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	Republic of the Philippines Department of Health BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER Baguio City		
	<b>HOSPITAL PERSONNEL ORDER</b>	Form No.:	HS-AO-003A
		Revision No.:	Ø
		Effectivity Date:	February 01, 2017

HOSPITAL PERSONNNEL ORDER  
NO. 2019-1025

10-17-19 / 3-08  
CEASAR N. DAMASCO  
JCCRD

FROM :  RICARDO B. RUNEZ JR., MD., FPCS, MHA, CESE  
Medical Center Chief II

SUBJECT : Authority to Conduct Physical Count of Inventories

DATE : October 15, 2019

The following members of the Inventory Committee of this hospital are hereby authorized to conduct physical count of inventories at the Central Supply Room and OPD Pharmacy on October 31, 2019 from 8:00 AM onwards.

NAME	POSITION	AREA of ASSIGNMENT
Rivera, Teofilo Jr. M.	Supervising Administrative Officer	Materials Management Office
Pugong, Cecilia J.	Accountant IV	Accounting Office
Samonte, Randy B.	Administrative Assistant II	Materials Management Office
Perez, Leilani G.	Bookkeeper	Materials Management Office
Bekesan, Jasmin N.	Administrative Assistant II	Accounting Office
Cardenas, Jano R.	Administrative Officer III	Materials Management Office
Carrera, Melody P.	Administrative Officer II	Human Resource Management Office
Dait, Eileen S.	Administrative Assistant I	Materials Management Office
Donato, Joe B.	Warehouseman III	Materials management Office
Duquila, Paul Anthony B.	Warehouseman III	Materials Management Office
Flores, Ethel R.	Nurse II	Central Supply Unit
Kingat, Joy B.	Administrative Assistant I	Procurement Management Office
Lardizabal, Argylle D.	Administrative Officer IV	Accounting
Moina, Charo Kristine R.	Administrative Assistant II	Budget Office
Palada, Denson B.	Administrative Assistant II	Pharmacy
Recile, Jerusalem P.	Administrative Assistant II	Accounting Office
Sadi-en, Jones L.	Midwife II	Central Supply Unit
Talliad, Evangeline L.	Administrative Assistant II	Financial Management Office
Zarate, Fatima Mae T.	Administrative Assistant I	Procurement Management Office

Attendance is mandatory “Jury Duty” to facilitate the conduct of physical count of inventories in compliance to Commission on Audit’s Rules and Regulations.