 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-TQD-LIC-SOP004
	Revision Number:	0
	Effective Date:	04-01-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1
	Department/Section:	Licensing
	Document Title:	MONTHLY DOH HIV ANTIBODY REPORT

PURPOSE:

To provide guidelines on how to make monthly report on testing for HIV Antibody to Department of Health.

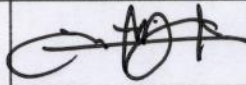

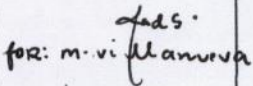
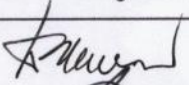
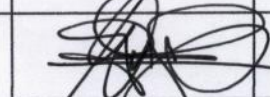
OBJECTIVE:


To come up with a required monthly report of the Department of Health on the Testing for HIV Antibody

RESPONSIBLE PERSON:

Laboratory Department, Accounting Department, Licensing Section

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	JESUS MIGUEL Z. GARGANTIEL Licensing Specialist		02-28-2020
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		03-02-2020
Recommending Approval:	MONICA B. VILLANUEVA, RMT, RN, MST, FPCHA Laboratory Manager	for: m. villanueva 	03-05-2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		3/6/20
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/8/2020

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-TQD-LIC-SOP004
	Revision Number:	0
	Effective Date:	04-01-2020
	Document Type:	Standard Operating Procedure
	Page Number:	2
	Department/Section:	Licensing
	Document Title:	MONTHLY DOH HIV ANTIBODY REPORT

PROCEDURE:

1. The Laboratory department shall submit its Monthly report of Testing for HIV Antibody to the Licensing section every 26th day of the month.
2. The Accounting Department shall submit the purchase order and invoice of Immunocomb HIV 1 and 2 36T/KIT has been made, and secures a photocopy of the purchase order and invoice.
3. The Licensing Clerk Submits the Monthly Report, the Purchase Order and the Invoice to the Department of Health.

Address: ATTY. NICOLAS M. LUTERO III, CESO III
Director IV
Bureau of Health Facilities and Services
Department of Health
Bldg. 4, 2nd floor, San Lazaro Compound
Rizal Avenue, Sta. Cruz
Manila

4. The Licensing Clerk attaches the courier's receipt to the file copy.

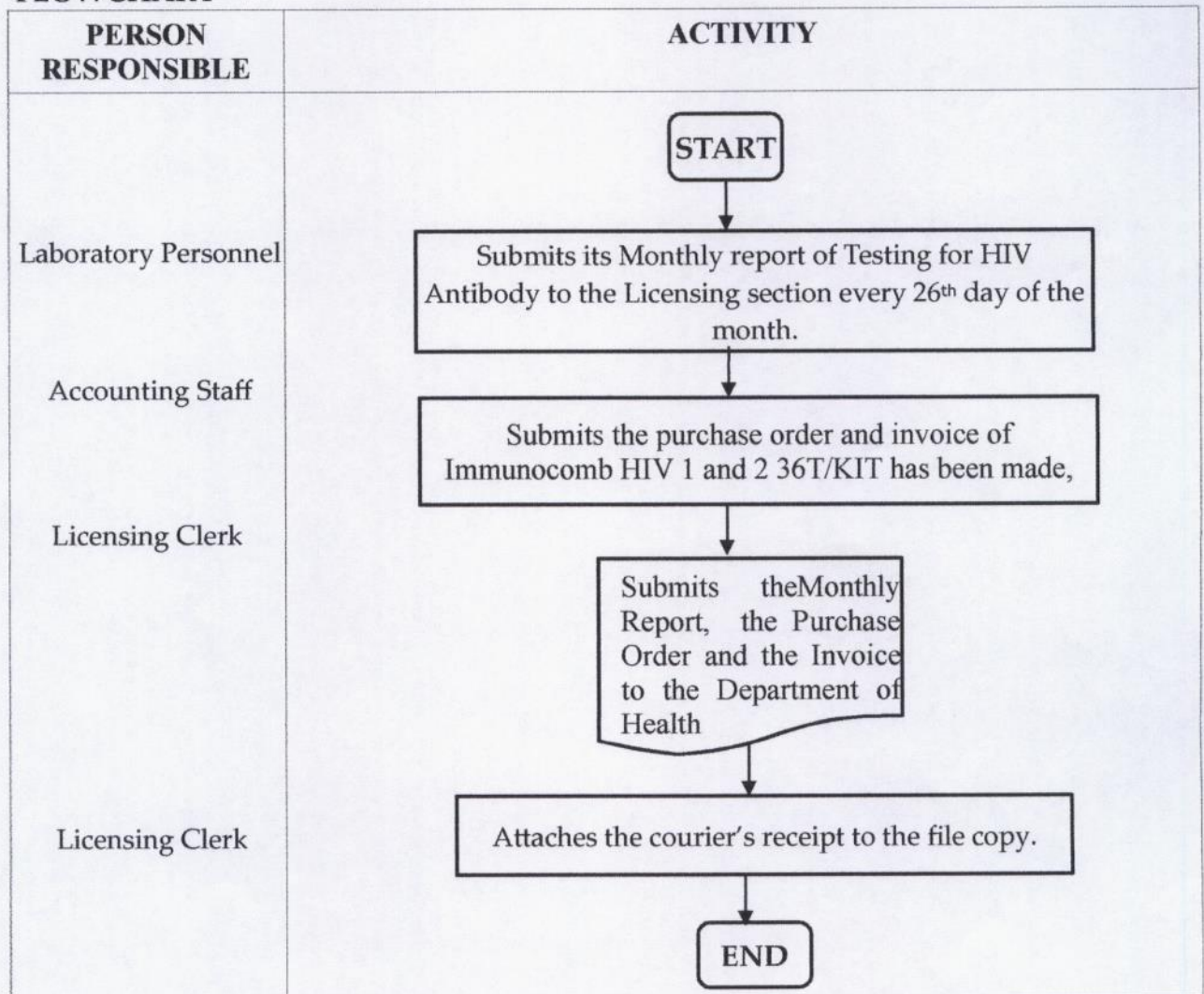



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH-TQD-LIC-SOP004
Revision Number:	0
Effective Date:	04-01-2020
Document Type:	Standard Operating Procedure
Page Number:	3
Department/Section:	Licensing
Document Title:	MONTHLY DOH HIV ANTIBODY REPORT

FLOWCHART



 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-TQD-LIC-SOP004
	Revision Number:	0
	Effective Date:	04-01-2020
	Document Type:	Standard Operating Procedure
	Page Number:	4
	Department/Section:	Licensing
	Document Title:	MONTHLY DOH HIV ANTIBODY REPORT

REFERENCES:

Bureau of Fire Protection. Lopez Jaena St, Bacolod, 6100 Negros Occidental

Republic Act No. 9514: The Fire Code of the Philippines 2008

The IRR of the Fire Code of the Philippines 2008