



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

05 April 2022

**DEPARTMENT CIRCULAR**

No. 2022 - 0254

**FOR: ALL CENTERS FOR HEALTH DEVELOPMENT, NATIONAL DRUG POLICY COMPLIANCE OFFICES, LEAGUES OF CITIES, PROVINCES AND MUNICIPALITIES, PROFESSIONAL HEALTH SOCIETIES, DIRECTORS OF BUREAUS AND REGIONAL OFFICES, BARMN MINISTER OF HEALTH, CHIEFS OF MEDICAL CENTERS AND SANITARIA, AND OTHER CONCERNED**

**SUBJECT: Updates on the HTAC Processing of Minor Inclusion Applications**

As announced last 07 March 2022 via email campaign and via Department Circular No. 2022-0183 with the subject "*Opening of the 2022 Call for Topic Nomination*" dated 21 March 2022, the Health Technology Assessment (HTA) Philippines has started the call for topic nominations which will be accepted from 04 April to 13 May 2022.

One of the tracks that will be accommodated by the HTAC in parallel with the general HTA process track will be the minor inclusion applications. Minor inclusions are applicable for drugs that are currently listed in the Philippine National Formulary (PNF), but are being applied for additional strength, immediate packaging, and net content.


In this regard, submissions for minor inclusions will still be accepted following the prescribed process of the old PNF system (PNFS), including but not limited to, submission of relevant forms and documents, certification or justification of the new regimen compared to the currently listed regimen in the PNF.

For an efficient processing of submissions, the HTAC would like to emphasize that appropriate topic nomination forms and complete documentary requirements must be submitted to the Health Technology Assessment Division (HTAD). The topic nomination forms with guidance on the documentary requirements are accessible via this link: <https://hta.doh.gov.ph/topic-nomination/>. Although minor inclusions may be applied for throughout the year given that they are already listed in the PNF, kindly note that all submissions shall be completed and submitted to HTAD **within 14 working days** after the acknowledgement and validation of the HTAD on the requirements submitted. Please be advised that **late and incomplete submissions will not be processed**.

Should you have further questions or concerns, you may coordinate with HTAD through email at [hta@doh.gov.ph](mailto:hta@doh.gov.ph) or at telephone numbers (02) 875-7734 local 253 or 8937-5314. Thank you very much and best regards.

For your information and guidance.

By Authority of the Secretary of Health:

  
**ATTY. CHARADE MERCADO-GRANDE**  
Undersecretary of Health  
Health Regulation Team