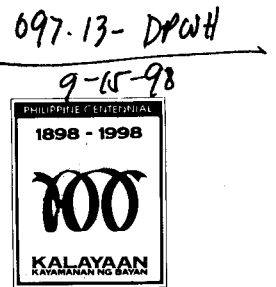




Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila



14 September 1998

DEPARTMENT ORDER) SUBJECT : GUIDELINES ON THE USE, MANAGEMENT
NO. 134) AND MAINTENANCE OF THE DPWH
Series of 1998) AMBULANCE

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The following guidelines are hereby prescribed for the proper use, management and maintenance of the DPWH Ambulance:

1. The newly acquired DPWH Ambulance will be used, managed and maintained by the DPWH Medical and Dental Division to establish a proactive stance in cases of emergency and in time of disasters.
2. The use of the ambulance shall be strictly limited to carry sick or injured DPWH employees.
3. The proper use, control and management of the DPWH Ambulance shall be under the responsibility of the Chief, Medical and Dental Division (MDD), Administrative and Manpower Management Service. As such, the MDD Chief is hereby directed/authorized to perform the following :
 - 3.1 Authorize the use of the ambulance to transport seriously ill or injured officials/employees from the DPWH Central Office to the nearest hospitals/clinics and, upon request, to fetch and/or convey sick/injured DPWH officials/employees to hospitals/clinics for purposes of hospitalization/check-up/medication; and,
 - 3.2 Designate Medical Team(s) for the ambulance composed of at least one physician, a nurse , a driver and other necessary ambulance personnel who may be required on a case-to-case basis.
4. For documentation purposes, except in cases of extreme emergency, any request by a DPWH employee for the official use of the ambulance shall be accompanied by the following documents:
 - 4.1 Trip ticket in duplicate signed by the requesting employee and by the head of office concerned and approved by the Chief, MDD; and,
 - 4.2 A written consent signed by the patient or the patient's nearest relative.

5. The attending physician shall fill out and submit to the MDD Chief the request for use of the ambulance (i.e., Order for Conduction) while the attending nurse shall coordinate with the ambulance dispatcher and driver for the immediate use of the ambulance.
6. In case of emergency, the aforesaid documentation under items 4 and 5 may be done during or after the use of the ambulance.
7. The MDD shall maintain a logbook indicating the name of the patient, attending physician, destination, and times of dispatch and return of the ambulance.
8. The repair and maintenance of the ambulance shall be the responsibility of the Bureau of Equipment.

This Order takes effect immediately.


GREGORIO R. VIGILAR
Secretary

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