



**PHILIPPINE HEART CENTER**  
East Avenue, Quezon City

M-OED-2020-083  
MEMORANDUM


To : ALL CONCERNED  
From : The Executive Director  
Subject : GUIDELINES – INFIRMARY CLINIC  
Date : 16 March 2020

---

Please informed of the following Infirmary Clinic guidelines:

1. The Infirmary Clinic shall be opened from Monday to Friday from 9 o'clock in the morning to 12 o'clock noon and 2 to 5 o'clock in the afternoon.
2. The clinic shall be manned by the two (2) infirmarians, however, while COVID-19 is still in existence, additional two (2) consultants shall be part of the workforce.
3. The infirmarians shall evaluate employees seeking consultation and shall issue medical certificates. He shall categorize the employee as PUM, MUI, and shall give recommendations accordingly.
4. One infirmarian shall be part of the COVID-19 Medical Strike Team who shall monitor the the progress of admitted employees. He shall be involved in policy making.

Please be guided accordingly.

  
**JOEL M. ABANILLA, M.D.**

JMA/ICP/alc

cc: All Deputy Executive Directors