

LGU FINANCE QUESTIONNAIRE

1 **Date of Interview**

m	m	d	d	y	y	y	y

2 **Time Started**

		:		AM PM

3 **Time Finished**

		:		AM PM

4 **Interviewer's Name, Signature** _____

5 **Supervisor's Name, Signature** _____

6 **Supervisor's Review Date**

m	m	d	d	y	y	y	y

INFORMED CONSENT

This is a survey for the research study called Impact of Incentives and Information on Quality and Utilization in Primary Care (I3QUIP). I3QUIP aims to determine whether interventions introduced by PhilHealth to the PCB1 package help in the improvement of utilization and quality of PCB services. The study is a collaboration of PhilHealth, the World Bank, and Korean Development Institute. This particular survey is funded and commissioned by the World Bank to the Center for Economic Policy Research (CEPR).

Your Local Chief Executive/Mayor agreed to participate in the study, and your LGU is one of the 240 LGUs with PCB1 providers that have been selected to participate. This study will be conducted over 36 months from 2013 to 2016. Once the study is completed, dissemination workshops will be conducted, including presenting findings to LGUs. All primary data collected through the impact evaluation study, including those collected in this survey, is the property of the World Bank. The use of the primary data without the consent of the World Bank is strictly prohibited, until data embargo is lifted and the dataset made public.

As part of the study, surveys will be conducted with key informants in the LGU, health facility surveys, and selected patients. The health facility surveys will include interviews with the physician and key staff, ocular inspection of the facility, patient chart reviews, and in some selected health facilities Direct Observations will be conducted to observe how services are provided to the patients. This particular interview is for the LGU Finance Officers, and will inquire about LGU engagement with PhilHealth and LGU funds and operations.

Please be assured that the information you provide will be treated with the utmost confidentiality and will not be shared with anyone, including your RHU/health center physician and staff. This information will be used for research purposes only. Your name and other personal information will eventually be removed from the information collected and only a code number will connect your name with your answers. When results are presented, they will be in aggregate, combined with the results in other sites. Specifically we want to say that this information will not be used for disciplinary action or regulation.

We hope that the information will indirectly benefit you by informing the Department of Health and the Philippine Health Insurance Corporation (DOH and PhilHealth) of ways to implement PCB1 that will encourage more people to seek primary health care, help PCB1 providers render quality services, and produce good health outcomes for the population. The only cost to you in terms of participation is your time in responding to the survey.

We shall proceed with the interview. If there is a question you do not want to answer, just tell me and we will skip to the next one. If you have any questions, you can ask me, or you can contact our survey supervisor _____ through _____ at _____ (tel).). You can also contact Ms. Corinne Bernaldez at the World Bank at Tel. No. (02) 4652633, or Dr. Leizel Lagrada in PhilHealth at Tel. No. (02) 637-6239.

The UP Manila Research Ethics Board (UPMREB) Panel 2 has approved the study, and may be reached through the following contact for information regarding rights of study participants, including grievances and complaints:

Dr. Virginia R. de Jesus
Address: Room 205, Paz Mendoza Building, College of Medicine, UP Manila
Number: +63 2 5222684
Mobile: +63 927 3264910
Email: upmreb@post.upm.edu.ph

8 May I proceed?

Main respondent/s: Budget Officer and/or Accountant**DIRECTIONS:**

1. Before conducting the interview, fill out Section II first, where figures are to be culled out from the Statement of Appropriations, Allotments, and Obligations ISAAOB) and Statement of Income and Expenditure (SIE).
2. Conduct the interview in Section I, answering all items completely by encircling appropriate code/s. If refuses to answer any item, put -66.
3. During the interview, after answering all items in Section I, verify the figures or clarify questions in Section II as necessary."

I IDENTIFICATIONID1 Region ID2 Province ID3 City/Municipality **RESPONDENT 1**ID4 Name of Respondent 1 ID5 Job title of Respondent ID6 Years in Service in this LGU YearsID7 Years in Current Position Years

ID8 Respondent's Sex 1 - Male 2 - Female

ID9 Age as of last birthday Years**ID10 Highest Educational Attainment**

- | | |
|---------------------------|---|
| 1 - No Schooling | 6 - Some College |
| 2 - Some grade school | 7 - College Graduate |
| 3 - Grade School Graduate | 8 - Masters Graduate |
| 4 - Some High School | 9 - PhD Graduate |
| 5 - High School Graduate | 10 - Others, specify <input type="text"/> |

RESPONDENT 2ID11 Name of Respondent 2 ID12 Job title of Respondent 2 ID13 Years in Service LGU Service YearsID14 Years in Current Position Years

ID15 Respondent's Sex 1 - Male 2 - Female

ID16 Age as of last birthday Years**ID17 Highest Educational Attainment (completed)**

- | | |
|---------------------------|---|
| 1 - No Schooling | 6 - Some College |
| 2 - Some grade school | 7 - College Graduate |
| 3 - Grade School Graduate | 8 - Masters Graduate |
| 4 - Some High School | 9 - PhD Graduate |
| 5 - High School Graduate | 10 - Others, specify <input type="text"/> |

Part II. LGU BUDGETING

A1 Who leads in the following processes?

		Local Chief Executive/ Mayor	Sanggunian Bayan	Municipal Health Officer	Others, Specify
A1.1	Health facility work plan	1	2	3	
A1.2	Drafting the health budget for submission to the budget office	1	2	3	
A1.3	Presentation of the budget to the Sanggunian Committee on Health	1	2	3	
A1.4	Revision of the Budget based on the recommendation of Sanggunian Committee on Health	1	2	3	

A2 Who has the final decision on the health budget?

- 1 Local Chief Executive/Mayor
- 2 Sanggunian Bayan
- 3 Municipal Health Officer
- 4 Budget Officer
- 5 Planning Officer
- 6 Others, specify _____

A3 Is information on health budget and expenditure made public?

- 1 Yes
- 3 No (Skip to Part III)

A4 How is the information on health budget and expenditure made public?

(Allow multiple answers. Do not read out the response options.)

- A Posting in public places
- B In town meetings (Skip to Part III)
- C Aired in local radio (Skip to Part III)
- D Posted on the internet/website (Skip to Part III)
- F Others, specify _____ (Skip to Part III)

-33 - Don't Know (Skip to Part III)

-77 - No Data Available (Skip to Part III)

A5 Where was the information on health budget and expenditure posted?

(Encircle all that apply.)

- A Municipal/ City Hall
- B Barangay Hall/s
- C Hospitals
- D Health Centers
- E Transportation Terminals
- F Website
- G Others, specify _____

-33 - Don't Know

-77 - No Data Available

Part III. TRUST FUNDS

B1 Does the LGU maintain a trust-fund for the Per Family Payment or capitation from PhilHealth?

1 Yes

3 No (Skip to B4)

-33 - Don't Know (Skip to B4)

-77 - No Data Available (Skip to B4)

B2 If yes, is the trust fund dedicated to the Per Family Payment/capitation or common with other health trust funds?

1 Dedicated

2 Common

-33 - Don't Know

-77 - No Data Available

B3 Is there a Trust Fund dedicated solely for the professional fee portion of the Per Family Payment?

1 Yes

3 No

-33 - Don't Know

-77 - No Data Available

B4 Including the Trust Fund where the Per Family Payment/capitation from PhilHealth is placed, how many health related trust funds does the LGU maintain? _____

-33 - Don't Know

-77 - No Data Available

If B4 is not 0, proceed to B5. If B4 is 0, proceed to B6.

B5 If 0, what are the other health-related trust funds maintained by the LGU? (Allow multiple responses. Do not read out the response options.)

A DOH grant

B Donor Grant, specify _____

C Funds from Congressman/woman /Other Politicians

D Others, specify _____

-33 - Don't Know

-77 - No Data Available

B6 Is there a sharing scheme for the 20% Primary Care Benefit 1 (PCB1) professional fee implemented in the LGU?

1 Yes

2 Scheme has not yet been settled (Skip to Part IV)

3 No (Skip to Part IV)

-33 - Don't Know (Skip to Part IV)

-77 - No Data Available (Skip to Part IV)

B7 If yes, what is the sharing scheme for the 20% PCB1 professional fee? No data
Available

B7.1	Physician's share	<input type="text"/>	<input type="text"/>	%	Don't Know	-33
B7.2	Shared by other health staff	<input type="text"/>	<input type="text"/>	%		-33
B7.3	Shared by non-health staff	<input type="text"/>	<input type="text"/>	%		-33
B7.4	Others, specify	<input type="text"/>	<input type="text"/>	%		-33
B7.5	(Note: Total must be 100%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	-33

B8 How was this sharing scheme decided on?

- 1 Based on PHIC guidelines
- 2 Local ordinance
- 3 Local health board resolution
- 4 Association of Municipal Health Officers of the Philippines (AMHOP) consensus
- 5 Others, specify _____

-33 - Don't Know
-77 - No Data Available

Part IV. OTHER FUNDING FOR HEALTH

C1-C2 Did the following have major health expenditure in the LGU in 2012 (not through the LGU's general fund or trust fund)? What type of expenditures were they for?

		C1					C2		
	2012	Did [...] have major health expenditure in the LGU in 2012 (not through the LGU's general fund or trust fund)?					What type of expenditure/s were they? (Multiple responses allowed)		
		YES	NO	don't know	No data		Personal Services	MOOE	Capital Outlay
		(Skip to C2)	(Go to next item)	(Go to next item)	(Go to next item)				
C1.1	DOH	1	3	-33	-77	C2.1	A	B	C
C1.2	Provincial Gov't	1	3	-33	-77	C2.2	A	B	C
C1.3	NGO	1	3	-33	-77	C2.3	A	B	C
C1.4	Private Sector,	1	3	-33	-77	C2.4	A	B	C
C1.5	Foreign Donor,	1	3	-33	-77	C2.5	A	B	C
C1.6	Other, specify	1	3	-33	-77	C2.6	A	B	C

C3-C4 Did the following have major health expenditure in the LGU in 2013 (not through the LGU's general fund or trust fund)? What type of expenditures were they for?

	2013	C3					C4		
		Did [...] have major health expenditure in the LGU in 2013 (not through the LGU's general fund or trust fund)?					What type of expenditure/s were they? (Multiple responses allowed)		
		YES	NO	don't know	No data		Personal Services	MOOE	Capital Outlay
		(Skip to D2)	(Go to next item)	(Go to next item)	(Go to next item)				
C3.1	DOH	1	3	-33	-77	C4.1	A	B	C
C3.2	Provincial Gov't	1	3	-33	-77	C4.2	A	B	C
C3.3	NGO	1	3	-33	-77	C4.3	A	B	C
C3.4	Private Sector,	1	3	-33	-77	C4.4	A	B	C
C3.5	Foreign Donor,	1	3	-33	-77	C4.5	A	B	C
C3.6	Other, specify	1	3	-33	-77	C4.6	A	B	C

Part V. INCOME RETENTION IN HEALTH FACILITIES

D1 Does the health facility have income from user fees?

1 Yes

3 No (Skip to D4)

-33 - Don't Know (Skip to D4)

-77 - No Data Available (Skip to D4)

D2 If yes, does the facility retain any of its income from user fees?

1 Yes

3 No (Skip to D4)

-33 - Don't Know (Skip to D4)

-77 - No Data Available (Skip to D4)

D3 If yes, what proportion of it is retained?

%

-33 - Don't Know

-77 - No Data Available

D4 What are other incomes of the health facility?

(Allow multiple answers. Do not read out the response options.)

A PhilHealth reimbursements

B Donations

C None

D Others, specify _____

-33 - Don't Know

-77 - No Data Available

D5 Does the health facility retain any of the income in D4?

- 1 Yes
3 No (Skip to Part VI)
-33 - Don't Know (Skip to Part VI)
-77 - No Data Available (Skip to Part VI)

D6 If yes, approximately how much of Other Income was retained in 2012?

- PhP _____
-33 - Don't Know
-77 - No Data Available

D7 If yes, approximately how much of Other Income was retained in 2013?

- PhP _____
-33 - Don't Know
-77 - No Data Available

Part VI. INTERNAL CONTROL

E1 Does the LGU have an internal audit or internal control unit?

- 1 Yes
3 No
-33 - Don't Know
-77 - No Data Available

E2 Were financial statements of the LGU audited by the COA in the following years?

	E2.1	E2.2	E2.3	E2.4
	2010	2011	2012	2013
Yes	1	1	1	1
No	3	3	3	3
Don't know	-33	-33	-33	-33
No data available	-77	-77	-77	-77

Before closing the interview, ensure that all information in Section II has been gathered and verified.

F1 Would you like to comment on the PCB through this survey?

F2 Would you like to comment on this survey?

This is the end of this interview. Thank you very much for your time.

SECTION II.

Prior to the interview, obtain the Statement of Appropriations, Allotment, and Obligations (SAAOB) and Statement of Income and Expenditure (SIE) for 2012 and 2013 and cull out the information regarding the LGU's General Fund in this section.

II. All funds in General Fund

G1-G2 How much was the total municipal/ city budget appropriated and obligated in the General Fund in 2012?

G1	Total Amount Appropriated, General Fund 2012		Don't Know	No Data Available
G1.1	Personal Services	PhP _____	-33	-77
G1.2	MOOE	PhP _____	-33	-77
G1.3	Capital Outlay	PhP _____	-33	-77
G1.4	TOTAL	PhP _____	-33	-77
G2	Total Amount Obligated, General Fund 2012		Don't Know	No data Available
G2.1	Personal Services	PhP _____	-33	-77
G2.2	MOOE	PhP _____	-33	-77
G2.3	Capital Outlay	PhP _____	-33	-77
G2.4	TOTAL	PhP _____	-33	-77

G3 Source of Information for Total Amount Appropriated in 2012: (Encircle the code)

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2012
- 3 Others, specify _____
- 33 Don't Know
- 77 No Data Available

G4 Source of Information for Total Amount Obligated in 2012: (Encircle the code)

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2012
- 3 Others, specify _____
- 33 Don't Know
- 77 No data available

G5-G6 How much was the total municipal/city budget appropriated and obligated in the General Fund in 2013?

G5	Total Amount Appropriated, General Fund 2013		Don't Know	No data
G5.1	Personal Services	PhP _____	-33	-77
G5.2	MOOE	PhP _____	-33	-77
G5.3	Capital Outlay	PhP _____	-33	-77
G5.4	TOTAL	PhP _____	-33	-77

G6	Total Amount Obligated, General Fund 2013		Don't Know	No Data Available
G6.1	Personal Services	PhP _____	-33	-77
G6.2	MOOE	PhP _____	-33	-77
G6.3	Capital Outlay	PhP _____	-33	-77
G6.4	TOTAL	PhP _____	-33	-77

G7 Source of Information for Total Amount Appropriated in 2013:

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2013
- 3 Others, specify _____
- 33 Don't Know
- 77 No data available

G8 Source of Information for Total Amount Obligated in 2013: (Encircle the code)

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2013
- 3 Others, specify _____
- 33 Don't Know
- 77 No data available

Health Budget in General Fund

G9-G10 How much was the total municipal/city budget appropriated and obligated for HEALTH in the General Fund in 2012?

G9	Total Amount Appropriated for HEALTH, General Fund 2012		Don't Know	No Data Available
G9.1	Personal Services	PhP _____	-33	-77
G9.2	MOOE	PhP _____	-33	-77
G9.3	Capital Outlay	PhP _____	-33	-77
G9.4	TOTAL	PhP _____	-33	-77

G10	Total Amount Obligated for HEALTH, General Fund 2012		Don't Know	No Data Available
G10.1	Personal Services	PhP _____	-33	-77
G10.2	MOOE	PhP _____	-33	-77
G10.3	Capital Outlay	PhP _____	-33	-77
G10.4	TOTAL	PhP _____	-33	-77

G11 Source of Information for Total Appropriated for HEALTH in 2012:

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2012
- 3 Others, specify _____
- 33 Don't Know
- 77 No Data available

G12 Source of Information for Total Obligated for HEALTH in 2012:

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2012
- 3 Others, specify _____
- 33 Don't Know
- 77 No Data available

G13-G14 How much was the total municipal/city budget appropriated and obligated for HEALTH in the General Fund in 2013

G13	Total Amount Appropriated for HEALTH, General Fund 2013		Don't Know	No Data Available
G13.1	Personal Services	PhP _____	-33	-77
G13.2	MOOE	PhP _____	-33	-77
G13.3	Capital Outlay	PhP _____	-33	-77
G13.4	TOTAL	PhP _____	-33	-77

G14	Total Amount Obligated for HEALTH, General Fund 2013		Don't Know	No Data Available
G14.1	Personal Services	PhP _____	-33	-77
G14.2	MOOE	PhP _____	-33	-77
G14.3	Capital Outlay	PhP _____	-33	-77
G14.4	TOTAL	PhP _____	-33	-77

G15 Source of Information for Total Amount Appropriated for HEALTH in 2013:

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2013
- 3 Others, specify _____
- 33 Don't Know
- 77 No data available

G16 Source of Information for Total Amount Obligated for HEALTH in 2013: (encircle the code)

- 1 Statement of Appropriations, Allotment and Obligations (SAAOB) 2013
- 3 Others, specify _____
- 33 Don't Know
- 77 No data available

Sources of Funds

G17 What were the sources of funds for the general fund in 2012, in %?

					Don't Know	No data available	
G17.1	Internal Revenue Allotment	<input type="text"/>	<input type="text"/>	%	-33	-77	
G17.2	Local Revenues	<input type="text"/>	<input type="text"/>	%	-33	-77	
G17.3	Grants	<input type="text"/>	<input type="text"/>	%	-33	-77	
G17.4	Loans	<input type="text"/>	<input type="text"/>	%	-33	-77	
G17.5	All others	<input type="text"/>	<input type="text"/>	%	-33	-77	
G17.6	(total should be 100%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	-33	-77

G18 Were there health revenues in 2012?

- 1 Yes
 3 No
 -33 Don't Know
 -77 No data available

G19 If YES, how much?

PhP _____

- 33 Don't Know
 -77 No data available

G20 If YES, what were these health-related revenues?

(Allow multiple answers. Do not read out the response options.)

- A User fees in facilities
 B Revenues from PhilHealth for Primary Care Benefits/Per Family Payment
 C Revenues from PhilHealth for Maternal Care Package
 D Revenues from PhilHealth for TB DOTS
 E Other PhilHealth Revenues, specify _____
 F DOH Grant, specify _____
 G Donor Grant, specify _____
 H Others, specify _____
 -33 Don't know
 -77 No data available

G21 What is the source of data for G17-G20?

- 1 Report of Receipts and Revenues (RORR) 2012
 2 Recollection of Respondent
 3 Others, specify _____
 -33 Don't know
 -77 No data available

G22 What were the sources of funds for the general fund in 2013, in %?

				Don't Know	No data available		
G22.1	Internal Revenue Allotment	<input type="text"/>	<input type="text"/>	%	-33	-77	
G22.2	Local Revenues	<input type="text"/>	<input type="text"/>	%	-33	-77	
G22.3	Grants	<input type="text"/>	<input type="text"/>	%	-33	-77	
G22.4	Loans	<input type="text"/>	<input type="text"/>	%	-33	-77	
G22.5	All others	<input type="text"/>	<input type="text"/>	%	-33	-77	
G22.6	(total should be 100%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	-33	-77

G23 Were there health revenues in 2013? (Encircle the code)

- 1 Yes
3 No
-33 Don't Know
-77 No data available

G24 If YES, how much? PhP _____

- 33 Don't Know
-77 No data available

G25 If YES, what were these health-related revenues? (Encircle all that apply)

- A User fees in facilities
B Revenues from PhilHealth for Primary Care Benefits/Per Family Payment
C Revenues from PhilHealth for Maternal Care Package
D Revenues from PhilHealth for TB DOTS
E Other PhilHealth Revenues, specify _____
F DOH Grant, specify _____
G Donor Grant, specify _____
H Others, specify _____
-33 Don't know
-77 No data available

G26 What is the source of data for G22-G25?

- 1 Report of Receipts and Revenues (RORR) 2013
2 Recollection of Respondent
3 Others, specify _____
-33 Don't know
-77 No data available