



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
*Philippine Institute of Traditional and  
Alternative Health Care*



March 27, 2025

**MEMORANDUM**  
No. 2025 - 07

**TO : All Officials and Employees of the PITAHC Central Office and the Herbal Processing Plant**

**SUBJECT : Amendment of the Implementing Guidelines on the Refund of Fees for Traditional, and Alternative Health Care (TAHC) Practitioners and Facilities**

In adherence to Republic Act No. 11032, also known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the Philippine Institute of Traditional and Alternative Health Care (PITAHC) introduced a one-time payment scheme covering both the application fee and certification/accreditation fee in 2022. This strategy aimed to streamline processes and enhance efficiency in service delivery.

In the course of implementing the current payment scheme, PITAHC has encountered concerns that have resulted in inefficiencies and inconveniences in processing refunds for certification and accreditation fees in cases where applications have not been approved by the National Certification Committee (NCC).

In order to uphold efficiency and ease in availing of PITAHC services, it is deemed necessary to revert to the previous process, wherein separate payment schemes were implemented for application and certification/accreditation fees.

This issuance amends Memorandum No. 2024-09, to implement a separate payment system, wherein the application fee shall be paid upon acceptance of a submitted application with complete and correct documentary requirements, while the certification/accreditation fee will only be paid upon approval of the application by the NCC.

Pending applications affected by the one-time payment will continue to be processed under Memorandum No. 2024-09. The Standards and Accreditation Division will no longer accept one-time payment upon effectivity of this amendment.

All other provisions of the previous Memorandum shall remain in effect.

This Memorandum shall take effect immediately.

  
**MA. TERESA C. INIGO, MD, FPCAM, CESE**  
Director General