

ADMIN-GENERAL SERVICES SECTION

POLICY ON PROCUREMENT OF MEDICINES, SUPPLIES, MATERIALS AND EQUIPMENTS

PROPERTY AND SUPPLY SECTION

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – PROPERTY AND SUPPLY SECTION – 001	
Reviewed by:	Reviewed by:
Ma. Jesusa M. Singh OIC, Property Section	Anna Katrina Venice L. Rodriguez, RN, MMHoA, C.H.A Administrative Division Head
Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVE: This policy shall serve the guidelines to efficient and effective method for assuring levels of medicines, supplies, materials and equipments 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 PR/PO 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 (HDTTC).
- II. It shall be the responsibility of the chief pharmacist to provide a list of medicines 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.
- 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 equipments based on the approved budget on quarterly 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 PCH.
- 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:

March 2011

July 2018

ADMIN-GENERAL SERVICES SECTION

POLICY ON ISSUANCE OF REQUESTED SUPPLIES, MATERIALS AND EQUIPMENTS

PROPERTY AND SUPPLY SECTION

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – PROPERTY AND SUPPLY SECTION – 002	
Reviewed by:	Reviewed by:
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Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVES: To be able to serve all the needs of each section in an orderly manner

COVERAGE: To policy shall cover all section under each division.

RESPONSIBILITIES:

- I. It shall be the responsibility of this section to make sure all items are served to the details indicated in the requisition form; to log and document each issuance made.
- II. It shall be the responsibility of the requestor from each section to follow the set of procedures as incorporated into policy.

POLICY: This policy shall enforce that all will abide with the procedures incorporated into it to ensure the adequacy and ready availability of all items.

PROCEDURE:

- I. The requestor shall forward all property accomplished forms to this section duly by the section heads.
- II. Request are issued to each area only on assigned days of the week only emergency request (as in sudden depletion of items due to unexpected increase I the volume of patients) shall be

entertained outside of the assigned day. Likewise, all forms MUST be assigned by the head ton prior to issuance.

- III. Once checked and verified the requestor shall sign in the appropriate logbook of the property and supply section.
- IV. Equipments are signed out, logged separately and MR issued to requestor.

Appendices:

Official requisition form, schedule of requisition, memorandum receipt

Implementation Date:

This policy has been implemented since 1978 to the present

Schedule for Policy Review:

This policy shall be for review as deemed necessary

Last Reviewed:

March 2011

July 2018

ADMIN-GENERAL SERVICES SECTION

POLICY ON ACCEPTANCE OF GOODS UPON DELIVERY

PROPERTY AND SUPPLY SECTION

ADMINISTRATIVE DIVISION APPROVAL MATRIX	
POLICY NO. ADM – PROPERTY AND SUPPLY SECTION – 003	
Reviewed by:	Reviewed by:
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Date of Last Review: July 2018	

OBJECTIVES: To make sure that all delivered goods and equipments are in conformity with the specifications in the purchases request (PR) and Purchases Order (PO).

COVERAGE: This policy shall cover this section and all areas.

RESPONSIBILITIES:

- I. It shall be the responsibility of this section to ensure that all items other than drugs and medicines listed in the PR/PO shall be delivered complete and in good condition prior to acceptance.
- II. It shall be the responsibility of the pharmacist to make sure that all delivered drugs and medicines are in good condition, not tampered or soiled considering the distance of delivery and not near expiring.
- III. It shall be the responsibility of the section heads of other areas (Laboratory, X-ray, CSSU) to make sure that the goods received by this section are in accordance with their specifications.
- IV. It shall be the responsibility of the person to make sure that the equipment she/he received be always in good condition or shall be held liable for any damage not due to wear and tear.
- V. It shall be the responsibility of this section to know the "Return Policy" and warranty of the equipments or goods being delivered.
- VI. It shall be the responsibility of this section to inform the company if their newly delivered goods/ equipments were found after being tested.

POLICY: This policy shall enforce the maintenance of quality of all goods delivered to the highest standard as set by rules incorporated into such.

PROCEDURE:

- I. Upon delivery of goods, the supply officer, in the presence of a GSO representative or Pharmacist on duty shall inspect it and verify with the PR/PO. He/she may reject any items if non-conforming.
- II. Any delivery of drugs and medicines MUST be inspected in the presence of the pharmacist so as to have a proper evaluation of the goods. She may likewise reject any delivered goods if non-conforming. Laboratory reagent for blood chemistry, typing sera and anti-hepatitis should be refrigerated. Delivered x-ray supplies such as films and barium sulfate should be in dry cool place.
- III. The supply officer shall log all down each delivery separately into the delivery logbook and stock cards.
- IV. All deliveries will have a corresponding notice of delivery submitted to the chief of hospital. This form shall likewise contain any good that was left "Pending" for delivery.
- V. This section shall make follow-up report to the chief of hospital for any undelivered goods after a grace period of 14 days for final action.

Implementation Date:

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011

July 2018

ADMIN-GENERAL SERVICES SECTION

POLICY ON INVENTORY OF CONSUMABLES AND EQUIPMENT

PROPERTY AND SUPPLY SECTION

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – PROPERTY AND SUPPLY SECTION – 004	
Reviewed by:	Reviewed by:
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Date of Last Review: July 2018	

OBJECTIVES: This policy shall ensure proper recording of issuances of consumables and equipments to correspond with the number of purchased and remaining balance.

COVERAGE: This policy shall cover all sections.

RESPONSIBILITIES:

- I. It shall be the responsibility of this section to maintain the stock level of consumable requested by areas.
- II. It shall be the responsibility of this section to conduct inventory of consumables and equipments.

PROCEDURE:

- I. Issuances of consumables and equipments shall be posted in individual stock cards.
- II. This section shall see to it that stock cards are updated. All issuances both consumables and equipments are recorded and shall correspond to the remaining stocks on hands.
- III. A memorandum receipt for equipments shall accomplished in triplicate copies, 1 copy for this section, 1 for GSO and 1 copy for end users.
- IV. An annual physical inventory of equipments and monthly inventory of consumables is conducted by this section.

Implementation Date:

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011

July 2018

Administrative Division