



Administrative Order No. 22
Series of 2005

**SUBJECT: RECOMMENDED COST OF CARE AND MAINTENANCE
OF SERVICE USERS IN RESIDENTIAL CARE FACILITIES**

I. RATIONALE

Residential care facilities are established to provide alternative parental care to individuals whose family cannot adequately meet their needs over a period of time. From the time they are admitted, these individuals are provided various helping interventions towards healing and recovery. In order to maximize available resources for the needed services as well as maintenance of the facility, there is a need for a standard reference in determining financial requirements and cost of care without compromising the quality of service delivery.

For this reason, the Standards Bureau conducted a survey on expenses incurred in the management of residential care facilities including the cases admitted thereat. The survey was done in the second semester of 2004 covering ninety-four (94) accredited residential care and thirty-seven (37) center-based facilities. This was followed by consultation dialogues with stakeholders held in March and April, 2005 to validate the data gathered and generate additional inputs, the results of which were used as baseline information in setting the standard costs.

Likewise, Memorandum Circular no. 11, series of 2005 was issued setting the standard cost of care and maintenance of youthful offenders/children in conflict with the law admitted to the Regional Rehabilitation Center for the Youth. The standard amount was formulated based on a study conducted by an Ad Hoc Committee composed of Program Management Bureau, Administrative and Finance Management Services with the Standards Bureau as its Chair.

Based on these, the cost of care in a residential care facility was categorized into direct and indirect costs. Taking into consideration the Standards for Residential Care Services contained in Administrative Order no. 141, series of 2002, the peculiar needs of the service users (children, youths, older persons, persons with disability, women and other needy adults) availing of the service, information generated from the studies conducted, and budgetary constraints, the following set of guidelines on recommended cost of care and maintenance for each service user is hereby issued.

II. OPERATIONAL DEFINITION OF TERMS

For purposes of these guidelines, the following terms are defined as follows:

- A. **Direct Cost** - pertains to cost or valuation of items, goods and services that are directly consumed by or spent for the client (e.g. food, clothing, personal supplies, health and educational services and similar expenses).

- B. **Indirect Cost** – refers to the cost or valuation of items, goods and services which are not directly provided to a client but which benefits him/her. These include non-consumable goods for general use of service users while at the facility, e.g. electricity, water, communication items, office supplies, gasoline.

II. LEGAL BASES

- A. Executive Order no. 292, otherwise known as the Administrative Code of 1987, Title XVI, Chapter I, Section 3 directs the Department to set standards, accredit and monitor performance of all social welfare activities in both public and private sectors
- B. Executive Order no. 15, s. 1998 as amended by Executive Order no. 221, s. 2003 stipulates, among others, the functions of the Department to set standards, accredit and provide consultative services to institutions, organizations, and persons engaged in social welfare activities.

III. COMPONENTS OF STANDARD COST OF CARE

A. Direct Cost

1. Homelife Services

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
a. Food <ul style="list-style-type: none"> ➤ 3 meals and 2 snacks ➤ Every 3 to 4 hours feeding for infants ➤ To consider dietary requirements of older persons and those with disability 	₱16-19/meal and ₱9/snack, or ₱75.00/days (1 cup rice, one-dish meal/viand & fruits in season; including 2 glasses of milk for pregnant/ lactating mothers & older persons Substitute milk for infants & toddlers, if necessary	21,900.00 – 27,375.00
b. Clothing <u>Upon admission</u> <ul style="list-style-type: none"> ➤ 4 sets (2 sets sleeping clothes and 2 sets daytime clothes including bib/ mittens for infants & toddlers) ➤ 4 pcs underwear ➤ 1 pair of slippers ➤ 1 pair of shoes 	₱ 78-125 x 4 sets ₱ 30/pc x 4 pieces ₱ 20/pair ₱ 250-300/pair	1,940.00-3,400.00

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
<u>Quarterly</u> <ul style="list-style-type: none"> ➤ 1 pair of socks ➤ 1 pair of slippers ➤ For infants & toddlers, at least 2 sets of clothing consisting of baby dress & underwear <u>Annually</u> <ul style="list-style-type: none"> ➤ 2 sets daytime clothes ➤ 1 set Sunday attire ➤ 1 set special occasion attire ➤ 2 sets casual attire ➤ 1 pair of shoes 	<p>₱ 30/sock x 4 quarters ₱ 20/pair x 3 quarters ₱ 100/set x 2 x 4 quarters</p> <p>₱ 100 x 2 sets ₱ 200-300/set ₱ 108-200/set ₱ 150-240 x 2 sets ₱ 250-300 x 2 pairs</p>	
c. Toiletries <ul style="list-style-type: none"> ➤ 2 face & 1 bath towels ➤ 1 tube 150 ml toothpaste ➤ 1 pc toothbrush ➤ 3 bottles 200ml shampoo ➤ laundry/bath soap and & other basic personal hygiene items ➤ Diaper for infants, as applicable 	<p>₱ 180 ₱ 65 x 4 quarters ₱ 12 x 4 quarters ₱ 168 x 4 quarters</p> <p>₱ 144 x 4 quarters</p> <p>₱ 466 x 4 quarters</p>	1,740.00 – 3,600.00
d. Linen <ul style="list-style-type: none"> ➤ 2 bed sheets (1 set shall be given upon admission while the other set will serve as alternate) ➤ 1 pillow with two cases, blankets & mosquito net (1 set shall be given upon admission while the other set will serve as alternate) <p>Replacement may be done on an annual basis and/or as need arises.</p>	<p>₱ 200/year</p> <p>₱ 270/year</p>	470.00

2. Health Services

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
Services that promote the physical and mental health of the service users, undertaken on an annual basis or as need arises for the duration of their stay.		1,000.00 to 7,000.00
a. Physical examination	₱ 145/year	
b. Laboratory examination	₱ 309/year	
c. Medicines, vitamins	₱ 301/year	
d. Dental check up and treatment	₱ 200/year	
e. Psychological examination	₱ 599/year	
f. Surgery and/or basic immunization for infants & toddlers, as applicable	₱ 536/year	
g. Hospitalization	₱ 1,000-5,000/year	

3. Educational Services

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
Formal and non-formal education provided upon enrolment and/or start of classes		3,575.00
➤ 2 sets of school uniform	₱ 200/set	
➤ 1 set of PE Uniform (as applicable)	₱ 150/set	
➤ school projects	₱ 200/year	
➤ school supplies	₱ 625/year	
➤ transportation	₱ 2,200 for 10 mos	
or		
➤ Honoraria and/or training fee for the training of caregivers on ECCD for those catering to children below 6 years old (for a group of 5-10 children)	₱ 10,000/year	or P1,000.00

4. Socio-cultural, Recreational and Spiritual Activities

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
<p>a. <u>For a group of 25 individuals</u> for the purchase and/or maintenance of musical instruments, drawing, painting & other arts materials</p> <p>b. Participation in sports/ intramurals, drama & other cultural activities and gifts/tokens during special events/occasions</p> <p>c. These activities are usually funded out of donations and sponsors are tapped for funding support</p> <p style="text-align: center;">or</p> <p>d. Manipulative toys for children below 6 years old</p>	<p>2 pcs basketball@ ₱ 150 each 2 pcs volleyball@ ₱ 300 each 1 set badminton@ ₱ 150 1 set table tennis@ ₱ 150 1 set sscrabble@ ₱ 200 2 chessboards@ ₱300 each Musical instruments @ ₱1,000/year Art materials@ ₱2,000/year Literary activities @ ₱2,000/year Drama/stageplay & other cultural activities @ ₱3,000/year 4 special programs/ activities including intramurals @ ₱ 5,000 per occasion.</p> <p>At least, 6 sets per year</p>	1,200.00

5. Livelihood Services

Particulars	Provision	Estimated Per Capita Cost of Care Per Year (Php)
<p><u>For a group of 25 individuals</u></p> <p>➤ Training on vocational courses and other skills / entrepreneurial undertakings appropriate to the age, interest and individual needs At least two training courses are provided to service users per year</p> <p><i>*applies to service users of employable age</i></p>	<p>Honoraria for professional services of trainers @ ₱5,000 to 10,000 per course Materials & other training requirements @ ₱ 5,000 to 15,000 per course</p>	800 to 2,000.00

B. INDIRECT COST

1. Utilities, Repair and Maintenance

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
Basic utilities, office supplies, repairs of facilities, and other janitorial/cleaning paraphernalia	Electricity @ ₱ 2,184/year Water @ ₱ 2,124/year Communication @ ₱5,412/year Office supplies @ ₱3,528/year Cooking gas @ ₱2,772/year Vehicle maintenance @ ₱ 4,368/year Electrical/repair & maintenance @ ₱11,076/year Janitorial/cleaning paraphernalia @ ₱2,532/year	1,360.00

2. Transportation/gasoline expenses

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
<u>For a group of 25 individuals</u> Includes expenses for gasoline and/or transportation incurred in attending meetings and/or transporting service users, e.g attendance to court hearing, medical examination, etc.		130.00 – 870.00

3. Kitchen utensils and other Household Commodities

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
<u>For a group of 25 individuals</u> Includes among others, basic cooking and dining utensils, household items & other age appropriate equipments to	Kitchenware @ ₱8,000/year Other household items @ ₱2,000/year	400.00

Particulars/Quantity & Frequency	Estimated Cost Per Item	Estimated Per Capita Cost of Care Per Year (Php)
create a homelike atmosphere. Replacement is done whenever necessary.		

IV. OTHER SPECIALIZED SERVICES

These are provided on a case-to-case basis depending on the assessment and helping goals/plan for the service users. Expenses for other specialized services which include among others, psychological/psychiatric evaluation, legal services/court-related services, birth registration, medical treatment for those with special needs, may be given an average allocation of One Thousand Five Hundred Fifty (Php1,550.00) per individual per year.

VI. COMPUTATION OF COST OF CARE

Per capita cost for infants and toddlers is estimated at Php90.00 – 135.00, and Php100.00 – 140.00 for other age groups computed using the following formula:

$$\text{PER CAPITA COST} = \frac{\text{direct cost} + \text{indirect cost} + \text{specialized services}}{365 \text{ Calendar days}}$$

VII. BASIS FOR ADJUSTMENT

Any adjustment on the cost of care shall be computed based on the percentage of increase/decrease in the price of prime commodities and utilities and shall take into consideration the Recommended Daily Allowance/Recommended Energy and Nutritional Intake requirements.

VIII. PERIODIC REVIEW

A Committee shall be created to conduct periodic review of the estimated cost of care. This shall be headed by the Standards Bureau with the following units as members:


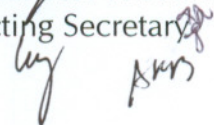
- A. Policy Development and Planning Bureau;
- B. Program Management Bureau;
- C. Administrative Service; and

D. Financial Management Service

IX. EFFECTIVITY

This Administrative Order shall take effect immediately.

Issued this 29th day of December, 2005.


LUWALHATI F. PABLO
Acting Secretary


Note: The above costs of care were estimated based on the prevailing price of commodities in 2004 to 2005. Peso to US dollar exchange rate at the time fluctuates from P53.00-55.00.