

**[DOH ADMINISTRATIVE ORDER NO. 28, s. 2003,
March 14, 2003]**

**REVISED RULES AND REGULATIONS GOVERNING THE
REGISTRATION, LICENSURE OF DENTAL LABORATORIES IN THE
PHILIPPINES**

I. Rationale

The Department of Health (DOH) is constitutionally mandated to protect and preserve the health of the people including oral health. In support to its mandate, Presidential Decree No. 1542, "Providing for the Registration and Licensing of Dental Prosthetic Laboratories," was issued on June 11, 1978. To implement this decree, the DOH formulated the rules and regulations governing the registration, licensing and operation of Dental Prosthetic Laboratories. The latest revision is embodied in Administrative Order No. 117-B s. 1992. With the current advances in the field of dentistry, services of Dental Laboratories expanded. Hence, the need to revise A.O. 117-B, s. 1992.

II. Scope

The rules and regulations embodied herein shall apply to any person, firm, corporation, or entity, whether government or private, operating and maintaining dental laboratories, to include dental prosthetic laboratories.

III. Definition of Terms

Dental Laboratory — an establishment engaged in making, repairing, providing or altering oral prosthodontic and orthodontic appliances which are given back to the dentist and inserted to human mouth. This shall include the services rendered in the so-called Dental Prosthetic Laboratory.

License — a formal authorization issued by the DOH to an individual, partnership, corporation or association to operate a dental laboratory.

Prosthodontic Appliance — takes the place of a natural part or correct a congenital abnormality (e.g. full dentures, crown or bridge or any appliance to correct cleft palate).

Orthodontic Appliance — used in the treatment and prevention of malocclusion or irregular positioning of teeth (e.g. retainers, braces, space maintainers)

IV. Classification of Dental Laboratories

A. Ownership

1. Private — privately owned, established and operated with funds through donation, capital or other means, by any individual, corporation, association or

organization.

2. Government — operated and maintained partially or wholly by a national, provincial, city or municipal, government or other political unit, or by any department, division, board or agency thereof.

B. Service Capability

1. *Primary Category* — performs basic acrylic work, complete dentures, fixed and/or removable dentures and plastic jacket crowns.
2. *Secondary Category* — performs all services in the primary category plus porcelain jacket crowns and bridges, and metal casting.
3. *Tertiary Category* — performs all services in the secondary category plus manufacture of integral parts or accessories in denture making.

C. Operation

1. *General* — renders all types of dental laboratory services appropriate for a given category.
2. *Special* — renders specialized prosthodontic work such as but not limited to metal casting, porcelain crowns.

V. Technical Requirements

All dental laboratories shall comply with the technical licensing standard requirements. Please see Annex A (Text available at ONAR, U.P. Law Center, Diliman, Quezon City)..

1. The Dental Laboratory shall have adequate numbers of appropriately qualified professional and support personnel to meet the needs of the clients.
2. The physical plant shall be well ventilated, lighted, clean, safe and adequate to accommodate its activities.
3. The equipment shall be available for the efficient, hygienic and safe operation of the laboratory.

VI. Procedural Guidelines

1. Documentary Requirements

All dental laboratories, both government and private, desiring to establish or operate and maintain a dental laboratory shall submit to the Bureau of Health Facilities and Services (BHFS)/Center for Health Development (CHD) the following documents:

1.1 Initial License

- 1.1.1 Notarized application form – BHFS-DL Form No. 1.
Please see Annex B1*.
- 1.1.2 Notarized information sheet – BHFS-DL Form No. 2 with a picture of the applicant and a vicinity map of the Dental Laboratory. Please see Annex B2*.

1.1.3 Photocopy of Professional Regulation Commission Certificate of the Dentist Consultant.

1.1.4 DTI/SEC Registration

1.1.5 Barangay Clearance

1.2 Renewal of License:

1.2.1 Notarized application form for renewal – BHFS-DL Form No. 3/CHD-DL Form. Please see Annex B3* – for tertiary.

1.2.2 Original license to operate dental laboratory.

1.2.3 Photocopy of valid Professional Regulation Commission Certificate of the Dentist Consultant.

2. License Fees:

2.1 Every government or private dental laboratory desiring to operate for the first time or to resume operation after ceasing to operate for some period of time, shall pay a non-refundable fee based on currently prescribed schedule of fees.

2.2 Fees for all initial license and renewal of tertiary dental laboratory shall be payable to the cashier of the DOH in person or through postal money order.

2.3 Fees for renewal of license, shall be payable to the respective CHD concerned.

2.4 Three hundred pesos (P300.00) in addition to the renewal fee shall be paid if the application for renewal is filed on anniversary date.

2.5 One hundred pesos (P100.00) shall be charged for replacement of lost, worn-out, laminated license.

3. Inspection

A dental licensing inspection team shall schedule the date of inspection of the establishment to verify compliance with the requirements prescribed in the DOH licensing rules and regulations.

3.1 Each license shall allow the BHFS/CHD Director or his duly representative(s) at reasonable hours to inspect the dental laboratory.

3.1.1 The BHFS/CHD Director or his representative(s) may be assisted by experts from a professional organization/association in the conduct of inspection.

3.2 The BHFS/CHD Director or its duly authorized representatives shall issue a notice of deficiency to any owners/proprietors for noted technical deficiency(ies) during the evaluation. A period of ninety (90) days shall be given to concerned parties to comply. Failure to comply within the specified period will merit cancellation of application and corresponding fees or license to operate.

4. Issuance of License:

4.1 Initial License