 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P03-S02
	Effective Date:	03-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	RECEIVING OF FRUITS AND VEGETABLES

PURPOSE:

To ensure that the fruits and vegetables delivered are fresh and shows no sign of spoilage.

SCOPE:


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

RESPONSIBLE PERSON:

Dietitian, Cook, Procurement Section Staff


GENERAL GUIDELINES

1. The Dietary Department shall only buy items from suppliers approved by the Procurement Section.
2. The deliveries shall be done in the morning only.
3. The goods delivered shall be checked against the receipt.
4. The Dietitian shall be authorized to reject items that do not conform to the specifications made.
5. There shall be no signs of insect infestation, molds, or cuts.
6. The items shall be fresh, no wilting and mushiness.
7. There shall be no sign of spoilage.

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PROCEDURE:

1. Dietitian makes market order through the Procurement Section daily for perishable items.
2. Dietitian forwards market order to Procurement Section before 1 o'clock.
3. Procurement Section Staff calls the supplier.
4. Cook receives order the next day.
5. Cook checks delivered goods against receipt.
6. Cook keeps perishable items in the freezer/ refrigerator.
7. Dietitian endorses the goods to the cook for cooking.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	4/4/22
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>	6/2/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/23/22



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MEMORIAL HOSPITAL

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KEY TASKS	PERSON RESPONSIBLE
1. Makes market order daily through Procurement Section perishable items.	Dietitian
2. Forwards market order to Procurement Section before 1 o'clock.	
3. Contacts the supplier.	Procurement Staff
4. Receives and checks delivered goods against receipt.	Cook
5. Endorses to Cooks the goods for cooking	Dietitian



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	5/11/22
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, FPSQua Total Quality Division Officer	<i>[Signature]</i>	6/2/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/23/22

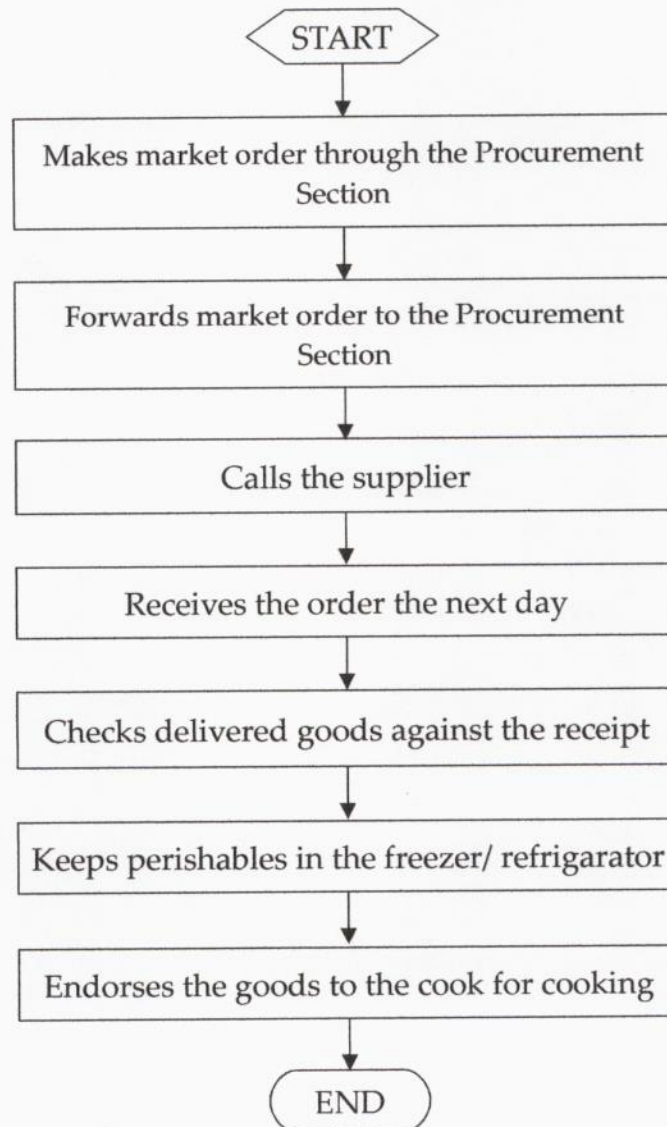



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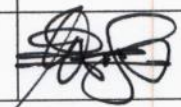
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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager		5/17/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		5/17/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer		5/18
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		6/2/2022
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