LICENSING REQUIREMENTS FOR
LEVEL 3 HOSPITAL

SERVICE CAPABILITY
___ 1. Administrative Service
____ 1.1. Personnel
____ 1.2. Accounting
____ 1.3. Budget and Finance
____ 1.4. Medical Records
____ 1.5. Property and Supply
____ 1.6. Housekeeping ①
____ 1.7. Laundry ② and Linen
____ 1.8. Maintenance ①
____ 1.9. Ambulance Service ③
____ 1.10. Security ①
____ 1.11. Dietary ①
____ 1.12. Social Service

___ 2. Clinical Service
____ 2.1. Specialty Clinical Care
____ 2.1.1. Department of Medicine
____ 2.1.2. Department of Pediatrics
____ 2.1.3. Department of Obstetrics and Gynecology
____ 2.1.4. Department of Surgery and Anesthesia
____ 2.2. Critical Care
____ 2.2.1. Intensive Care
____ 2.2.2. Post Anesthesia Care
____ 2.2.3. Pathologic – Premature Nursery
____ 2.3. Emergency Service
____ 2.4. Outpatient Service
____ 2.5. General Dentistry

___ 3. Nursing Service
____ 3.1. Intensive Care and Management
____ 3.2. Health Education and Counseling

___ 4. Ancillary Service
____ 4.1. Tertiary Clinical Laboratory
____ 4.2. Radiology – 2nd Level ②
____ 4.3. Pharmacy ③

① The service may be contracted out. A contract of service or memorandum of agreement with a service provider should be secured as a prerequisite for license to operate.
② The service may be contracted out but subject to infection control mechanism. A contract of service or memorandum of agreement with a service provider should be secured as a prerequisite for license to operate.
③ The service may be contracted out but available for 24 hours 7 days a week and physically present. A contract of service or memorandum of agreement with a service provider should be secured as a prerequisite for license to operate.
④ Secure license from the Bureau of Health Devices and Technology.
⑤ Secure license from the Bureau of Food and Drugs.
PERSONNEL

1. Administrative Service
   - 1.1. Chief of Hospital
   - 1.2. Administrative Officer
   - 1.3. Clerk (pool)
   - 1.4. Bookkeeper
   - 1.5. Billing Officer
   - 1.6. Cashier
   - 1.7. Medical Records Officer
   - 1.8. Medical Records Clerk
   - 1.9. Supply Officer
   - 1.10. Storekeeper
   - 1.11. Laundry Worker
   - 1.12. Utility Worker
   - 1.13. Security Guard
   - 1.14. Maintenance Personnel
   - 1.15. Driver
   - 1.16. Nutritionist / Dietitian
   - 1.17. Cook
   - 1.18. Food Service Supervisor
   - 1.19. Food Service Worker
   - 1.20. Medical Social Worker

2. Clinical Service
   - 2.1. Chief of Clinics
   - 2.2. Department Head
   - 2.3. Physician
   - 2.4. Dentist
   - 2.5. Dental Aide

3. Nursing Service
   - 3.1. Chief Nurse
   - 3.2. Supervising Nurse
   - 3.3. Head Nurse
   - 3.4. Staff Nurse

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1 The personnel may be contracted out. A contract of service or memorandum of agreement with a service provider should be secured as a prerequisite for license to operate.
2 The physician must not go on continuous duty for more than forty-eight (48) hours.
3 For every three (3) nurses, there must be one (1) reliever.
3.5. Staff Nurse (Critical Care) ④ 1:3 critical care unit beds at any time
3.6. Nursing Attendant / Midwife ⑤ 1:24 beds at any time
3.7. Nursing Attendant / Midwife (Critical Care) 1:15 critical care unit beds at any time

④ Critical care unit includes intensive care unit (ICU), post anesthesia care unit (PACU) / recovery room (RR), and pathologic – premature nursery.
⑤ Nursing attendant / midwife is optional if the authorized bed capacity (ABC) is less than twenty-four (24) beds. If the ABC is 24 beds and above, the ratio will apply. For every three (3) nursing attendants / midwives, there must be one (1) reliever.
# LICENSING REQUIREMENTS FOR LEVEL 3 HOSPITAL

## EQUIPMENT / INSTRUMENT

### 1. Administrative Service

- **1.1.** Computer / Typewriter 1
- **1.2.** Fire Extinguisher 2
- **1.3.** Standby Generator 1
- **1.4.** Push Cart 1
- **1.5.** Food Conveyor (closed type) 1
- **1.6.** Exhaust Fan 1
- **1.7.** Food Scale 1
- **1.8.** Garbage Receptacle with Cover 1
- **1.9.** Osterizer / Blender 1
- **1.10.** Refrigerator / Freezer 1
- **1.11.** Stove 1
- **1.12.** Utility Cart 1
- **1.13.** Ambulance

### 2. Clinical Service

- **2.1.** Emergency Room
  - **2.1.1.** Ambu Bag
    - **2.1.1.1.** Adult 1
    - **2.1.1.2.** Pediatric 1
  - **2.1.2.** Clinical Weighing Scale 1
  - **2.1.3.** Defibrillator 1
  - **2.1.4.** ECG Machine 1
  - **2.1.5.** EENT Diagnostic Set 1
  - **2.1.6.** Emergency Cart 1
  - **2.1.7.** Examining Table 1
  - **2.1.8.** Gooseneck Lamp / Examining Light 1
  - **2.1.9.** Instrument Table 1
  - **2.1.10.** Laryngoscope with Blades 1
  - **2.1.11.** Medicine Cabinet 1
  - **2.1.12.** Minor Surgery Instrument Set 1
  - **2.1.13.** Nebulizer 1
  - **2.1.14.** Neurological Hammer 1
  - **2.1.15.** Oxygen Unit 1
  - **2.1.16.** Sphygmomanometer
    - **2.1.16.1.** Adult Cuff 1
    - **2.1.16.2.** Pediatric Cuff Set 1
  - **2.1.17.** Stethoscope 1
  - **2.1.18.** Suction Apparatus 1
  - **2.1.19.** Suturing Set 1
  - **2.1.20.** Tracheostomy Set 1
  - **2.1.21.** Vaginal Speculum Set 1
  - **2.1.22.** Wheelchair 1
  - **2.1.23.** Wheeled Stretcher 1

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*Available for 24 hours 7 days a week.*
LICENSING REQUIREMENTS FOR LEVEL 3 HOSPITAL

2.2. Outpatient Department
   2.2.1. Clinical Weighing Scale 1
   2.2.2. ECG Machine 1
   2.2.3. EENT Diagnostic Set 1
   2.2.4. Examining Table 1
   2.2.5. Gooseneck Lamp / Examining Light 1
   2.2.6. Instrument Table 1
   2.2.7. Minor Surgery Instrument Set 1
   2.2.8. Neurological Hammer 1
   2.2.9. Oxygen Unit 1
   2.2.10. Sphygmomanometer
           2.2.10.1. Adult Cuff 1
           2.2.10.2. Pediatric Cuff Set 1
   2.2.11. Stethoscope 1
   2.2.12. Suturing Set 1
   2.2.13. Vaginal Speculum Set 1
   2.2.14. Wheelchair 1

2.3. Surgical Service
   2.3.1. Air-conditioning Unit 1/operating room
   2.3.2. Anesthesia Machine 1/operating room
   2.3.3. C/S Set 1
   2.3.4. Instrument Table 1/operating room
   2.3.5. Laparotomy Set 1/operating room
   2.3.6. Laryngoscope with Blades 1/operating room
   2.3.7. Major Surgical Instrument Set 1/operating room
   2.3.8. OR Light 1/operating room
   2.3.9. OR Table 1/operating room
   2.3.10. Ortho Instrument Set 1
   2.3.11. Oxygen Unit 1/operating room
   2.3.12. Sphygmomanometer
           2.3.12.1. Adult Cuff 1/operating room
           2.3.12.2. Pediatric Cuff Set 1/operating room
   2.3.13. Spinal Set 1/operating room
   2.3.14. Stethoscope 1/operating room
   2.3.15. Suction Apparatus 1/operating room
   2.3.16. Wheeled Stretcher 1

2.4. Recovery Room
   2.4.1. Air-conditioning Unit 1
   2.4.2. Bed with Guard Rail 1
   2.4.3. Oxygen Unit 1
   2.4.4. Sphygmomanometer
           2.4.4.1. Adult Cuff 1
           2.4.4.2. Pediatric Cuff Set 1
   2.4.5. Stethoscope 1
   2.4.6. Suction Apparatus 1

2.5. Obstetrical Service
   2.5.1. Air-conditioning Unit 1/delivery room
### LICENSING REQUIREMENTS FOR LEVEL 3 HOSPITAL

- **2.5.2.** Anesthesia Machine 1/delivery room
- **2.5.3.** D/C Set 1/delivery room
- **2.5.4.** Delivery Set 1/delivery room
- **2.5.5.** DR Light 1/delivery room
- **2.5.6.** DR Table with Stirrup 1/delivery room
- **2.5.7.** Instrument Table 1/delivery room
- **2.5.8.** Kelly Pad 1/delivery room
- **2.5.9.** Oxygen Unit 1/delivery room
- **2.5.10.** Sphygmomanometer
  - **2.5.10.1.** Adult Cuff 1/delivery room
  - **2.5.10.2.** Pediatric Cuff Set 1/delivery room
- **2.5.11.** Stethoscope 1/delivery room
- **2.5.12.** Suction Apparatus 1/delivery room
- **2.5.13.** Wheeled Stretcher 1

- **2.6.** Pathologic – Premature Nursery
  - **2.6.1.** Air-conditioning Unit 1
  - **2.6.2.** Bassinet 1
  - **2.6.3.** Bili Light 1
  - **2.6.4.** Examining Light 1
  - **2.6.5.** Incubator 1
  - **2.6.6.** Infant Weighing Scale 1
  - **2.6.7.** Oxygen Unit 1
  - **2.6.8.** Stethoscope 1
  - **2.6.9.** Suction Apparatus 1

- **2.7.** Nursing Unit
  - **2.7.1.** Ambu Bag
    - **2.7.1.1.** Adult 1/nursing unit
    - **2.7.1.2.** Pediatric 1/nursing unit
  - **2.7.2.** Bedside Table 2
  - **2.7.3.** Clinical Weighing Scale 1/nursing unit
  - **2.7.4.** Emergency Cart 1/nursing unit
  - **2.7.5.** Patient Bed 2
  - **2.7.6.** Nebulizer 1/nursing unit
  - **2.7.7.** Oxygen Unit 1/nursing unit
  - **2.7.8.** Sphygmomanometer
    - **2.7.8.1.** Adult Cuff 1/nursing unit
    - **2.7.8.2.** Pediatric Cuff Set 1/nursing unit
  - **2.7.9.** Stethoscope 1/nursing unit
  - **2.7.10.** Suction Apparatus 1/nursing unit

- **2.8.** Intensive Care Unit
  - **2.8.1.** Air-conditioning Unit 1
  - **2.8.2.** Ambu Bag
    - **2.8.2.1.** Adult 1
    - **2.8.2.2.** Pediatric 1
  - **2.8.3.** Bed with Guard Rail 1

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2 The number depends on authorized bed capacity (ABC).
LICENSING REQUIREMENTS FOR LEVEL 3 HOSPITAL

___ 2.8.4. Cardiac Monitor 1
___ 2.8.5. Defibrillator 1
___ 2.8.6. ECG Machine 1
___ 2.8.7. Emergency Cart 1
___ 2.8.8. Endotracheal Tube 1
___ 2.8.9. Laryngoscope with Blades 1
___ 2.8.10. Oxygen Unit 1
___ 2.8.11. Sphygmomanometer
    ___ 2.8.11.1. Adult Cuff 1
    ___ 2.8.11.2. Pediatric Cuff Set 1
___ 2.8.12. Stethoscope 1
___ 2.8.13. Suction Apparatus 1
___ 2.8.14. Tracheostomy Set 1

___ 2.9. Central Sterilizing and Supply Room
    ___ 2.9.1. Autoclave 1
PHYSICAL PLANT

___ 1. Administrative Service
    ___ 1.1. Lobby
        ___ 1.1.1. Waiting Area
        ___ 1.1.2. Information, Reception and Communication Area
        ___ 1.1.3. Toilet
    ___ 1.2. Admitting and Social Service Office
    ___ 1.3. Business Office
        ___ 1.3.1. Billing
        ___ 1.3.2. Cashier
        ___ 1.3.3. Budget and Finance
    ___ 1.4. Medical Records and Personnel Office
    ___ 1.5. Office of the Administrative Officer
    ___ 1.6. Office of the Chief of Hospital
    ___ 1.7. Office of the Chief of Clinics
    ___ 1.8. Conference and Training Room
    ___ 1.9. Staff Toilet
    ___ 1.10. Laundry and Linen Office
    ___ 1.10.1. Sorting and Washing Area
    ___ 1.10.2. Pressing and Ironing Area
    ___ 1.10.3. Storage Area
    ___ 1.11. Maintenance Office
    ___ 1.11.1. Work Area
    ___ 1.11.2. Housekeeping Area
    ___ 1.11.3. Motorpool and Ambulance Parking Area
    ___ 1.12. Property and Supply Office
    ___ 1.13. Waste Holding Room
    ___ 1.14. Dietary
    ___ 1.14.1. Dietitian Office
    ___ 1.14.2. Supply Receiving Area
    ___ 1.14.3. Cold and Dry Storage Area
    ___ 1.14.4. Food Preparation Area
    ___ 1.14.5. Cooking and Baking Area
    ___ 1.14.6. Serving and Food Assembly Area
    ___ 1.14.7. Washing Area
    ___ 1.14.9. Dining Area
    ___ 1.14.10. Toilet

___ 2. Clinical Service
    ___ 2.1. Emergency Room
        ___ 2.1.1. Waiting Area

When the services are contracted out, these areas are not required. However, a contract of service or memorandum of agreement with a service provider should be secured as a prerequisite for license to operate.
LICENSING REQUIREMENTS FOR
LEVEL 3 HOSPITAL

___ 2.1.2. Toilet
___ 2.1.3. Nurse Station
___ 2.1.4. Examination and Treatment Area with Lavatory/Sink
___ 2.1.5. Observation Area
___ 2.1.6. Equipment and Supply Storage Area
___ 2.1.7. Wheeled Stretcher Area

___ 2.2. Outpatient Department
___ 2.2.1. Waiting Area
___ 2.2.2. Toilet
___ 2.2.3. Admitting and Records Area
___ 2.2.4. Examination and Treatment Area with Lavatory/Sink
___ 2.2.5. Consultation Area
___ 2.2.6. Dental Clinic
___ 2.2.7. Office of the Department Head
    ___ 2.2.7.1. Medicine
    ___ 2.2.7.2. Pediatrics
    ___ 2.2.7.3. Obstetrics and Gynecology
    ___ 2.2.7.4. Surgery and Anesthesia

___ 2.3. Surgical Service
___ 2.3.1. Major Operating Room
___ 2.3.2. Recovery Room
___ 2.3.3. Sub-sterilizing Area/Work Area
___ 2.3.4. Sterile Instrument, Supply and Storage Area
___ 2.3.5. Scrub-up Area
___ 2.3.6. Clean-up Area
___ 2.3.7. Male Dressing Room and Toilet
___ 2.3.8. Female Dressing Room and Toilet
___ 2.3.9. Nurse Station/Work Area
___ 2.3.10. Wheeled Stretcher Area
___ 2.3.11. Janitor’s Closet

___ 2.4. Obstetrical Service
___ 2.4.1. Delivery Room
___ 2.4.2. Labor Room with Toilet
___ 2.4.3. Sub-sterilizing Area/Work Area
___ 2.4.4. Sterile Instrument, Supply and Storage Area
___ 2.4.5. Scrub-up Area
___ 2.4.6. Clean-up Area
___ 2.4.7. Male Dressing Room and Toilet
___ 2.4.8. Female Dressing Room and Toilet
___ 2.4.9. Nurse Station/Work Area
___ 2.4.10. Wheeled Stretcher Area
___ 2.4.11. Janitor’s Closet

___ 2.5. Pathologic – Premature Nursery
___ 2.5.1. Pathologic Room
___ 2.5.2. Premature Room
___ 2.5.3. Work Area with Sink
___ 2.5.4. Viewing Area
LICENSING REQUIREMENTS FOR
LEVEL 3 HOSPITAL

2.5.5. Breastfeeding Area

2.6. Nursing Unit
   2.6.1. Patient Room
   2.6.2. Toilet
   2.6.3. Isolation Room with Toilet
   2.6.4. Nurse Station
      2.6.4.1. Utility Area
      2.6.4.2. Linen Area
      2.6.4.3. Toilet
   2.6.5. Treatment and Medication Area with Lavatory/Sink

2.7. Intensive Care Unit
   2.7.1. Nurse Station
   2.7.2. Toilet
   2.7.3. Patient Area
   2.7.4. Dressing Area
   2.7.5. Equipment and Supply Storage Area

2.8. Central Sterilizing and Supply Room
   2.8.1. Receiving and Releasing Area
   2.8.2. Work Area
   2.8.3. Sterilizing Area
   2.8.4. Sterile Supply Storage Area

2.9. Nursing Service
   2.9.1. Office of the Chief Nurse
   2.9.2. Toilet

3. Ancillary Service
   3.1. Tertiary Clinical Laboratory
      3.1.1. Clinical Work Area with Lavatory/Sink
      3.1.2. Pathologist Area
      3.1.3. Microbiology Room
      3.1.4. Toilet
   3.2. Radiology – 2nd Level
      3.2.1. X-Ray Room with Control Booth, Dressing Area and Toilet
      3.2.2. Dark Room
      3.2.3. Film File and Storage Area
      3.2.4. Radiologist Area
   3.3. Pharmacy

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2 A minimum of 60 square meters in clinical work area is required (excluding toilet, extraction and reception area).
3 A minimum of 15 square meters in floor area is required.