 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-F-79-P03-S03
	Effective Date:	04-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	RECEIVING OF DRY GOODS

PURPOSE:

To ensure that all items delivered are in good form (texture, no spoilage, good appearance) or any signs of contamination.

SCOPE:

Applies to all staff of Dietary Department of Dr. Pablo O. Torre Memorial Hospital

RESPONSIBLE PERSON:


Dietary Personnel, Procurement Section Staff, Dietetic Clerk

GENERAL GUIDELINES:


1. The packaging of dry goods should be intact and in good condition.
2. It should be in normal color and odor.
3. There should be an absence of water stains, dampness, mold, insect and rodent infestation and droppings.
4. Items found to be not in conformity with the set standards will be returned to the supplier.

PROCEDURE:

1. Dietary and Procurement Section Staff receives delivered items from suppliers based on purchase orders.
2. Delivered items not conforming to the set standards will be returned.
3. Weighs item on the weighing scale, if needed.
4. Checks amount against delivery receipt and completeness of goods.
5. Dietary Personnel places item immediately in the freezer, refrigerator or storeroom.
6. Procurement Section Staff signs and keeps the original delivery receipt.


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7. Dietary Personnel receives a duplicate copy of the delivery receipt from the Procurement Section Staff.
8. Dietary Personnel records the duplicate copy in the logbook.


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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	3/21/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	04/07/2022
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	4/7/2022
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	6/12/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/23/22

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KEY TASKS	PERSON RESPONSIBLE
1. Receives delivered items from suppliers based on purchase orders.	Dietary and Procurement Section Staff
2. Weighs item on the weighing scale, if needed.	Dietary Personnel
3. Checks amount against delivery receipt and completeness of goods.	
4. Places item immediately in the freezer, refrigerator or store room.	
5. Signs and keeps the original delivery receipt.	Procurement Section Staff
6. Receives a duplicate copy of the delivery receipt from the Procurement Section Staff.	Dietary Personnel
7. Records the duplicate copy in the logbook.	

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	5/17/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	5/17/22
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer	<i>[Signature]</i>	5/18
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer	<i>[Signature]</i>	6/2/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/23/22

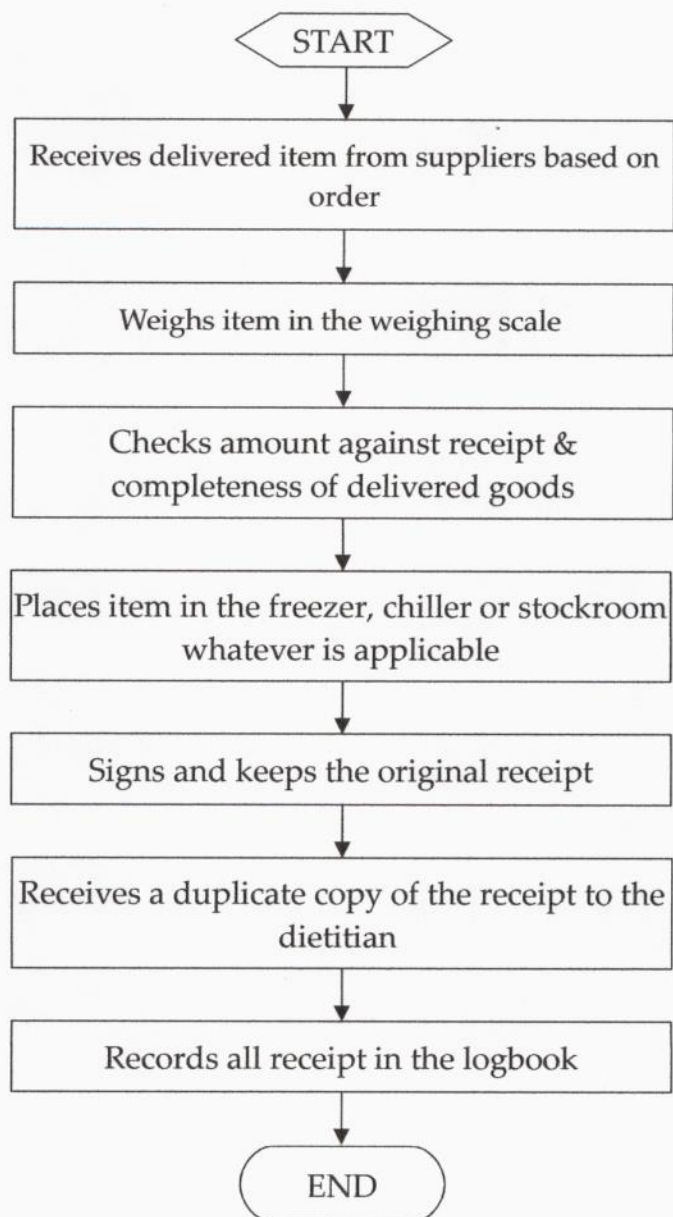



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	5/17/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	5/17/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer	<i>[Signature]</i>	5/18
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	6/2/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/23/22