 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-86-P10
	Effective Date:	09-30-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Procurement Section
	Document Title:	TIPS TO BARKERS AND SUPPLIES' HANDLERS (KARGADOR)

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

To develop a standard guideline for tipping vehicle barkers and supplies' handlers, or "kargador", throughout the procurement team's purchasing related activities outside the hospital premises.

LEVEL:

Procurement Staff, Procurement Supervisor, and Procurement Manager


DEFINITION OF TERMS:

Barkers- These are the individuals who helped find parking spots for the procurement team in areas where parking was difficult. They also provided a look out on the company vehicle in the parking area while the team was conducting business inside the establishment.

Supplies' Handlers (kargador)- These are the personnel that assist the procurement team by bringing the goods and/or any item that the team purchased from the establishment to the company vehicle.

POLICY:

1. Procurement personnel performing purchasing activities shall have an approved out-of-hospital trip ticket (see Annex A).
2. Barkers may get tips in areas where parking is difficult to find and during busy hours.
3. When the purchases from the establishment are too large or numerous to be carried to the corporate vehicle, the kargador is qualified for tip.

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	Document Code:	DPOTMH-K-86-P10
	Effective Date:	09-30-2022
	Document Type:	Policy
	Page Number:	2 of 5
	Department/Section:	Procurement Section
		Document Title:
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4. Barker can be tipped between php5 and php20, while supply handlers (kargador) can be tipped between php20 and php50.
5. They are required to prepare a summary report of the tips given to barkers and supplies' handlers (kargador) (See Annex B) and shall be approved by the Division Head or by the Designated Department Head in the absence of the former.

DOCUMENTATION:

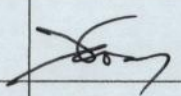

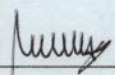
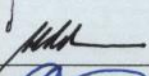

Revised Policy


DISSEMINATION:

Communicator Bulleting
Weekly Management Meeting


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			Effective Date:	09-30-2022
			Document Type:	Policy
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		9/13/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		9/13/22
Recommending Approval:	RICKY G. SALIDO Logistics Division Head		9/13/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		09/14/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/22/22


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ANNEX A:

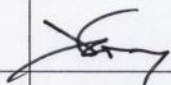


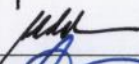

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	TRIP TICKET	
No. _____	Date: _____	
Destination: _____		
Purpose: _____		
	Time	Odometer
Departure: _____	_____	_____
Arrival: _____	_____	_____
Requested by: _____		Approved by: _____
Driver's Signature: _____		
DPOTMH-FM-F002 Unauthorized duplication of this form is strictly prohibited Effective Date: 02-01-2020		
<small>B.S. Aquino Drive, Bacolod City, Neg. Occ., 6100, Philippines • www.rivermedcenter.net (034) 705-0000 / (034) 433-7331</small>		


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	Effective Date:	09-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Procurement Section
	Document Title:	TIPS TO BARKERS AND SUPPLIES' HANDLERS (KARGADOR)

KEY TASKS	PERSON RESPONSIBLE
1. Accomplishes the Out-of-Hospital Trip Ticket Form.	Procurement Staff
2. Approves the Out-of-Hospital Trip Ticket Form.	Department Supervisor/ Head or Division Head
3. Gives tips to barker and kargador.	Procurement Staff
4. Prepares a Summary Report-Tips detailing the time, place and amount of tips provided	Procurement Staff
5. Reviews and approves the Summary Report- Tips	Department Supervisor/ Head or Division Head
6. Submits the approved summary report to the Petty Cash Custodian for reimbursement of expenses	Procurement Staff

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	Name/Title	Signature	Date
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/22/22

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	Effective Date:	09-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Procurement Section
	Document Title:	TIPS TO BARKERS AND SUPPLIES' HANDLERS (KARGADOR)

PURPOSE:

To establish a procedure for tipping vehicle barkers and supplies' handlers or "kargador" during the procurement team's purchasing-related activities conducted outside of the hospital.

SCOPE:


Applies to all Procurement staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

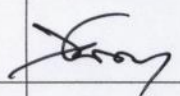

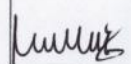
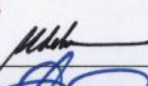

Logistics Division Head, Procurement Manager, Procurement Supervisor, Procurement Staff

PROCEDURE:

1. The staff in Procurement complete the out-of-hospital trip ticket form, which is then approved by the Department Supervisor/Head or Division Head.
2. The procurement staff gives tips to barker and kargador.
3. Upon completion of their purchasing activities outside of the hospital, the Procurement staff prepares a Summary Report – Tips detailing the time, place, and amount of tips provided.
4. The Department Supervisor/Head or Division Head reviews and approves the summary report-tips.
5. The procurement staff submits the approved summary report to the Petty Cash Custodian for repayment of expenses.

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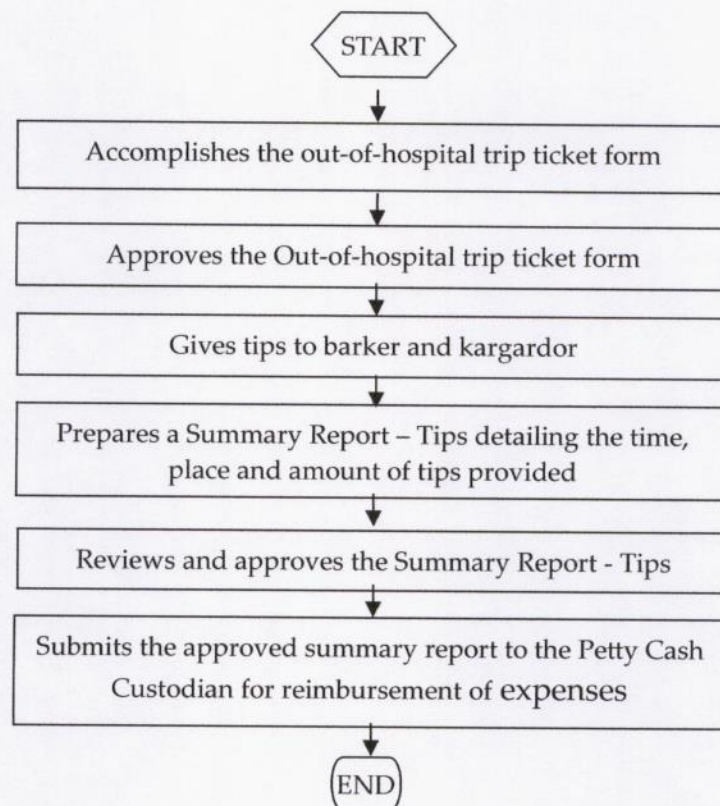



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MEMORIAL HOSPITAL

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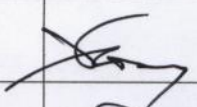

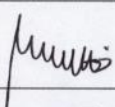
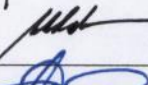

Document Code:	DPOTMH-K-86-P10-FC01
Effective Date:	09-30-2022
Document Type:	Flow Chart
Page Number:	1 of 2
Department/Section:	Procurement Section
Document Title:	TIPS TO BARKERS AND SUPPLIES' HANDLERS (KARGADOR)

FLOWCHART



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