Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

August 7, 2020

DEPARTMENT CIRCULAR
No. 2020 - 0318

TO: **ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; ALL DISEASE REPORTING UNITS; ALL LOCAL GOVERNMENT UNITS; ALL HOSPITAL FACILITIES; ALL LICENSED COVID-19 TESTING LABORATORIES; AND OTHERS CONCERNED**

SUBJECT: **Mandatory Submission of Accurate, Complete, and Timely COVID-19 Case Data through the COVID Document Repository System (CDRS) and Laboratory Information System API**

The Department of Health (DOH) enjoins all Disease Reporting Units (DRUs), Hospitals, and Local Government Units to provide accurate, complete, and timely data on COVID-19 cases.

All specimens tested for COVID-19 should have a completely filled-up Case Investigation Form (CIF) with emphasis on complete address (House/Building No., Street, Barangay, City/Municipality, and Province), and contact number to initiate contact tracing activities.

Laboratories are tasked to ensure that DRUs/Facilities/LGUs sending specimens for testing submits a completely filled-out CIF. Specimens with incomplete CIF shall not be accepted by the laboratories for processing. Collected CIF shall be submitted daily by the laboratories to DOH via any of the following means:

1. Scan individual copies of CIF and upload via COVID Document Repository System (CDRS)
2. Submission of hard copy forms to DOH
3. For those with an existing information system, provision of access to DOH via Application Program Interface or other similar means
4. Daily linelist extraction and uploading via CDRS

All line lists of positive and negative specimens, including all results not previously submitted as a line list as of 11:59 PM of the current day, should be submitted through the upload capability of the CDRS. Likewise, the laboratories are enjoined to ensure the accuracy and completeness of the data submitted with specific focus on onset of illness, complete address

(house number, street, barangay, City/Municipality, and Province), and contact number of patients.

Only licensed COVID-19 laboratories that are already connected directly to the COVID KAYA Information system via the Application Programming Interface (API) are exempt from sending line lists through the CDRS. Non-compliance to the use of CDRS shall be subject to the penalties of the Republic Act 11332 or the "Mandatory Reporting of Notifiable Diseases", RA 4266 or the "Hospital Licensure Law", and RA 4688 or the "Clinical Laboratory Law."

The DOH will publish the list of non-compliant facilities/LGUs and enforce necessary sanctions.

Dissemination of the above information is requested.

FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health