

LEGAL SECTOR

EXTERNAL SERVICES

Volume 6

**FACT FINDING AND INVESTIGATION DEPARTMENT
INTERNAL LEGAL DEPARTMENT
PROSECUTION DEPARTMENT**

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FACT-FINDING, INVESTIGATION, AND ENFORCEMENT DEPARTMENT

1. ISSUANCE OF CERTIFICATE OF ONGOING/PENDING INVESTIGATION, AND ENFORCEMENT DEPARTMENT

Issuance of Certification is on a per request basis

Office/Division	FACT-FINDING, INVESTIGATION, AND ENFORCEMENT DEPARTMENT			
Classification	COMPLEX			
Type of Transaction	G2G-GOVERNMENT TO GOVERNMENT			
Who may avail:	Accreditation Committee- PRO and Accreditation Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (Single Transition)		Accreditation Office/Committee Proposal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
Forward Letter request to FFIED	1.1 Receipt and recording of the request in the department's transaction recording system	None	1 day	Administrative Personnel
	1.2 Evaluate the request			Administrative Personnel
	1.3 Endorse to appropriate Section to facilitate request			Department Manager
	1.4 Administrative Personnel to look into the database		1 hour	Administrative Personnel
	1.5 Prepare the certification letter		7 days (depending on the complexity of the request)	Administrative Personnel
	1.6 Seek approval from Department Manager		3 hours	Administrative Personnel
	1.7 Endorse to requesting office			Administrative Personnel
	TOTAL	None	8 days, 4 hours	

INTERNAL LEGAL DEPARTMENT

1. CONTRACT REVIEW

Render contract review on all contracts or agreements to be entered into by the corporation to ensure that the provisions in the contract are consistent with the law and applicable rules, equitable and not prejudicial to the corporation.

Office/Division	Internal Legal Departement (ILD)			
Classification	Highly Technical			
Type of Transaction	G2G-Government to Government.			
Who may avail:	PhilHealth Regional Offices(PROs), Departments, Offices, Private Parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum requesting for Contract Review (1 original copy)		Requesting office		
Final draft contract/ agreement/ document/ subject for review (original copy or photocopy) (1 copy)				
Certification of Complete Staff Work (CSW)-(1 original copy)				
Certification of Risk Assessment (if necessary)-(1 original copy)				
Other pertinent documents (if necessary)-(original copy or photocopy) (1 copy)				
If originated from PROs, initial evaluation & recommendation from PRO Legal Office (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. Endorse the request including all the necessary documents to ILD	1.1 Receipt of indorsement of the request including all the necessary documents to the Internal Legal Department (ILD)	None	1 working day	Receiving Clerk/ Legal Assistant from OSVP-LS Receiving Clerk / Legal Assistant - ILD
	1.2 Evaluate and assign the request for contract review/opinion Atty IV./V		2 working days	Senior Manager , ILD

	1.3 Conduct research on the laws and regulations pertinent to the contract to be reviewed			Atty. IV/V/ Legal Researcher-ILD
	1.4 Draft contract review/issue legal certification		10 working days	Atty. IV/V/ Legal Researcher-ILD
	1.5 Approve/Modify the draft contract review		6 working days	Senior Manager , ILD
	1.6 Recommend for approval by the SVP-LS			
	1.7 Indorse to OSVP-LS		1 working day	Legal Assistant-ILD
	TOTAL	None	20 working days	

PROSECUTION DEPARTMENT

1. CERTIFICATION ON PENDING/ONGOING ADMINISTRATIVE COMPLAINTS AGAINST HEALTH CARE PROVIDERS (HCPS) AND MEMBERS

Issue certification on the statues of the administrative complaints filed by the ffied and by the 17 philhealth regional offices

Office/Division	PROSECUTION DEPARTMENT			
Classification	HIGHLY TECHNICAL			
Type of Transaction	G2B/G2G			
Who may avail:	PhilHealth Head Office Departments, Regional Offices and other government entities such as NBI, COA, and Concerned Institutional and professional health care providers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If External Clients, Letter Request approved and endorsed by the OPCEO		Requesting Office		
If Internal Clients, Letter Request approved by the Head of the Department				
If emailed Requests, should be approved and endorsed by the Department for Internal Requests				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. Submit/Endorse the duly approved Letter request to eh Receiving staff/Personnel	1.1 Stamp "received" with date	None	1 working day	Head of the Department/OIC
	1.2 Refer the request to the Head of the Department for approval	None	1 working day	Head of the Department/OIC
	1.3 Instruct the Admin staff/personnel to validate/check and prepare the certification	None	1-7 working days (depending on the the frequency or nature of request	Special Investigator IV
	1.4 Prepare the Certification	None	1 working day	Head of the Department/OIC

	1.5 Sign the Certification		1 working day	Head of the Department/OIC
	1.6 Endorse the signed Certification for sending/ mailing		1 working day	Head of the Department/OIC
	1.7 Send the Certification to the requesting office either by personal service, email or mail		2 working days	Attorney V
	TOTAL	None	14 working days	