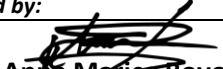

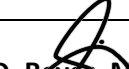
	<b>GUIDELINES</b>		DOC NO.	BMI-GL-EO-001
			REV NO.	02
	TITLE <b>PREPARATION AND SUBMISSION OF INTERNAL FORMS</b>		PAGE	1 of 6
			EFFECTIVE DATE	September 20, 2024
Prepared by:	Reviewed by:	Approved by:		
 Anna Marie Boyose	 RACHEL CARTAGENA	 Kathleen D. Reyes, MHM, DBA		
Information Security Associate	Finance & Accounting Director	Chief Operating Officer		

## 1. PURPOSE

The purpose of this guideline is to standardize the process of preparation and submission of internal forms ensuring proper documentation of all request to improve overall operational efficiency.


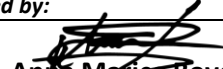

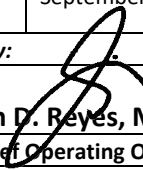
## 2. TYPES OF FORMS

### 2.1. SALES DEPARTMENT

FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
SLS-001	Demo Request Form	This form guarantees that all necessary details are provided for requesting a demo of reagents or machines, facilitating a smooth and efficient arrangement.	National Sales Director
SLS-002	Representation Request Form	This form is used to request representation under sales for customers, either individual, group or company.	President/Vice-President
SLS-003	Advance Order Request Form	This form involves capturing necessary information needed to process and fulfill an order request without a purchase order from the account.	National Sales Director
SLS-004	Machine Evaluation Form	This form records the machine's performance, condition, and operational status after testing, ensuring it meets the necessary requirements.	N/A
SLS-005	Product Evaluation Form	This form is used to assess and provide feedback of product's performance, quality, and overall end-user's experience to gather valuable insights from internal evaluators and external customers for service and product continuous improvement.	Regulatory Department
SLS-006	FOC Consumables Form	This form is used to request reagents and consumables that are part of the contract but are tagged as free of charge yet the costs are already incorporated in the entire costing.	National Sales Director
SLS-007	Notary Request Form	This is intended to request documents like SPA, OSS, bid securing, NFCC, contract and others that need to be notarized. It includes account name, project details, quantity, amount and authorized signatories.	Accounting Head
SLS-008	Bidding Fund Liquidation Form	This is use to liquate all incurred expenses of bidding team.	Accounting Head
SLS-009	Bidding & Quotation Form	This form can be used for all work-related expenses request of quotation and bidding team like as transportation service, meals if incurred overtime, monthly load allowance, supplies and such.	National Sales Director

### 2.2. MARKETING DEPARTMENT

FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
MKTG-001	Marketing Expenses Form	This form is a document used to record and track all expenditures related to marketing activities. It helps in monitoring the marketing budget and analyze the effectiveness of the marketing strategies.	President/Vice-President

	<b>GUIDELINES</b>		DOC NO.	BMI-GL-EO-001
			REV NO.	02
	TITLE <b>PREPARATION AND SUBMISSION OF INTERNAL FORMS</b>		PAGE	2 of 6
			EFFECTIVE DATE	September 20, 2024
Prepared by:	Reviewed by:	Approved by:		
 <b>Anna Marie Boyose</b>	 <b>RACHEL CARTAGENA</b>	 <b>Kathleen D. Reyes, MHM, DBA</b>		
Information Security Associate	Finance & Accounting Director	Chief Operating Officer		

### 2.3. TECHNICAL SERVICE DEPARTMENT

FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
<b>TSD -001</b>	Service Request Form	This is used for service request of reagents, supplies, spare parts, accessories, machines, and equipment, facilitating efficient processing and tracking.	President/Vice-President

### 2.4. OPERATIONS DEPARTMENT

FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
<b>OPS -001</b>	Pull-Out Form	This form is used request for pulling-out of items from certain account or customer due to near expiry, replacement and return.	Operations Director
<b>OPS -002</b>	Warehouse Receiving of Product Checklist	This form is used to check and record received shipments at the warehouse. To ensures accuracy by cross-checking deliveries against purchased orders and helps maintain inventory records. It serves as a crucial tool for tracking received good and identifying discrepancies.	N/A

### 2.5. FINANCE AND ACCOUNTING DEPARTMENT


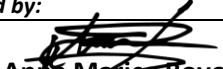

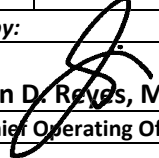
FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
<b>FAA-001</b>	Liquidation Form	This form documents all necessary details for the liquidation of expenses, facilitating a smooth and accurate reimbursement or settlement process.	Accounting Head
<b>FAA-002</b>	Cash Advance Form	This is used to request a cash for specific business-related expenses and subject to liquidation.	Finance Director
<b>FAA-003</b>	Salary Loan Form	It is used by regular employees to request a loan against their salary. This form helps in documenting the loan request, approval, and repayment terms, ensuring proper tracking and accountability.	President/Vice-President
<b>FAA-004</b>	Rebates/TCP Request Form	It is used to request cash for the third-party commission/rebates for facilitating or completing a transaction or providing a service.	President/Vice-President
<b>FAA-005</b>	Revolving Fund Request Form	This is used to request the issuance of revolving fund to an employee as part of the job offer for work-related expenses or to a department for operational expenses.	President/Vice-President

### 2.6. REGULATORY DEPARTMENT


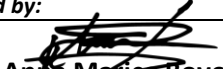

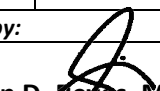
FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
<b>REG-001</b>	Product Complaint Handling Form	This is used to systematically record, investigate, and resolve complaints related to medical products. It guarantees that all product-related issues are documented and addressed in accordance with regulatory standards, such as those set by the FDA or other relevant authorities.	Regulatory Pharmacist

### 2.7. HUMAN RESOURCES DEPARTMENT

FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
<b>HRD-001</b>	Pre-employment Requirements	This form provides the pre-employment requirements to be provided by the employee on their first day at work.	HR Director

	<b>GUIDELINES</b>		DOC NO.	BMI-GL-EO-001
			REV NO.	02
	TITLE <b>PREPARATION AND SUBMISSION OF INTERNAL FORMS</b>		PAGE	3 of 6
			EFFECTIVE DATE	September 20, 2024
Prepared by:	Reviewed by:	Approved by:		
 <b>Anna Marie Boyose</b>	 <b>RACHEL CARTAGENA</b>	 <b>Kathleen D. Reyes, MHM, DBA</b>		
Information Security Associate	Finance & Accounting Director	Chief Operating Officer		




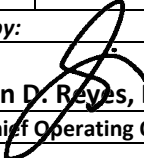
<b>HRD-002</b>	Employee Information Sheet	This form requires all new hires to provide sensitive personal information about them.	HR Director
<b>HRD-003</b>	New Joiners Checklist	This form is the checklist of all submitted pre-employment requirements by the new hire. This document serves as an inventory for the Employee 201 file.	HR Director
<b>HRD-004</b>	Onboarding Checklist	This form is the provided to new hires to guide them through on all the required pre-employment paperwork's. This also serves as the receiving copy that important HR documents have been released and received respectively.	HR Director
<b>HRD-005</b>	Job Description	This form indicates the job description of the employee whereby the employee has read and understood the general roles and responsibilities of his/her position.	HR Director
<b>HRD-006</b>	Performance Appraisal Form	This form measures the performance rating on an employee. This document is used during probationary appraisal and annual appraisal for regular employees.	HR Director
<b>HRD-007</b>	Incident Report Form	This form requests specific details regarding a reported incident. This document includes the date, location, persons involved, reporting party, and the specifics including the impact of the reported incident.	HR Director
<b>HRD-008</b>	Attendance Sheet	This form collates attendee's names, department, and signature. This document serves as proof that an employee had attended a company activity.	HR Director
<b>HRD-009</b>	Pass Slip Form	It is used to grant employees permission to leave the workplace during working hours for specific reasons, such as personal errands or official business.	HR Director
<b>HRD-010</b>	Employee Leave Request Form	It used by employees to formally request time off from work for an extended period. This form typically requires approval from a supervisor or HR department.	Finance Director
<b>HRD-011</b>	Overtime Form	It can be used by employees to formally request time off from work for an extended period. This form typically requires approval from a supervisor or HR department.	Finance Director
<b>HRD-012</b>	Multiple Overtime Form	It can be used by employees to report and request approval for multiple instances of overtime worked within a specific period. This form helps in tracking overtime hours, ensuring they are recorded and compensated accurately.	Finance Director
<b>HRD-013</b>	Undertime Form	This form used to request and authorize extra working hours beyond the standard work schedule. It typically requires approval from a supervisor.	Finance Director
<b>HRD-014</b>	Offset Monitoring	It used to monitor employees rendered and availed offset hours.	Finance Director
<b>HRD-015</b>	Personal Action Notice	It used to notify employees for any changes in their employment status, work location, compensation, etc.	HR Director
<b>HRD-016</b>	Notice of Termination	This document that notifies an employee of his/her change in employment status.	HR Director
<b>HRD-017</b>	Notice to Explain	This document that requests for a detailed response to a filed Incident Report.	HR Director
<b>HRD-018</b>	Notice of Decision	This document that notifies an employee of the management decision related to the released NTE.	HR Director

	<b>GUIDELINES</b>		DOC NO.	BMI-GL-EO-001
			REV NO.	02
	TITLE <b>PREPARATION AND SUBMISSION OF INTERNAL FORMS</b>		PAGE	4 of 6
			EFFECTIVE DATE	September 20, 2024
Prepared by:	Reviewed by:	Approved by:		
 <b>Anna Marie Boyose</b>	 <b>RACHEL CARTAGENA</b>	 <b>Kathleen D. Reyes, MHM, DBA</b>		
Information Security Associate	Finance & Accounting Director	Chief Operating Officer		

<b>HRD-019</b>	Coaching Form	This document used to conduct coaching sessions for both behavior and performance related issues. This serves as a documentation of the concern, resolution/solution and agreement among all concerned parties.	HR Director
<b>HRD-020</b>	Manpower Request Form	It can be used by departments to request additional staff or temporary workers, detailing the number of employees needed, their qualifications, and the duration of employment.	HR Director
<b>HRD-021</b>	Asset Accountability Form	This form used to track and manage assets within an organization. This form helps ensure that assets are properly documented, assigned, and maintained.	HR Director
<b>HRD-022</b>	Clearance Form	This form used to ensure that an employee has fulfilled all obligations and returned all company property before leaving a position.	All Directors
<b>HRD-023</b>	Conforme Sheet	This document that lays out multiple items discussed during meetings, town halls, and of the like. This serves as a documentation that topics have been discussed and understood by the audience.	HR Director
<b>HRD-024</b>	Waiver / Quit Claim	This document relieves the company any accountabilities over its exiting employee or for some cases company events held outside the office.	HR Director
<b>HRD-025</b>	Job Offer	This form offered to external individuals. This serves as the initial engagement or job offer with a potential employee that lays out the position, compensation, and accountabilities.	HR Director
<b>HRD-026</b>	Employee Offboarding Checklist	This form is intended to document all returned accountabilities of any separating employee.	HR Director

## 2.8. ADMINISTRATIVE DEPARTMENT

FORM NO.	FORM NAME	DESCRIPTION	FINAL APPROVAL
<b>ADM -001</b>	Office Supply Form	Allows employees to request office supplies, detailing the purpose of request, items needed and the quantity required.	Finance Director
<b>ADM -002</b>	Vehicle Repair & Maintenance Request Form	This form is used to document and manage requests for vehicle repairs and maintenance services. It helps gather all necessary information to schedule and perform the required services.	Finance Director
<b>ADM -003</b>	3rd Party Transport Service Request Form	This form collects all necessary details and provides a clear record of the transportation request, streamlining communication and service execution with third-party transport providers.	Finance Director
<b>ADM -004</b>	Meeting Refreshment Request Form	This form is used to efficiently plan and order refreshments for various types of company meetings. It ensures accurate and timely provision of food and beverages, accommodating attendees' needs and organizational policies.	Finance Director

	<b>GUIDELINES</b>		DOC NO.	BMI-GL-EO-001
			REV NO.	02
	TITLE <b>PREPARATION AND SUBMISSION OF INTERNAL FORMS</b>		PAGE	5 of 6
			EFFECTIVE DATE	September 20, 2024
Prepared by:	Reviewed by:	Approved by:		
 <b>Anna Marie Boyose</b>	 <b>RACHEL CARTAGENA</b>	 <b>Kathleen D. Reyes, MHM, DBA</b>		
Information Security Associate	Finance & Accounting Director	Chief Operating Officer		

<b>ADM -005</b>	Flight Booking Request Form	This form is intended for use whenever employee or individual/group requires a flight booking for corporate or sponsored travel, guaranteeing that all essential information is collected to facilitate an efficient and accurate booking process.	Finance Director
<b>ADM -006</b>	Vehicle Service Request Form	This is used to request vehicle for official purposes. It includes sections for the requester's information, vehicle details, purpose of use, and approval signatures, confirming proper allocation and management of vehicle resources.	Finance Director
<b>ADM -007</b>	Authorization Access Request Form	This form is typically used to request permission to access certain resources, systems, or information within an organization.	Finance Director
<b>ADM -008</b>	Other 3rd Party Services Form	This form to request services from an external provider.	Finance Director

### 3. SUBMISSION AND PROCEDURES

#### 3.1. IDENTIFY THE RIGHT FORM

- 3.1.1. Determine the type of form needed for your specific purpose.
- 3.1.2. Verify that you are using the latest version of the form.

#### 3.2. ACCESS THE FORM ANYWHERE

- 3.2.1. Access the form online at [home-bmi \(biositemedicalinstrument.onrender.com\)](http://home-bmi (biositemedicalinstrument.onrender.com)).
- 3.2.2. Once in the homepage, click the tab forms followed by the department owner of the form needed. The forms are downloadable and editable but not automatically saved.
- 3.2.3. The eye icon means that the form is not available online for downloading and only accessible to authorized department.

#### 3.3. FILL-OUT THE FORM COMPLETELY AND ACCURATELY

- 3.3.1. Use clear and legible handwriting if filling out by hand, or type the information if filling out electronically.

#### 3.4. ATTACH SUPPORTING DOCUMENTS



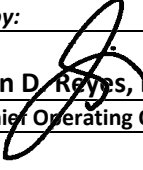
- 3.4.1. Attach all required supporting documents.
- 3.4.2. Make sure they are properly labeled and organized.

#### 3.5. REVIEW AND VERIFY

- 3.5.1. Review the form and all attached documents.
- 3.5.2. Verify that all information is correct and complete.
- 3.5.3. Allow forms to be used across various departments.
- 3.5.4. Form revisions are allowed as requested by the department owner.

#### 3.6. SIGN AND DATE

- 3.6.1. Affix the electronic or wet signature and date signed in the allocated space.
- 3.6.2. Use an approved e-signature tool (e.g., Adobe Sign, DocuSign) if needed.

	GUIDELINES		DOC NO.	BMI-GL-EO-001
			REV NO.	02
	TITLE <b>PREPARATION AND SUBMISSION OF INTERNAL FORMS</b>		PAGE	6 of 6
			EFFECTIVE DATE	September 20, 2024
Prepared by:	Reviewed by:	Approved by:		
 <b>Anna Marie Boyose</b>	<b>RACHEL CARTAGENA</b>	 <b>Kathleen D. Reyes, MHM, DBA</b>		
Information Security Associate	Finance & Accounting Director	Chief Operating Officer		

### 3.7. SUBMIT FOR ENDORSEMENT AND APPROVAL

- 3.7.1. Submit the signed form to the authorized personnel for verification and/or endorsement.
- 3.7.2. Forward the form for signature of the final approver.

### 4. OTHER CONSIDERATIONS

- 4.1 Submission deadline:** Submit the form on or before the deadline, if any. For late submissions, disapproval or next-cut off approval may follow.
- 4.2 Keep copies:** If necessary, keep electronic copy or hardcopy.
- 4.3 File Format:** The attached forms are in PDF file format.
- 4.4 Technical Compatibility:** Make sure your software is compatible with the form (e.g., Adobe Reader for PDF forms).
- 4.5 Form Integrity:** Do not alter the form's structure or format and certify that electronic signatures are correctly applied and recognized.

### 5. AMENDMENT CLAUSE

- 5.1. Management reserves right to change, amend, or further improve this guideline, in accordance to the provisions of the law, from time to time as it may deem necessary.