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Accountability Flow			
Prepared by:	Reviewed & Approved by:		
			
Maria Krisma D. Adan	Kathleen D. Reyes, RMT, MHM, DBA		

1. PURPOSE

The purpose of this policy is to clearly define the expectations for leadership accountability within our organization, ensuring that our leaders exemplify the values and principles of transparency and responsibility.




2. SCOPE

All leadership roles of Biosite Medical Instruments, Inc.




3. GUIDELINES

3.1. **Leadership Reporting Line** indicates the direct and indirect reporting lines of all leadership roles.

NO	POSITION	DIRECT SUBORDINATES	INDIRECT SUBORDINATES
1	Chief Operating Officer	Operations Director Finance & Accounting Director Technical Service Director Marketing Director National Sales Director HR Director Information Security Associate Executive Assistant Regulatory Administrative Staff	All positions down the line
2	Operations Director	Supply Chain Supervisor Procurement Team Leader	All positions down the line
3	Technical Service Director	Product Application Manager Service Engineer Supervisor Service Coordinator Business Unit Manager Medical Equipment Team Leader Medical Equipment Sales Representative Respiratory Therapist Administrative Staff	All positions down the line
4	Finance & Accounting Director	Accounting Manager Credit & Collection Team Leader	All positions down the line

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		IT Associate Executive Assistant	
5	Marketing Director	Product Manager Customer Engagement Assoc	All positions down the line
6	National Sales Director	Regional Sales Manager Bidding Team Leader Quotation Team Leader Key Accounts Specialist	All positions down the line
7	HR Director	HR Officer HR Specialists	none
8	Regional Sales Manager	District Sales Manager	All positions down the line
9	District Sales Manager	Medical Sales Representative	none
10	Product Application Manager	Product Application Team Leader	All positions down the line
11	Product Application Team Leader	Product Application Specialist	none
12	Service Engineer Supervisor	Service Engineer Team Leader	All positions down the line
13	Service Engineer Team Leader	Service Engineer	none
14	Supply Chain Supervisor	Order Fulfillment Associate Warehouse in Charge Inventory Analyst Inventory Encoder Dispatcher Order Picker Receiving Clerk Shipment Coordinator Logistics Staff Drivers/Riders	none none none none none none none none none none
15	Procurement Team Leader	Procurement Assistant Purchasing Staff	none none
16	Business Unit Manager	Medical Sales Representative	none
17	Medical Equipment Team Leader	Medical Equipment PAS Medical Equipment Service Engineer	none
18	Accounting Manager	Accounts Payable Bookkeeper Cash Disbursement Cash Receipt Associate Compliance Liaison	none

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19	Credit & Collection Team Leader	Credit & Collection Assoc	none
20	Product Manager	Product Assistant	none
21	Bidding Team Leader	Bidding Associate	none
22	Quotation Team Leader	Quotation Associate	none




3.2 **Approvals** define the necessary approvals towards its direct and indirect subordinates.

NO	POSITION	Employee Leaves	Work Instructions	Financial
1	Chief Operating Officer	X	X	X
2	Operations Director	X	X	X
3	Technical Service Director	X	X	X
4	Finance & Accounting Director	X	X	X
5	Marketing Director	X	X	X
6	National Sales Director	X	X	X
7	HR Director	X	X	X
8	Regional Sales Manager	X	X	X
9	District Sales Manager	X	X	X
10	Product Application Manager	X	X	X
11	Product Application Team Leader		X	
12	Service Engineer Supervisor	X	X	
13	Service Engineer Team Leader		X	
14	Supply Chain Supervisor	X	X	
15	Procurement Team Leader		X	
16	Business Unit Manager	X	X	X
17	Medical Equipment Team Leader		X	
18	Accounting Manager	X	X	X
19	Credit & Collection Team Leader		X	
20	Product Manager	X	X	X
21	Bidding Team Leader		X	
22	Quotation Team Leader		X	

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3.3. **Leadership Responsibilities** defines the general tasks towards its subordinates.

NO	POSITION	Knowledge Acquisition	Skill Development	Provision of Work Instructions	Policy Development	Resolution of Company Wide Concerns	Resolution of Department Concerns	Resolution of position specific Task Concerns	Compliance to Company Policies
1	Chief Operating Officer	x	x	x	x	x			x
2	Operations Director	x	x	x	x		x		x
3	Technical Service Director	x	x	x	x		x		x
4	Finance & Accounting Director	x	x	x	x		x		x
5	Marketing Director	x	x	x	x		x		x
6	National Sales Director	x	x	x	x		x		x
7	HR Director	x	x	x	x		x		x
8	Regional Sales Manager	x	x	x	x			x	x
9	District Sales Manager	x	x	x				x	x
10	Product Application Manager	x	x	x	x			x	x
11	Product Application Team Leader	x	x	x				x	x
12	Service Engineer Supervisor	x	x	x				x	x
13	Service Engineer Team Leader	x	x	x				x	x
14	Supply Chain Supervisor	x	x	x				x	x
15	Procurement Team Leader	x	x	x				x	x
16	Business Unit Manager	x	x	x	x			x	x
17	Medical Equipment Team Leader								
18	Accounting Manager	x	x	x	x			x	x
19	Credit & Collection Team Leader	x	x	x				x	x
20	Product Manager	x	x	x	x			x	x
21	Bidding Team Leader	x	x	x				x	x
22	Quotation Team Leader	x	x	x				x	x

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3.4. **Assumption of Roles** defines the succession of leadership roles in the absence of other roles.

NO	POSITION	In the absence of the Executive	In the absence of the Department Director	In the absence of the Manager	In the absence of the Supervisor
1	Chief Operating Officer	X			
2	Operations Director	X			
3	Technical Service Director				
4	Finance & Accounting Director	X			
5	Marketing Director				
6	National Sales Director	X			
7	HR Director				
8	Regional Sales Manager		X		
9	District Sales Manager			X	
10	Product Application Manager		X		
11	Product Application Team Leader				X
12	Service Engineer Supervisor			X	
13	Service Engineer Team Leader				X
14	Supply Chain Supervisor			X	
15	Procurement Team Leader				
16	Business Unit Manager		X		
17	Medical Equipment Team Leader				
18	Accounting Manager		X		
19	Credit & Collection Team Leader				
20	Product Manager		X		
21	Bidding Team Leader				
22	Quotation Team Leader				