

LEGAL SECTOR

INTERNAL SERVICES

Volume 18

**OFFICE OF THE SENIOR VICE-PRESIDENT - LEGAL SECTOR
INTERNAL LEGAL DEPARTMENT
PROSECUTION DEPARTMENT
PROTEST APPEALS AND REVIEW DEPARTMENT**

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OFFICE OF THE SENIOR VICE-PRESIDENT – LEGAL SECTOR

1. LEGAL OPINION

Review and approval of legal opinion to the issues raised by the addressee that constitute legal matter in reference to interpretation of existing laws and regulations.

Office:	Office of the Senior Vice-President, Legal Sector			
Classification:	Highly Technical			
Type of Transaction:	G2G/ GSB			
Who May Avail:	PhilHealth Regional Offices (PROs), Departments, Offices, Private Parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft Legal Opinion		Requesting office/ Party		
Memorandum requesting for Legal Opinion (1 original copy)		Requesting office/ Party		
Pertinent documents (1 original copy or 1 photocopy)		Requesting office/ Party		
If originated from PROs, Legal Opinion issued by PRO Legal Unit (1 original copy)		Requesting office/ Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive request for legal opinion	Recording of the received request to the database and evaluation of the documents for assignment to Internal Legal Department	NONE	30 minutes	Administration Services Assistant and Executive Assistant
	For assignment of the Senior Vice-President	NONE	15 minutes	Senior Vice-President

	For updating the database and endorsing the request to the Internal Legal Department (routing of the documents)	NONE	30 minutes	Administration Services Assistant and Process Server
Receive Draft Legal Opinion to the Office of the Senior Vice President for Legal Sector (OSVP-LS)	Review and approval of the Senior Vice-President	NONE	20 working days	Senior Vice-President
	For docketing of the Legal Opinion. For updating the database and routing to the requesting office	NONE	30 minutes	Administration Services Assistant and Process Server
	TOTAL	NONE	20 working days, 90 minutes	

2. CONTRACT REVIEW

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

Office:	Office of the Senior Vice-President, Legal Sector			
Classification:	Highly Technical			
Type of Transaction:	G2G/G2B			
Who May Avail:	PhilHealth Regional Offices (PROs), Departments, Offices, Private Parties			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Draft Contract Certification			Requesting office	
Memorandum requesting for Contract Review (1 original copy)			Requesting office	
Final draft contract/ agreement/ document subject for review (1 original copy or 1 photocopy)			Requesting office	
Certification of Complete Staff Work (CSW) - (1 original copy)			Requesting office	
Certification of Risk Assessment (if necessary) - (1 original copy)			Requesting office	
Other pertinent documents (if necessary) - (1 original copy or 1 photocopy)			Requesting office	
If originated from PROs, initial evaluation & recommendation from PRO Legal Office (1 original copy)			Requesting office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Receive request for review of contract	Recording of the received request to the database and evaluation of the documents for assignment to Internal Legal Department	NONE	30 minutes	Administration Services Assistant and Executive Assistant
	For assignment of the Senior Vice-President	NONE	15 minutes	Senior Vice-President
	For updating the database and endorsing the request to the Internal Legal Department (routing of the documents)	NONE	30 minutes	Administration Services Assistant and Process Server
Receive Draft Contract Certification to the Office of the Senior Vice President for Legal Sector (OSVP-LS)	Review and approval of the Senior Vice-President	NONE	20 working days	Senior Vice-President
	For updating the database and routing to the Internal Legal Department for issuance of Contract Certification Number	NONE	30 minutes	Administration Services Assistant and Process Server
	TOTAL	NONE	20 working days and 90 minutes	

INTERNAL LEGAL DEPARTMENT

1. LEGAL OPINION

Render legal opinion to issues raised by the addressee that constitute legal matter in reference to interpretation of existing laws and regulations.

Office/Division	Internal Legal Departement (ILD)			
Classification	Highly Technical			
Type of Transaction	G2G/G2B			
Who may avail:	PhilHealth Regional Offices(PROs), Departments, Offices, Private Parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum requesting for Legal Opinion (1 original copy)		Requesting office		
Pertinent documents (original copy or photocopy) (1 copy)				
If originated from PROs, Legal Opinion issued by PRO Legal Unit (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 issues raised			Atty. IV/V/ Legal Researcher-ILD
	1.4 Draft legal opinion		10 working days	Atty. IV/V/ Legal Researcher-ILD
	1.5 Approve/Modify the draft legal opinion		6 working days	Senior Manager , ILD
	1.6 Recommend for approval by the SVP-LS			
	1.7 Indorse to OSVP-LS for SVP's approval/comment/modification of legal opinion		1 working day	Legal Assistant-ILD

	TOTAL	None	20 working days	
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2. 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	

PROTEST, APPEALS AND REVIEW DEPARTMENT

1. RECEIVING AND PROCESSING OF CLEARANCE FOR SPAM/SPARKS

Process in managing SPAM/SPARKS Database in CRC-PROs

Office/Division	Protests and Appeals Review Department (PARD)			
Classification	Simple			
Type of Transaction	G2B			
Who may avail:	Claims Review Committee in all PhilHealth Regional Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly filled-out 3AF; Photocopy of ID; Justification Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. CRC-PROs submit/file thru email the request for Clearance for SPAM/SPARKS	1. Receive and evaluate the documents if complete	None	15 minutes	Technical staff
	2. If complete, prepare the Clearance and print	None	15 minutes	Technical staff
	2.a If not complete, send email informing the concerned PRO to submit the document, and await the lacking documents then proceed to # 2	None	2 days	Technical staff
	3. Printing of Clearance for approval of SM	None	5 minutes	Technical staff
	4. Forward the printed Clearance to the OSM for approval	None	5 minutes	Technical staff
	5. Approve and sign the Clearance	None	10 minutes	Senior Manager - PARD
	6. Forward the approved/duly signed Clearance to the concerned PRO thru email (scanned copy)	None	10 minutes	Technical staff
	TOTAL	None	2 days and 1 hour	

2. RECEIVING AND PROCESSING OF DATA AMENDMENT FORM (DAF) FOR SPAM/SPARKS

Process in managing SPAM/SPARKS Database in CRC-PROs

Office/Division	Protests and Appeals Review Department (PARD)			
Classification	Simple			
Type of Transaction	G2B			
Who may avail:	Claims Review Committee in all PhilHealth Regional Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly filled-out DARF; Justification Form and documentary attachment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. CRC-PROs submit/file thru email the request for DAF for SPAM/SPARKS	1. Evaluate the received documents and prepare DAF	None	15 minutes	Technical staff
	2. If complete, prepare the DAF and print	None	10 minutes	Technical staff
	2.a If not complete, send email informing the concerned PRO to submit the document, and await the documents then proceed to # 2	None	1 day and 4 hours	Technical staff
	3. Printing of DAF for approval	None	5 minutes	Technical staff
	4. AO-II sign the DAF if correct	None	5 minutes	Technical staff
	5. SM sign the DAF as recommending approval	None	5 minutes	Senior Manager - PARD
	6. Forward the DAF to the OSVP-Legal Sector for approval	None	10 minutes	Technical staff
	7. SVP approve and sign the DAF and return to OSM PARD	None	1 day	Senior Vice President-Legal Sector
	8. Forward the approved/duly signed DAF to the concerned PRO thru email (scanned copy)	None	10 minutes	Technical staff
	TOTAL	None	2 days and 5 hours	

