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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Procurement
	Document Title:	MEDICAL SUPPLIES EVALUATION AND INCLUSION POLICY

PURPOSE:


To establish a standard procedure in the evaluation and inclusion of medical supplies to ensure that these products are clinically effective, produce the desired outcomes, are economically efficient, and meet safety objectives.

SCOPE:

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


PERSON RESPONSIBLE:

Procurement Staff, End-user, Infection & Prevention Control Unit (IPCU), Inventory Planning & Control Section (IPCS), Inventory & Cost Section (ICS)



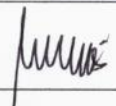
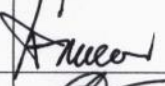
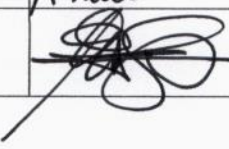
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PROCEDURE:

1. Procurement staff shall secure a quotation, product samples, Material Safety Data Sheets (MSDS), and other related information from the supplier.
2. Procurement staff shall endorse the above-mentioned information and product samples along with the Product Evaluation Form to both end-users and IPCU.
3. End users and IPCU shall fill out the Product Evaluation Form and unanimously recommend the product's acceptability or otherwise. Both parties may provide a thorough product evaluation and attach the same to the evaluation form.
4. End users and IPCU shall submit the accomplished Product Evaluation Form to the Procurement staff.
5. If the product is approved for hospital use, the Inventory Planning & Control Section (IPCS) of the Logistics Division shall process the inclusion or item build-up to the hospital's system.
6. The Procurement staff shall submit the Price Information to the Inventory & Cost Section (ICS) of the Finance Division for setting up of selling prices or rates.
7. If the product shall be used by two or more areas, the IPCS shall submit the approved Purchase Requisition (PR) form to Procurement.
8. If the product shall be used solely, the end-user shall submit the approved Purchase Requisition (PR) form to Procurement.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		2/18/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		02/18/2022
Recommending Approval:	RICKY G. SALIDO Logistics Division Head		2/18/2022
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Head		2/21/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/17/22




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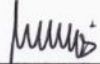

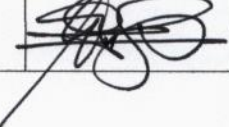
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Document Code:	DPOTMH-K-86-P05-WI01
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Document Type:	Work Instruction
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Document Title:	MEDICAL SUPPLIES EVALUATION AND INCLUSION POLICY

KEY TASKS	PERSON RESPONSIBLE
1. Secures quotation, product samples, Material Safety Data Sheets (MSDS), and other related information from the supplier.	Procurement Staff
2. Endorses the above-mentioned information and product samples along with the Product Evaluation Form to both end-users and IPCU.	Procurement Staff
3. Fills out the Product Evaluation Form and unanimously recommend the product's acceptability or otherwise. Both parties may provide a thorough product evaluation and attach the same to the evaluation form.	End-user and Infection Prevention & Control Unit (IPCU)
4. Submits the accomplished Product Evaluation Form to Procurement staff.	End-user and Infection Prevention & Control Unit (IPCU)
5. Processes the inclusion or item build-up to the hospital's system.	Inventory Planning & Control Section (IPCS)
6. Sets up the selling prices or rates based on the Price Information provided by the Procurement staff.	Inventory & Cost Section (ICS)
7. Submits the approved Purchase Requisition (PR) form to Procurement if the product shall be used by two or more areas.	Inventory Planning & Control Section (IPCS)
8. Submits the approved Purchase Requisition (PR) form to Procurement if the product shall be used solely by them.	End-user

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	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		2/21/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/17/22

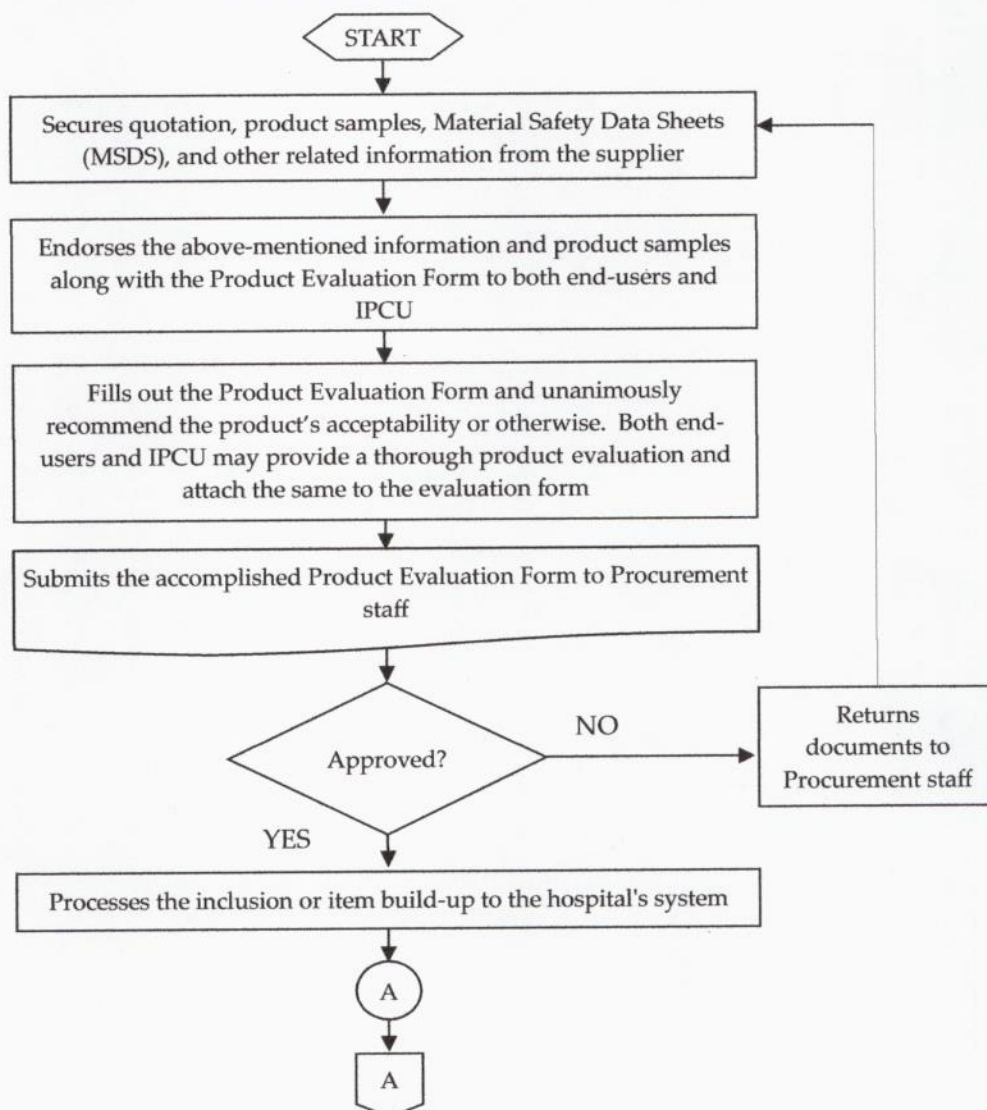


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FLOWCHART

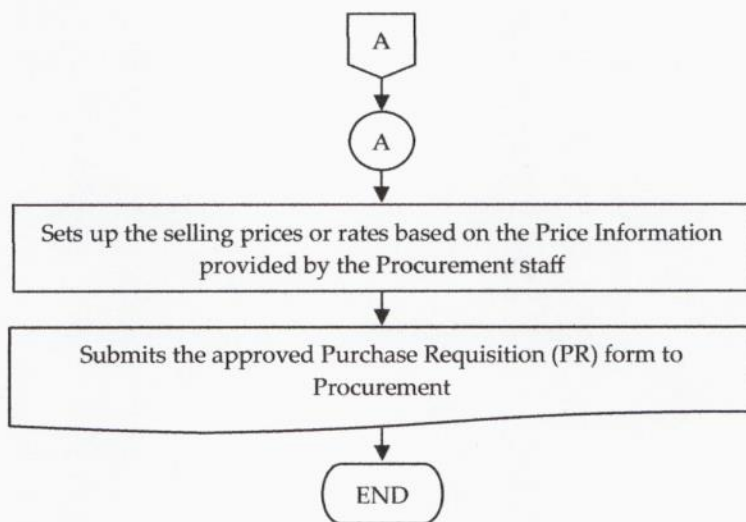





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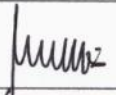
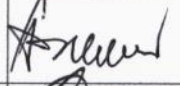

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/6/22