
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-PRO-03
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PROPERTY AND SUPPLY SECTION
Policy Title: POLICY ON PREPARATION FOR ANNUAL BUDGET FOR SUPPLIES, MATERIALS AND EQUIPMENTS		Page No. 1 of 1
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OBJECTIVES: To ensure adequate supplies and materials and /or equipment's and cope up with the over-all objectives of the hospital.

COVERAGE: This policy shall cover all sections under each division.

RESPONSIBILITIES:

I. It shall be the responsibility of the section heads to submit to the supply officer their itemized list of annual requirements of supplies, materials and/or equipment's on or before every 30th of November for the budget preparation of the succeeding years.

II. It shall be the responsibility of the supply officer to prepare the annual procurement program in accordance with the auditing and accounting procedures.

POLICY: This policy shall enforce each section to protect their annual needs and to ensure that such are immediate and vital for the attainment of quality services.

PROCEDURES:

I. Each section head shall submit to their division chief their list of annual requirements of supplies, materials and/or equipment's. This requisition shall be approved by the division head prior to submission to the supply officer.

II. The supply officer shall prepare the procurement program based on the submitted request with the actual consumption report prepared by this section.

III. Collated report shall be submitted to the chief of hospital for final approval.

IV. Upon approval of the request by the chief of hospital it will then be submitted to the General Services Office for costing.

Implementation Date:

This policy has been implemented since 1978 to the present.

Schedule for Policy Review:

This policy shall be reviewed every two (2) years or as deemed necessary.

Last Reviewed:

July 2018, November 2022