



## Research Institute for Tropical Medicine - Department of Health

9002 Research Drive, Filinvest Corporate City, Alabang, Muntinlupa City, 1781 Philippines  
Tel Nos.: (632) 8809-7599 / 8807-2631/32/37 • Website: [www.ritm.gov.ph](http://www.ritm.gov.ph)



### **GUIDELINES ON THE RECOGNITION OF TRAINING PROVIDERS FOR COVID-19 RELATED TRAININGS (RT-PCR TESTING, BIOSAFETY/ BIOSECURITY, FIT TESTING, OPS AND NPS SAMPLE COLLECTION)**

June 30, 2021

#### **RATIONALE**

In accordance with Department Memorandum No. 2020-0538, the Research Institute for Tropical Medicine (RITM) is authorized to designate and certify training providers capacitating licensed COVID-19 testing laboratories, including training for new techniques such as pooled testing, and providing the requisite training for laboratories securing license-to-operate as COVID-19 testing laboratories.

#### **SCOPE**

This guideline shall apply to all institutions or interested parties such as but not limited to, Center for Health Development (CHDs), government and private entities or hospitals, Professional Societies like Philippine Society of Pathologists (PSP), Philippine Association of Medical Technologists (PAMET), Philippine Society for Microbiology (PSM), Philippine Society for Microbiology and Infectious Diseases (PSMID) requesting to be certified as training providers enabling licensed COVID-19 testing laboratories.

#### **GUIDELINES**

##### **1. Submission of requirements**

All requests for certification as training providers shall be coursed through the RITM Director's Office.

##### **2. Requirements**

All interested applicants are requested to submit one (1) scanned/soft copy of the following documents to the RITM Director's Office email address ( [director.ritmdoh@gmail.com](mailto:director.ritmdoh@gmail.com)):

- 2.1. Letter of Intent addressed to the RITM director indicating:
  - a. Name of Applicant (Institution) and complete address
  - b. Contact details of point person (e.g., Email address, mobile number, and landline number)
  - c. Title of training course intended to be offered with short description of the course (scope, type of training [didactic, hands-on, or combination], duration, intended participants, platform to be used)
- 2.2. Copy of Training Program/ Training Module/ or Course Curriculum
- 2.3. Mechanics for the conduct of training to include relevant safety protocols
- 2.4. Curriculum Vitae of All Trainers
- 2.5. Relevant Certificate/s of Proficiency/ Certificate/s of Participation for the specific trainings/s (RT-PCR, Biosafety, Fit Testing, NPS and OPS collection)
- 2.6. Proposed fee/s for course participation and itemized breakdown



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*NOTE: Use the prescribed email subject: TRAINING CERTIFICATION FOR (Insert the type of training i.e., RT-PCR TESTING, BIOSAFETY/ BIOSECURITY, FIT TESTING, OPS AND NPS SAMPLE COLLECTION).*

### 3. Processes

3.1. All interested parties shall submit the complete scanned/soft copy of documentary requirements to RITM Director's Office through their official email address: [director.ritmdoh@gmail.com](mailto:director.ritmdoh@gmail.com). Formal letter of intent shall be addressed to the Director using the format below:

**CELIA C. CARLOS, MD, CESO III**

Director IV

Research Institute for Tropical Medicine

3.2. Upon receipt of the email, the Director's Office shall review the completeness of submitted documentary requirements and endorse these to the concerned operating unit.

3.3. The operating unit shall perform initial assessment of the documents and instruct the applicants in case they have incomplete or lacking requirements.

3.4. The operating unit shall schedule the tasks for queuing system.

3.5. The operating unit shall conduct technical review and proper assessment of submitted documentary requirements.

3.6. Once the training provider is qualified based on the assessment and technical review conducted, the operating unit shall prepare the Certificate of Recognition as Training Provider addressed to requesting party/institution.

3.7. The Director shall approve the certification to be issued via email to the requesting party/institution copy furnish Laboratory Research Division (LRD) Office, Public Health Service Team (PHST) and Health Facilities and Services Regulatory Bureau (HFSRB).

3.8. LRD Office shall regularly update the database on the List of the Certified Training Providers.

3.9. LRD Office shall coordinate accordingly with Information Technology Department for uploading of updates on the list of Training providers at the RITM website.

### 4. Fees

No fees will be required for this service.

### 5. Turnaround Time

RITM process on Recognition for Training Provider shall take 11 working days with operating hours of 8:00AM to 5:00PM. The turnaround time shall only commence when all the conditions are being met by the requesting party/institution by submission of the complete documentary requirements.

The requesting party/institution shall be informed through email if there is a need for more working days to complete the process of certification.



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### 6. Inquiries and Follow Up

Direct all inquiries to RITM Director's Official email address: [director.ritmdoh@gmail.com](mailto:director.ritmdoh@gmail.com).

No follow up shall be entertained during the certification process. Requesting parties/institutions must wait for the certification to be issued through email.

### Effectivity

This order shall take effect by July 01, 2021.

*Celia C. Carlos, MD*

**CELIA C. CARLOS, MD, CESO III**

Director IV

Research Institute for Tropical Medicine