 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-B-8-P09
	Effective Date:	03-30-2022
	Document Type:	Policy
	Page Number:	1 of 2
	Department/Section:	Budget and Cost
	Document Title:	BUDGET CALENDAR

PURPOSE:

To establish a Budget Calendar to ensure compliance with the yearly budget requirements set by the Metro Pacific Holdings, Inc. (MPHHI).

LEVEL:

Chief Finance Officer, Controller, Budget & Cost Manager, Budget Holder, Human Resource Staff

DEFINITION OF TERMS:

Budget Calendar- this is a chronological sequencing of activities that serves as a guide in preparing the Hospital's Master Budget for the ensuing calendar year.

Calendar Year- this refers to the twelve (12) months' operation of the corporation starting January to December.

POLICY:


1. It is the policy of the management to have a systematic and orderly method in the preparation of the Budget Calendar which will serve as a guide in preparing the Hospital Master Budget.
2. The Budget Calendar is distributed to all budget holders via the communicator every second quarter of each year.

DOCUMENTATION:

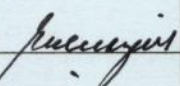
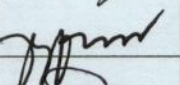
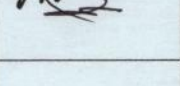
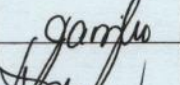
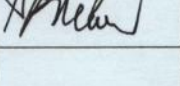
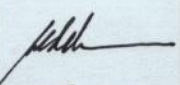

Revised Policy


DISSEMINATION:

1. Approved Memo for Budget Calendar

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-B-8-P09
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<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Title:	BUDGET CALENDAR

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget & Cost Manager		4/4/22
Verified:	JEMELYN G FERRER, CPA, MBA, FPCHA Controller - DA		4/5/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		4/5/2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer - DA		4/7/2022
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		5/19/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD Vice President - Chief Operating Officer		06/30/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/7/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-B-8-P09-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Budget and Cost
	Document Title:	BUDGET CALENDAR

PURPOSE:

This is to establish a documented procedure on the budget calendar of the hospital to ensure compliance with the yearly budget requirements set by the Metro Pacific Holdings, Inc. (MPHHI).

SCOPE:


Applies to all Budget and Cost Section Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

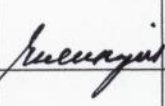
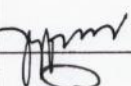
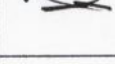
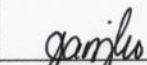

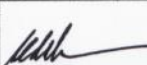
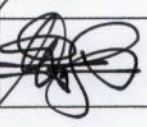
Budget & Cost Manager, Chief Finance Officer

PROCEDURE:

1. The Budget & Cost Manager sets the timetable for every activity in accordance to the set deadline of the Metro Pacific Hospital Holdings, Inc. (MPHHI) every year.
2. The Budget & Cost Manager encodes orderly activities in the computer.
3. The Budget & Cost Manager generates the output and have it reviewed by the Controller.
4. Once approved by the Controller, the Budget & Cost Manager issues an official memo of the said activity.
5. The official memo is noted by the Controller and is then approved by the Chief Finance Officer.
6. The approved documents are submitted to the Human Resources Division for posting, via the Communicator.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-B-8-P09-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 2
	Department/Section:	Budget and Cost
	Document Title:	BUDGET CALENDAR

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget and Cost Manager		6/15/22
Verified:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/20/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/22/2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/24/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/30/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		06/30/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/7/22

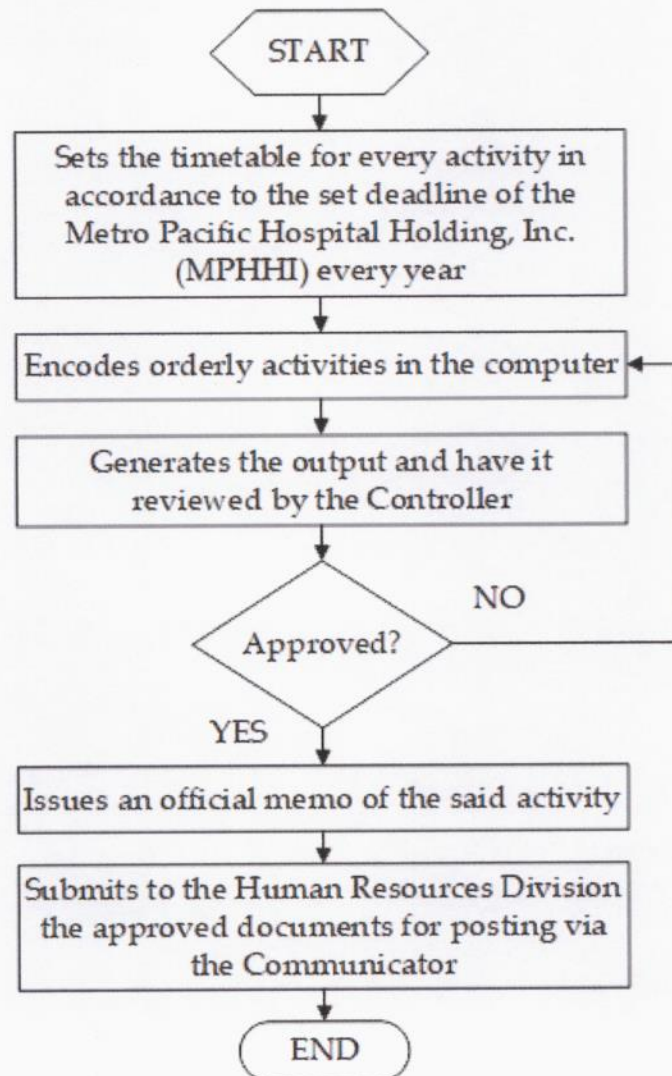



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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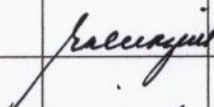
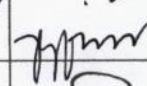
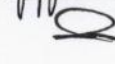
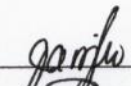
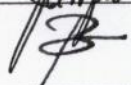

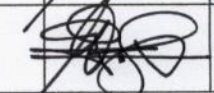
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Effective Date:	06-30-2022
Document Type:	Flowchart
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Document Title:	BUDGET CALENDAR


FLOWCHART




 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-B-8-P09-FC01
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	Document Type:	Flowchart
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	Department/Section:	Budget and Cost
	Document Title:	BUDGET CALENDAR

APPROVAL:

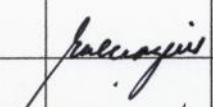
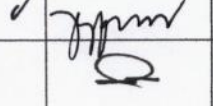
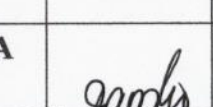
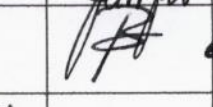
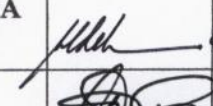
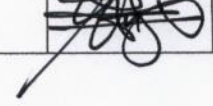

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget and Cost Manager		6/15/22
Verified:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/20/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/21/2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/21/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/22/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		06/30/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/7/22

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-B-8-P09-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Budget and Cost
	Document Title:	BUDGET CALENDAR

KEY TASKS	PERSON RESPONSIBLE
1. Sets the timetable for every activity in accordance to the set deadline of the Metro Pacific Hospital Holdings, Inc. (MPHHI) every year.	Budget & Cost Manager
2. Encodes orderly activities in the computer.	
3. Generates the output and have it reviewed by the Controller.	
4. Issues an official memo of the said activity once approved by the Controller.	
5. Submits to the Human Resources Division the approved documents for posting via the Communicator.	

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APPROVAL:

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/7/22