 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-86-P08-S02
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Procurement Section
	Document Title:	PROCEDURE ON EMERGENCY PURCHASE OF REPLACEMENT PARTS FOR ESSENTIAL EQUIPMENT

PURPOSE:

To establish a standard procedure in the emergency procurement of replacement parts or accessories due to the breakdown of essential equipment.

SCOPE:


Applies to all Procurement Section staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:


Section Heads, Department Heads, Biomed Head, Procurement Manager, Division Heads, President & CEO, MPHHI Synergy Team

PROCEDURE:



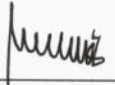

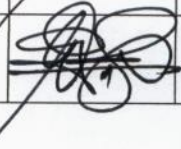
1. Requesting Unit, in coordination with the Biomed Head fills out the Purchase Requisition (PR) form with notation "EMERGENCY PURCHASE" and with a quotation attachment.
2. Requesting Unit immediately forwards the PR with an attached quotation to Budget Department Head for immediate budget verification.
3. Requesting Unit immediately secures PR approval and endorsement from the Division Head or from the designated Department Head in the absence of the former.
4. Requesting Unit immediately secures PR approval with conformed quotation from the President & CEO or in his unavailability, from the Vice President-Chief Operating Officer.
5. Requesting Unit immediately submits the approved PR with conformed quotation to Procurement Manager for order processing.
6. The Procurement Manager immediately sends the conformed quotation to the supplier for immediate delivery and installation with "subject to MPHHI Final

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- Negotiation" notation, copy furnished to the MPHHI Synergy Team (when applicable).
7. The MPHHI Synergy Team releases the final negotiation result to the Procurement Manager.
 8. The Procurement Manager processes the Purchase Order (PO) in accordance with PO policy.
 9. After the installation of the emergency parts or accessories, the Requesting Unit and Biomed Head acknowledge the Delivery Receipt or Sales Invoice and sign the Issuance Slip.
 10. Logistics Division personnel (Goods Receipt Encoder) encodes the Delivery Receipt or Sales Invoice for Receiving Report (RR) generation.
 11. Goods Receipt Encoder submits the pertinent documents to Accounting Office for payment processing.

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APPROVAL:

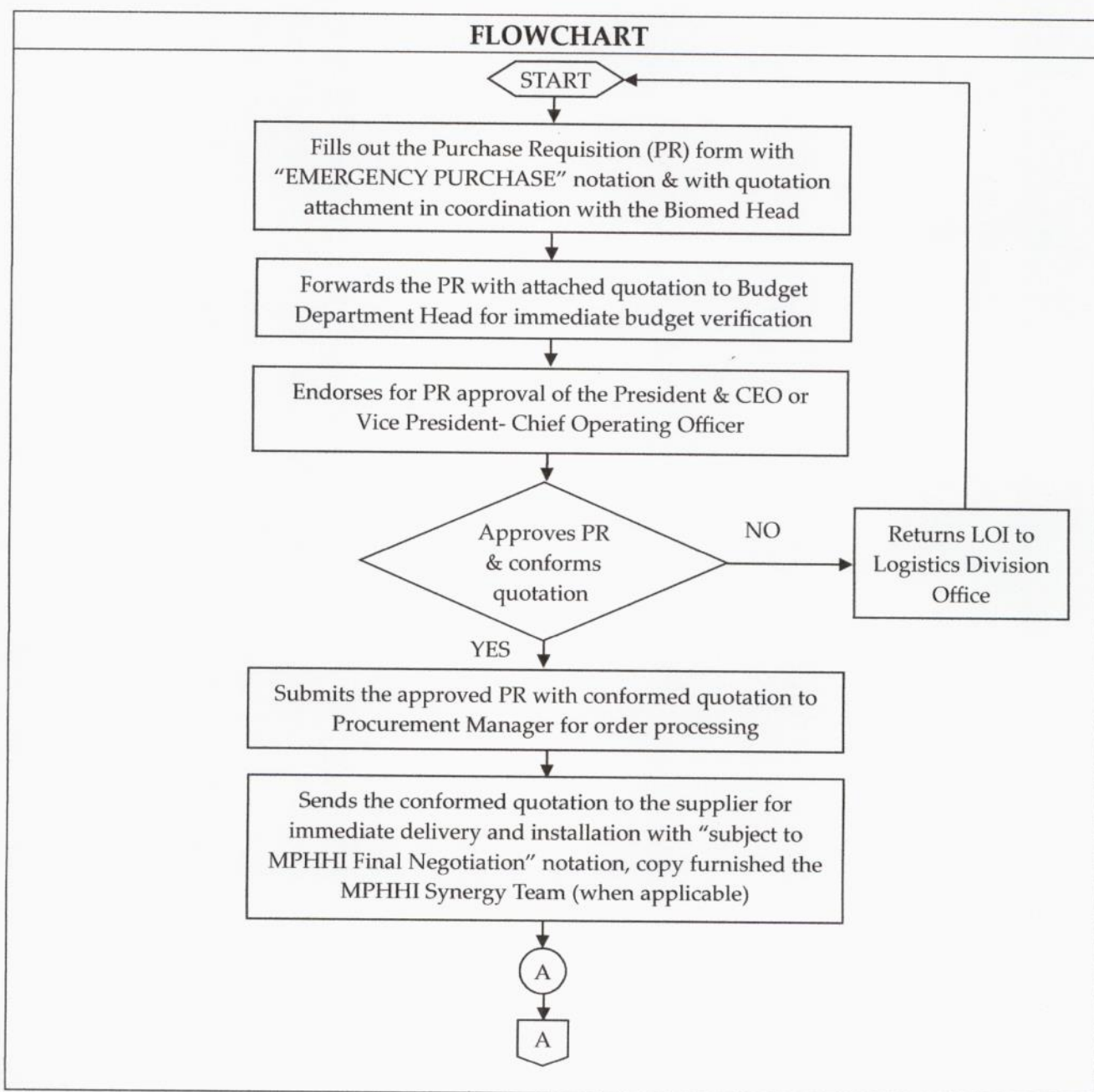
	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		3/31/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3/31/2022
Recommending Approval:	RICKY G. SALIDO Logistics Division Head		3/31/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, 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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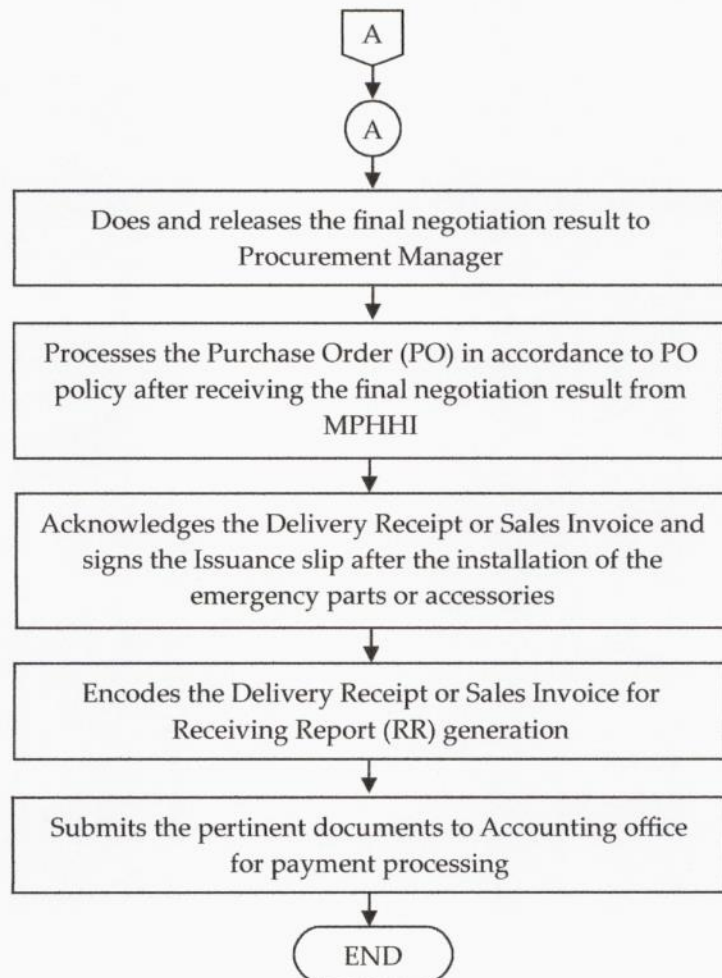





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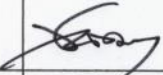



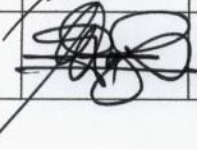
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APPROVAL:


	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		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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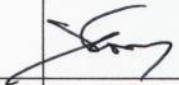



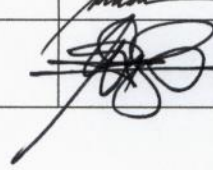
KEY TASKS	PERSON RESPONSIBLE
1. Fills out the Purchase Requisition (PR) form with notation "EMERGENCY PURCHASE" and with quotation attachment	Requesting Unit
2. Immediately forwards the PR with attached quotation to Budget Department Head for immediate budget verification	Requesting Unit
3. Immediately secures PR approval and endorsement from the Division Head or from the designated Department Head in the absence of the former	Requesting Unit
4. Immediately secures PR approval with conformed quotation from the President & CEO or in his unavailability, from the Vice President-Chief Operating Officer	Requesting Unit
5. Immediately submits the approved PR with conformed quotation to Procurement Manager for order processing	Requesting Unit
6. Immediately sends the conformed quotation to the supplier for immediate delivery and installation with "subject to MPHHI Final Negotiation" notation, copy furnished the MPHHI Synergy Team (when applicable)	Procurement Manager
7. Does and releases the final negotiation result to Procurement Manager	MPHHI Synergy Team
8. Processes the Purchase Order (PO) in accordance	Procurement Manager

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to PO policy	
9. Installs the emergency parts or accessories	Biomedical Engineering Staff and/or Requesting Unit
10. Acknowledges the Delivery Receipt or Sales Invoice and sign the Issuance Slip;	Biomedical Engineering Staff and Requesting Unit
11. Encodes the Delivery Receipt or Sales Invoice for Receiving Report (RR) generation	Goods Receipt Encoder
12. Submits the pertinent documents to Accounting Office for payment processing	Goods Receipt Encoder

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