
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-PRO-01
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PROPERTY AND SUPPLY SECTION
Policy Title: POLICY ON PROCUREMENT OF MEDICINES, SUPPLIES, MATERIALS AND EQUIPMENTS		Page No. 1 of 2
Prepared By: Lindsay T. San Miguel OIC- Property and Supply Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVE: This policy shall serve the guidelines to efficient and effective method for assuring levels of medicines, supplies, materials and equipment are adequate based on the approval of budget for the current year.



COVERAGE: This policy shall cover all areas.

RESPONSIBILITY:

- I. It shall be the responsibility of this section to prepare Requisition form/RF and its attachment for procurement of entire approved list of items under general fund likewise also those approved drugs, medicines and other supplies by the Hospital Drug Therapeutic Committee (HDTC).
- II. It shall be the responsibility of the chief pharmacist to provide a list of medicine for procurement indicating the type of drug and the quantity.
- III. It shall be the responsibility of each division head to furnish this section a list of all evaluated hospital supplies and their ranking of preferences for all approved items to facilitate procurement if and when available stocks are predicted low.
- IV. It shall be the responsibility of accounting office to prepare the voucher upon delivery of all items requested for processing of payment.
- V. This section shall be responsible for continuous maintenance of the stock level from requisition and follow up so as not to compromise the service.

POLICY:

- I. This policy shall ensure that all approved items listed for procurement shall be exacted to the requirement of approved budget.

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- II.** This policy shall enforce the continuous supply and also in constant conformity with guidelines set by the Hospital and that of the end users.

PROCEDURES:

- I.** The supply officer shall prepare all the requisition of the medicines, supplies, materials and equipment based on the approved budget on yearly mode for processing at the General Services Office in the City Hall.
- II.** Upon approval by the Mayor the PR/PO shall accomplished and routed to the authorized signatories in Ospital ng Parañaque I.
- III.** Only upon final approval by the Mayor will the supplier deliver the goods and other documents shall be secured for the preparation of the voucher by the accounting section.

Implementation Date:

This policy has been implemented since 1978-present

Schedule for policy review:

This policy shall undergo review as deemed necessary

Last Reviewed:

July 2018, November 2022