 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-K-86-P02
		Effective Date:	03-31-2022
		Document Type:	Policy
		Page Number:	1 of 4
		Department/Section:	Procurement Section
		Document Title:	<b>PURCHASE REQUISITION POLICY</b>

**PURPOSE:**

To establish a standard procedure in requesting items for purchase that are not maintained or available at the Main Warehouse.

**LEVEL:**

Section Heads, Department Heads, Logistics Division Personnel

**DEFINITION OF TERMS:**


**Purchase Requisition (PR)-** refers to the document used to initiate the purchase of items that are not maintained or available at the Main Warehouse.

**Main Warehouse-** refers to the warehouse under the custody of the Logistics Division

**POLICY:**

1. Purchase Requisition (PR) form (see Annex) shall be used in requesting supplies that are not maintained or available at the Main Warehouse.
2. All PRs shall pass through the Budget Department before securing approval for purchase.
3. All PRs shall be approved by the respective Division Head or by the designated Department Head in the absence of the former.
4. All requesting units shall ensure that items for purchase have complete specifications, correct item code (for repeat order), and samples (if applicable for new items) and shall observe the approved standard lead time.



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		Document Type:	Policy
		Page Number:	2 of 4
		Department/Section:	Procurement Section
		Document Title:	<b>PURCHASE REQUISITION POLICY</b>

5. Procurement Section, in its best effort, shall ensure that all requested items are ordered timely within the bounds of controllable circumstances.
6. Warehouse Section, in its best effort, shall ensure that all delivered items by the suppliers are served to the end-users timely within the bounds of controllable circumstances.
7. All requesting units shall do parallel or counter-checking with the warehouse dispatcher or utility staff during the delivery and not at a later time or date. Discrepancies on item description and quantity shall not be entertained after the items are duly received and the issuance slip is signed.


**DOCUMENTATION:**

Revised Policy

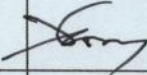

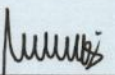
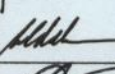
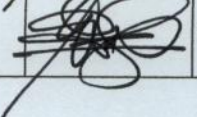
**DISSEMINATION:**

Communicator Bulletin  
Weekly Management Meeting




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	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	3 of 4
	Department/Section:	Procurement Section
	Document Title:	<b>PURCHASE REQUISITION POLICY</b>


**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>DALLIA C. MALA-AY, CSSP, PhD</b> Procurement Manager		3/31/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		3/31/2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22



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	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	4 of 4
	Department/Section:	Procurement Section
	Document Title:	<b>PURCHASE REQUISITION POLICY</b>

**ANNEX:**



**RIVERSIDE MEDICAL CENTER, INC.**  
Owner and Operator of the Dr. Pablo O. Torre Memorial Hospital  
A proud member of the Metro Pacific Hospital Holdings, Inc.


**PURCHASE REQUISITION**

From		Date		<i>(For Purchasing Use Only)</i>					
QTY.	UNIT	DESCRIPTION	STOCK ON HAND	SUPPLIER A	SUPPLIER B	SUPPLIER C	AMOUNT		
				TERMS	TERMS	TERMS			
				UNIT COST	UNIT COST	UNIT COST			
Requested by: _____			Canvassed by: _____			RECOMMENDED SUPPLIER: _____			
Noted by: _____			Approved by: _____			BUDGET BALANCE AS OF _____			

DPOTMH-MMD-F002  
Effective Date: 03-01-2020

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	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Procurement Section
	Document Title:	<b>PURCHASE REQUISITION</b>

**PURPOSE:**

To establish a standard procedure in requesting items for purchase that are not maintained or available at the Main Warehouse.

**SCOPE:**

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


**PERSON RESPONSIBLE:**

Section Heads, Department Heads, Logistics Division Personnel

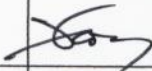



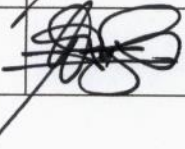
**PROCEDURE:**

1. Requesting unit fills out the Purchase Requisition (PR) form with complete item specifications and quantity.
2. Requesting unit secures PR approval from the Division Head or from the designated Department Head in the absence of the former.
3. Requesting unit forwards the PR to Budget Department for budget verification.
4. Requesting unit submits the approved PR to the Procurement Section of the Logistics Division for Purchase Order (PO) processing.
5. Procurement Staff observes the Purchase Order Processing Policy.
6. Warehouse Staff delivers the bulk items to the requesting unit, as scheduled. Items that can be hand-carried may be picked up by the requesting unit from the Warehouse.
7. Requesting unit acknowledges receipt of the items by signing the issuance slip



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	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 2
	Department/Section:	Procurement Section
	Document Title:	<b>PURCHASE REQUISITION POLICY</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>DALLIA C. MALA-AY, CSSP, PhD</b> Procurement Manager		3/31/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		5/21/2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22

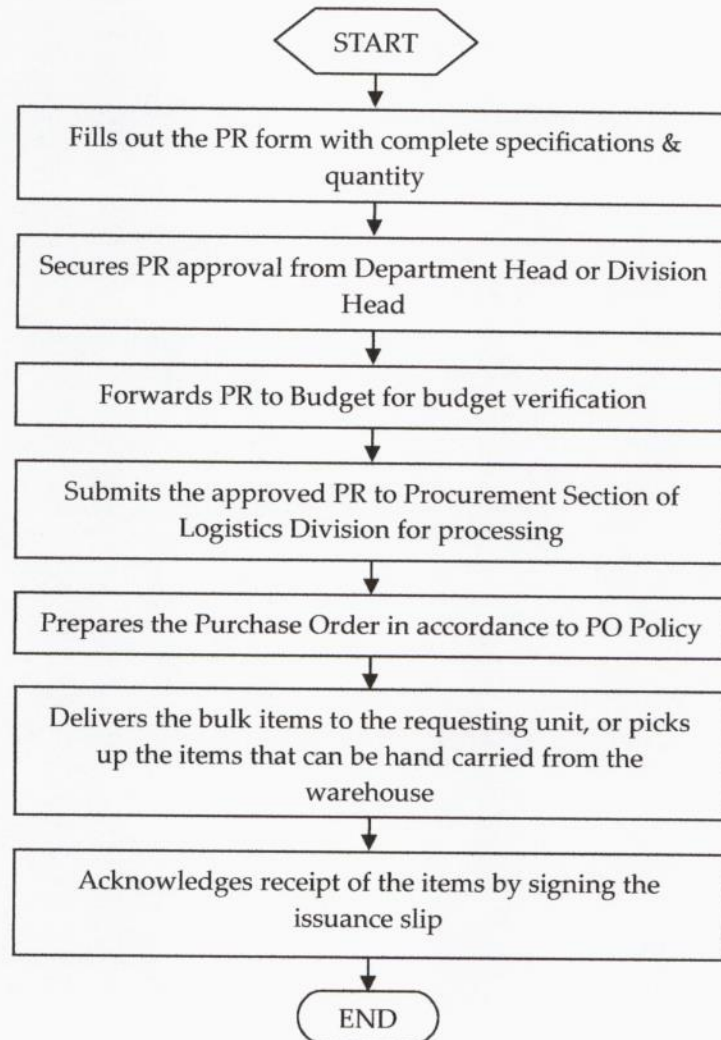



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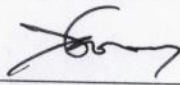

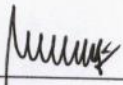
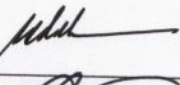
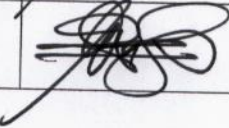
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Effective Date:	03-31-2022
Document Type:	Flow Chart
Page Number:	1 of 2
Department/Section:	Procurement Section
Document Title:	<b>PURCHASE REQUISITION POLICY</b>

## FLOWCHART




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		Effective Date:	03-31-2022
		Document Type:	Flow Chart
		Page Number:	2 of 2
		Department/Section:	Procurement Section
		Document Title:	<b>PURCHASE REQUISITION POLICY</b>


**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>DALLIA C. MALA-AY, CSSP, PhD</b> Procurement Manager		3/31/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		03/31/2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22



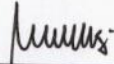




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	Effective Date:	03-31-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Procurement Section
	Document Title:	<b>PURCHASE REQUISITION POLICY</b>

KEY TASKS	PERSON RESPONSIBLE
1. Fills out the Purchase Requisition (PR) form	Requesting Unit
2. Secures PR approval from the Division Head or from the designated Department Head in the absence of the former	Requesting Unit
3. Forwards the PR form to Budget Department for budget verification	Requesting Unit
4. Submits the approved PR to Procurement Section of the Logistics Division for Purchase Order (PO) processing	Requesting Unit
5. Observes the Purchase Order Processing Policy	Procurement Staff
6. Delivers the bulk items to the requesting unit, as scheduled	Warehouse Staff
7. Acknowledges receipt of the items by signing the issuance slip	Requesting Unit

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	Page Number:	2 of 2
	Department/Section:	Procurement Section
	Document Title:	<b>PURCHASE REQUISITION POLICY</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>DALLIA C. MALA-AY, CSSP, PhD</b> Procurement Manager		2/31/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		03/31/2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22