 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-89-P02
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Inventory Planning and Control Section
	Document Title:	TRANSFER OF ASSET POLICY

PURPOSE:

To ensure proper documentation of asset movement within and outside hospital premises (including Una Konsulta and MRCCC).

LEVEL:


Division / Section Heads, Logistics Division, Finance (Inventory)

DEFINITION OF TERM:

Asset Transfer- is a movement when one section or department transfers ownership of an asset to another section or department.

POLICY:

1. All fixed assets movement shall have a proper flow and documentation.
2. The section or department of origin shall be responsible for preparing a communication (email or memo) addressed to the Logistics Division's Inventory Planning & Control Section to transfer assets.
3. Asset transfer shall commence when the receiving section or department needs the item and the previous owner is unable to use it, thereby consenting to enable the receiving section or department to use the asset.
4. The asset transfer does not include heavy machinery and equipment units, including built-in assets.

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6100

DOCUMENTATION:

Revised Policy

DISSEMINATION:

Communicator Bulletin

Weekly Management Meeting

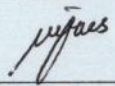

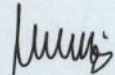
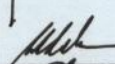




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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. THERESA S. FLORES Inventory Planning and Control Supervisor		3.31.2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3-31-2022
Recommending Approval:	RICKY G. SALIDO Logistics Division Head		3-31-2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		03/31/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22

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	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Inventory Planning and Control Section
	Document Title:	TRANSFER OF ASSET POLICY

PURPOSE:

To ensure proper documentation of asset movement within and outside hospital premises (including Una Konsulta and MRCCC).

SCOPE:


Applies to all Inventory Planning and Control Section staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

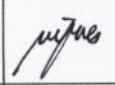

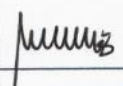


Division / Section Heads, Logistics Division, Finance (Inventory)

PROCEDURE:

1. The Section or Department of origin prepares a communication (email or memo) addressed to the Logistics Division's Inventory Planning & Control Section to transfer assets.
2. Logistics Division thru the Fixed Asset Controller (FAC) prepares and fills up the needed data into the Notice of Fixed Asset Movement Form (NFAM).
3. The Inventory Planning & Control Supervisor reviews and approves the NFAM.
4. If the assets is to be transferred outside the hospital, the warehouse supervisor will issue a gate pass for the unit to be transferred to UK or MRCCC
5. FAC will proceed to the department of origin and let them sign the NFAM (Transferor) and brings the asset to the recipient of the transfer
6. The recipient receives the asset and signs in the document (TRANSFeree)
7. The signed copy of NFAM shall then be forwarded to Finance (c/o Fixed Assets Bookkeeper) for recording to book.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. THERESA S. FLORES Inventory Planning and Control Supervisor		3.31.2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		03-31-2022
Recommending Approval:	RICKY G. SALIDO Logistics Division Head		3/31/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		03/31/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22

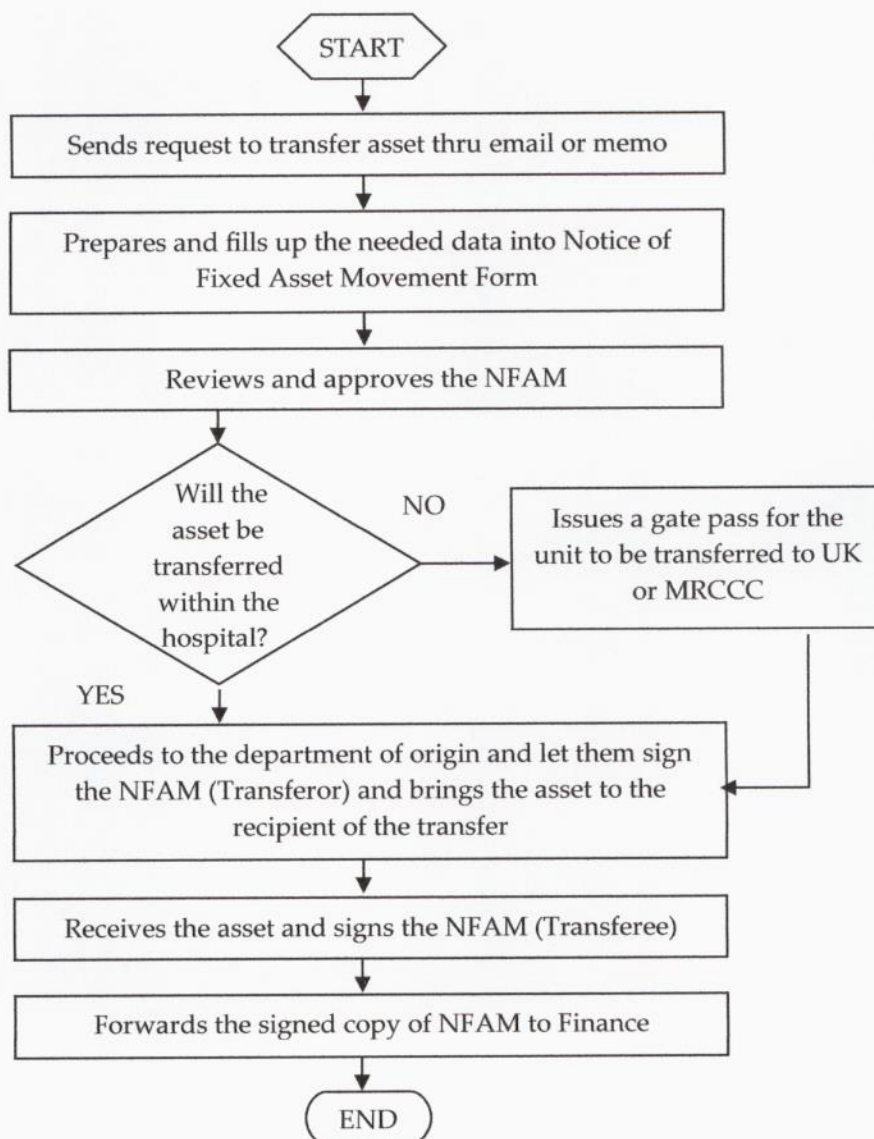



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Document Code:	DPOTMH-K-88-P02-FC01
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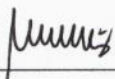

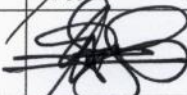
FLOWCHART




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APPROVAL:





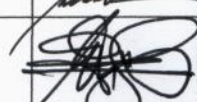
	Name/Title	Signature	Date
Prepared by:	MA. THERESA S. FLORES Inventory Planning and Control Supervisor		3-31-2022
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Recommending Approval:	RICKY G. SALIDO Logistics Division Head		3/31/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		03/31/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/1/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-89-P02-WI01
	Effective Date:	03-31-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Inventory Planning and Control Section
	Document Title:	TRANSFER OF ASSET POLICY

KEY TASKS	PERSON RESPONSIBLE
1. Prepares a communication (email or memo) request to transfer asset	Section or Department of origin
2. Prepares and fills up the needed data into the Notice of Fixed Asset Movement Form	Fixed Asset Controller
3. Reviews and approves the NFAM	Inventory Planning & Control Supervisor
4. Issues a gate pass for the unit if the asset is to be transferred outside the hospital	Warehouse Supervisor
5. Proceeds to the department of origin and let them sign the NFAM (Transferor) and brings the asset to the recipient of the transfer	Fixed Asset Controller
6. Receives the asset and signs in the document	Recipient
7. Forwards the signed copy of NFAM to Finance (c/o Fixed Assets Bookkeeper) for recording to book	Fixed Asset Controller

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	Name/Title	Signature	Date
Prepared by:	MA. THERESA S. FLORES Inventory Planning and Control Supervisor		3. 31. 2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		03-31-2022
Recommending Approval:	RICKY G. SALIDO Logistics Division Head		3/31/2022
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