

Health Education Promotion Service

The unit upholds timely planning and implementation of the monthly DOH programs in the hospital. Monthly updates of DOH programs such as yearly advocacy theme and activities will be relayed to hospital staff, patients and watchers through lectures, lay fora and health education and teaching sessions. DOH programs aims to promote over-all health and wellness to all interested parties.

Office or Division:	Out-Patient Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	External and Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Calendar of Health Events		Department of Health		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coordination and awareness with the schedule of the Monthly Updates of DOH Programs. <i>Hospital Staff – conducted and integrated during departments' monthly meetings.</i> <i>Patients/Watchers /OPD Clients– weekly as per schedule.</i>	1. Proper coordination and dissemination of the schedule of monthly DOH Programs activities to: a. <i>Speaker of the Activity – coordinated with the CMPS II and to the DOH Program Coordinators.</i> b. <i>Hospital Staff – communicated through Hospital Personnel Order.</i> c. <i>Patients/watchers. OPD Clients – coordinated with the nursing</i>	None	1 Day	HEPO

	supervisors and or head nurses of the OPD and to the nurses' station.			
<p>2. 1. Confirm attendance and actual participation of the scheduled activity.</p> <p>2.2. Adhere to the NEW NORMAL protocols;</p> <p>-strictly wearing of mask will be observed during the activity.</p> <p>-Maintain proper physical distancing from one participant to another.</p>	<p>2.1. Implementation of the scheduled activity:</p> <p><i>Monthly Updates to Hospital Staff</i> – conducted at New Conference Room</p> <p><i>Bantays' or Watchers Class</i> – implemented at Hospital Atrium and or OPD Waiting Area.</p> <p>2.2. I. Alcohol Pump / Sanitizing gel will be readily available at the Entrance of the Venue</p> <p>II. Strictly monitor the New Normal protocols among the participants.</p> <p>-wearing of MASK</p> <p>-physical distancing</p>	None	2 Hours	Consultants, Resident Physicians, HEPO, Health Program Coordinators
3. Participation in the documentation through picture taking with consent.	3. Proper documentation of the activity.	None	5 Minutes	HEPO
TOTAL:		None	1 Day, 2 Hours, 5 Minutes	

Note: Processing time of each program to be implemented would depend on the activities to be done.