensure efficient and effective delivery of quality ambulance services.

b. Each ambulance personnel shall be trained from a DOH-recognized training provider in the following:

- i. Standard First Aid
- ii. Basic Life Support
- c. There shall be one (1) driver in every shift. Each Driver shall have the following:

- i. Valid professional driver's license
- ii. Certificate of Proficiency from TESDA (NC II)
- d. Complete 201 files of each personnel containing:

- i. PRC ID
- ii. Certificate of Trainings attended
- iii. Job Description
- iv. Notarized Contract of Employment

C. EQUIPMENT, MEDICINE, SUPPLIES:

a. Every ambulance shall have available and operational prescribed equipment, medicines and supplies:

b. Each ambulance shall be adequately equipped with appropriate equipment, medicines and supplies as stipulated in the Annex C: Assessment Tool for Licensing a Land Ambulance and Ambulance Service Provider of AO 2018-0001.

c. There shall be a program for calibration, preventive maintenance and repair of equipment, including decontamination and disinfection.

d. There shall be a contingency plan in case of equipment breakdown and malfunction, especially during patient transport.

e. There shall be a program for the management of temperature sensitive medication.

f. All equipment and medical supplies included during the procurement of the aforementioned ambulance vehicles shall be used strictly for ambulance-related operations and other health-related emergencies. Use of medical equipment for Out-Patient visits is prohibited unless a medical emergency arises.

D. SERVICE DELIVERY:

a. San Roque Super Health Center shall ensure that the services delivered to patients comply with the standard quality embodied in the assessment tool for licensing a land ambulance and ambulance service provider, other policy guidelines and/or related issuances.

b. San Roque Super Health Center shall have documented policies and procedures on its administrative and technical Standard Operating Procedures (SOP) for the provision of its ambulance services.

c. San Roque Super Health Center shall have documented policies and procedures on the establishment of its referral system.

d. Ambulances shall have devices to communicate to the operation center of the ambulance service provider and the referral hospital/health facility for recording and effective management of cases. There shall be guidelines in the implementation of medical direction when needed.

E. INFORMATION MANAGEMENT:

- a. San Roque Super Health Center shall maintain a system of communication, recording and reporting of the patient's condition as well as the results of examinations which may include electronic communications or otherwise allowed under.
- b. Hospital/Facility Referral Form
 - i. Each form shall be kept confidential and shall contain sufficient information to identify the patient and to justify the treatment provided, which includes the information of transfer/referral of patient to another physician or health facility.
- c. Logbook
 - i. San Roque Super Health Center as an ambulance service provider shall maintain a logbook which shall be signed by the head of the DOH licensing team during inspection and/or monitoring visits.

The logbook shall contain, but not be limited to, the following information:

- 1. Name, sex and age of patient;
- 2. Name of attending physician, when applicable;
- 3. Origin and destination;
- 4. Date and time of dispatch and return of ambulance;
- 5. Reason for transfer/transport;
- 6. Disposition of patient.
- d. Submission of Reports
 - i. San Roque Super Health Center as an ambulance service provider shall submit an annual report utilizing the template provided by DOH (Refer to Annex D: DOH Annual Statistical Report for Ambulance Service Providers of AO 2018-0001). The deadline for the yearly submission is every 31st of March of the following year (ex. CY 2018 report will be due on March 31, 2019).

SECTION 9. DUTIES AND RESPONSIBILITIES OF THE AMBULANCE DRIVER. The Ambulance driver on duty shall have the following duties and responsibilities:

- a. Inspect the ambulance before each shift, checking the fuel, oil, transmission fluid, wiper fluid, and coolant, and report any needed repairs.
- b. Check the first aid and medical supplies inventory levels before each shift and ensure the ambulance is well-stocked.
- c. Assist patients and load them into the ambulance
- d. Drive the ambulance as quickly and as safely as possible to transport patients to the hospital.
- e. Provide first aid or administer oxygen if the patient requires care before reaching the hospital.
- f. Sanitize the ambulance and safely dispose of any medical waste and soiled linens.
- g. Maintain a driving log with daily entries and note patients' names and addresses, travel times, mileage, and service performed.
- h. Report accident facts to medical personnel, rescue team and police officers, when necessary.

SECTION 10. FUNDING. The Municipal Government shall allocate sufficient funds to support the operation of the SHC ambulance service, including procurement of medical supplies, maintenance of vehicles and training of personnel. The Municipal Government may also seek funding through grants, donations, and other sources to enhance the quality and scope of the ambulance services.

SECTION 11. IMPLEMENTATION. The Municipal Health Office shall have the primary responsibility to implement this ordinance.

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SECTION 12. SEPARABILITY CLAUSE. Should any provision of this Ordinance or any part thereof be declared unconstitutional, invalid, null and void, ultra vires or inoperative, the other provisions separable from the invalid ones and not so declared or affected shall remain in full force and effect.

SECTION 13. REPEALING CLAUSE. All ordinances contrary to or inconsistent with this Ordinance are hereby repealed or modified accordingly.

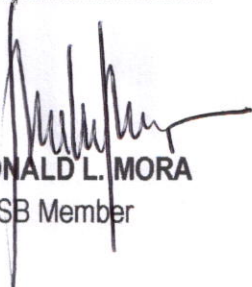
SECTION 14. EFFECTIVITY. This ordinance shall take effect upon its approval.

DONE and APPROVED, this 9th day of December 2024 at Sangguniang Bayan Session Hall, 2nd Floor Balaudnan Building, San Roque, Northern Samar, Philippines.


JOCELYN U. CORSO
SB Member


DANTE G. TAN
SB Member


FREDDIE F. JARITO
SB Member


RONALD L. MORA
SB Member

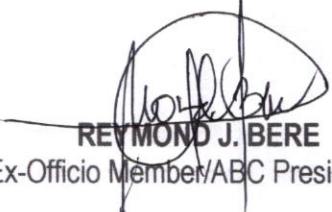

GIO S. GALVEZ
SB Member


HILARIO JOHN FRANCIS L. ACEBUCHÉ
SB Member

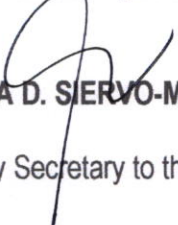

DEMETRIO S. AVALON, JR.
SB Member


DEODATO L. BANTILO
SB Member


FREDDIE F. JARITO
Ex-Officio Member/ABC President


REYMOND J. BERE
Ex-Officio Member/ABC President

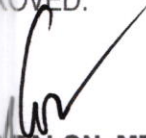
I HEREBY CERTIFY, as to the correctness of the foregoing ordinance.


CLARISSA D. SIERVO-MORILLO, JD
LLSO-III
Temporary Secretary to the Sangguniang Bayan

ATTESTED:


ETHEL O. RAMIREZ
Municipal Vice Mayor/Presiding Officer

APPROVED:


MARIA ANA G. ABALON, MD, MPH
Municipal Mayor
11 MAR 2025

