 <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-S04
	Effective Date:	03-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	RECEIVING OTHER DELIVERIES

PURPOSE:

To ensure that all food deliveries are received in good condition and come from approved suppliers.

SCOPE:


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

RESPONSIBLE PERSON:

Receiving Dietitian, Procurement Section Personnel, Dietetic Clerk

GENERAL GUIDELINES:


1. Frozen / Processed Foods:
 - 1.1. There should be intact packaging, no holes and no leaks.
 - 1.2. Frozen foods should be received frozen.
 - 1.3. Expiry dates are written on the label.
2. Canned Foods:
 - 2.1. Can and seal are in good condition.
 - 2.2. No swollen can ends, rust and dents.
 - 2.3. The label is intact and longer date of expiry.
 - 2.4. No leaks, whatsoever.
3. Bakery Products:
 - 3.1. Packaging is clean, intact and in good condition.
 - 3.2. No signs of insects and pests, damage or bacterial contamination.
 - 3.3. Ingredients and expiration date are written on the label.
4. Refrigerated Foods:
 - 4.1. All refrigerated ready to eat items should be received at 41°F (5°C) temperature or lower unless otherwise specified.
 - 4.2. All refrigeration units must have an inherent temperature gauge to ensure that temperature is maintained at all times.

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	Effective Date:	03-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Dietary Department
	Document Title:	RECEIVING OTHER DELIVERIES

4.3. Temperature must be checked and logged morning and afternoon. Any deviation from the norm should be investigated and required actions done.

PROCEDURE:

1. Receives delivered items from suppliers based on purchase order.
2. Weighs item in the weighing scale.
3. Checks amount against receipt and completeness of delivered goods.
4. Places item immediately in the freezer, chiller or stockroom.
5. Signs official or delivery receipts.
6. Keeps original copy of official receipts.
7. Records in the logbook all items received.
8. Forwards all original receipts to Materials Management and countersigns the logbook.

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	Effective Date:	03-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Dietary Department
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	6/21/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	6/22/2022
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>Engr. Noel P. Garbo</i>	6/22
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>Henry F. Alavaren</i>	6/22/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>Genesis Goldi D. Golingan</i>	7/1/22

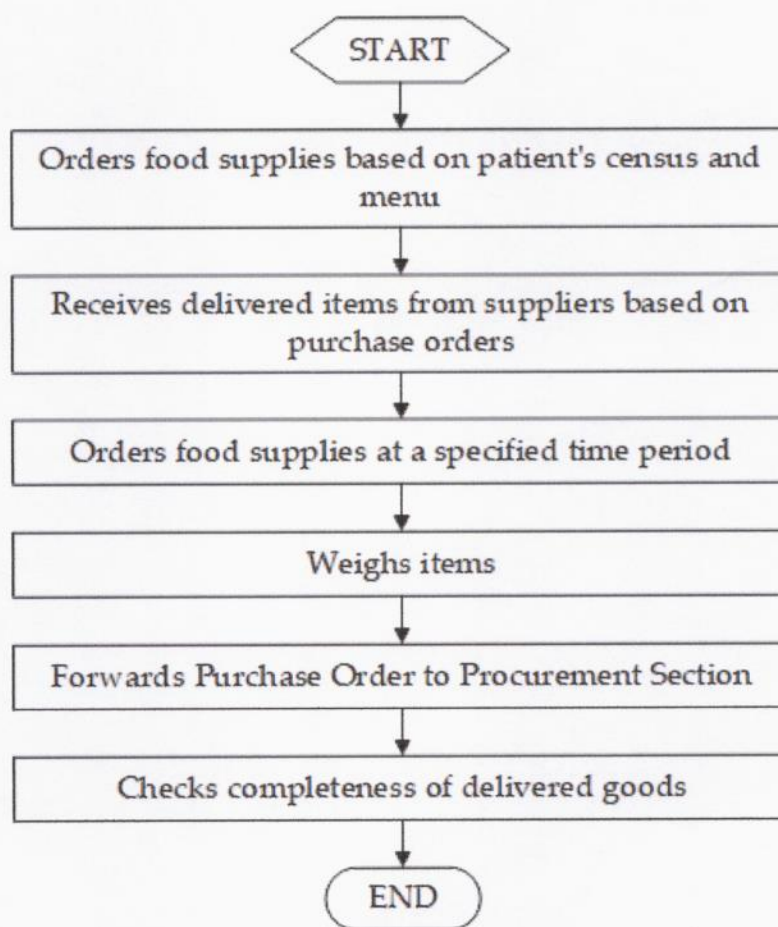



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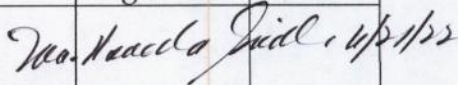

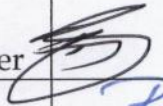


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Effective Date:	06-15-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Dietary Department
Document Title:	RECEIVING OTHER DELIVERIES


FLOWCHART




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	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Dietary Department
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APPROVAL:

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Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer		6/27/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/27/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22

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	Effective Date:	06-15-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Dietary Department
	Document Title:	RECEIVING OTHER DELIVERIES

KEY TASKS	PERSON RESPONSIBLE
1. Orders food supplies based on patient's census and menu.	Dietitian
2. Receives delivered items from suppliers based on purchase orders.	Procurement Section Personnel
3. Orders food supplies at a specified time period.	Dietitian
4. Weighs items.	Procurement Section Personnel
5. Forwards Purchase Order to Procurement Section.	Dietitian
6. Checks completeness of delivered goods.	Procurement Section Personnel

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	Page Number:	2 of 2
	Department/Section:	Dietary Department
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	6/21/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	7/1/22