

ADMINISTRATIVE ORDER NO. 2011- 010A

**PROVIDING UNIFORM GUIDELINES ON PRESCRIBING
DRUGS AND MEDICINES IN ALL HEALTH FACILITIES OF
THE CITY GOVERNMENT OF NAGA**

WHEREAS, it has been observed by the Office of the City Mayor that there are prescriptions incorrectly issued by personnel or employees from health facilities under the administrative and operational control of the City Government of Naga;

WHEREAS, there is a need for the issuance of an Order that will reiterate to health practitioners working under the City Government of Naga of the proper way of prescribing medicines, being one of the most important transactions between the physician and his/her patient;

NOW THEREFORE, I, JOHN G. BONGAT, Mayor of the City of Naga, by virtue of the powers vested in me by law, and in connection with the above premises, do hereby order the following:

Section 1. The following must be present **and duly filled-up** for a prescription to be valid:

- a. Patient's Information Section - (consisting of the full name, address and age of the patient) This part identifies for whom the prescription is intended. The full name and the address are required by law on all prescriptions for controlled substances. The age of the patient is an additional important piece of information, especially pediatric patients where dosage calculations have to be double-checked for safety.
- b. Institution's Section - (consisting the name of the hospital, clinic, office, their address, and the date) The date is important from the standpoint of ascertaining for determining the duration of the prescription's effectivity.
- c. Superscription - consists of the message to the chemist. It includes only the expression Rp./Rx.
- d. Body - the main part of the medical prescription, containing the doctor's detailed order. Stated here are the names of medicinal substances, the medicinal forms, and the dosages. Only generic terminologies are allowed in conformity with Administrative Order No. 2011-010. The dose is noted after the substance or medicinal form. The strength of the medication should be written in metric units.
- e. Subscription- In this part are written, if necessary, instructions to the pharmacist on how to make the preparation and the number of doses, or medicinal forms to be supplied to the patient.
- f. Mark or Label - The mark is the message intended for the patient. It provides instructions as to how the medicine should be taken by the patient. This information must be sufficient enough to allow the patient to understand fully

the amount of the drug product to be taken and the frequency and manner of administration.

- g. Doctor's Signature – Signature over the full name of the doctor and his license or practitioner's number.

Section 2. This administrative order shall be applicable to health facilities mentioned under Administrative Order 2011-010.

Section 3. Any violation of this Order shall be a ground for disciplinary action pursuant to pertinent civil service laws and regulations without prejudice to the filing of appropriate cases in accordance with existing criminal and civil laws.

Section 4. This Administrative Order shall be effective immediately.

Done this 4th day of October, 2011 at the City of Naga, Philippines.

JOHN G. BONGAT
City Mayor

Attested by :

FLORENCIO T. MONGOSO, JR. CSEE
Department Head II and Acting City Administrator