 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-K-88-P01
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

PURPOSE:

To establish policy and procedures in requesting and issuing warehouse on-stock materials or supplies needed by the different areas and stations.

LEVEL:

All requesting areas and Stations, Section / Department Head, Warehouse Staff and Aides, Stock Controller, MRIS Encoder

DEFINITION OF TERMS:


On-Stock Materials- These are frequently requested materials or supplies regularly maintained by the Warehouse.

Expense Requisition Slip- An electronic form of requesting materials or supplies directly charged to expenses of the requesting areas or stations. This can be printed through BizBox – MMS.

Stock Requisition Slip- An electronic form of requesting inventory materials or supplies needed by the requesting areas or stations that can be printed through BizBox-MMS.

Expense Issuance Slip- An electronic form of issuing materials or supplies directly charged to expenses of the requesting areas or stations. This can be printed through BizBox-MMS.

Stock Issuance Slip- An electronic form of issuing inventory materials or supplies needed by the requesting areas or stations that can be printed through BizBox-MMS.


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-K-88-P01
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	2 of 5
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

MRIS (Materials Requisition and Issuance Slip)- Manual form used in place of using Expense or Stock Requisition thru BizBox in requesting materials or supplies. This can only be used during emergencies or cases deemed justifiable.

BizBox – MMS (Materials Management System)- The electronic system of requesting and issuing materials or supplies.

POLICY:

1. All areas or stations shall be required to use the BizBox-MMS facility of requesting the needed materials or supplies.
2. All areas or stations shall observe the warehouse cut-off schedule of submitting the printed and approved Expense or Stock Requisition i.e. every 12noon, one (1) working day before the Issuance Schedule (see Annex A).
3. All requisitions that do not fall on the scheduled date is considered an emergency in nature.
4. All emergency requisitions shall be explicitly justified on the printed form during submission.
5. All emergency requisitions shall be picked up personally by the requesting area or station.
6. All areas or stations shall forecast regularly their needed materials or supplies to avoid operational disruptions.
7. The sequence of issuing materials or supplies shall be on a first-come-first-served basis.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P01
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	3 of 5
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

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


8. All areas or stations 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 Expense or Stock Issuance Slip has been signed.
9. All requisitions shall pass through the Warehouse Checker after picking/assembly and before delivery to the specific area or station.
10. All bulk requisitions shall be delivered by the warehouse aide/s. Requested items that can be hand-carried shall be picked up by the area or station representative from the warehouse.
11. The warehouse section in its best effort shall provide timely all the requested materials or supplies within the bounds of controllable circumstances.

DOCUMENTATION:

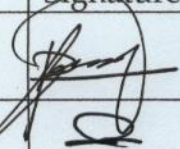




Revised Policy


DISSEMINATION:

Communicator Bulleting
Weekly Management Meeting

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P01
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	4 of 5
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

APPROVAL:


	Name/Title	Signature	Date
Prepared by:	RALPH G. CORDOVA Warehouse Supervisor		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		4/1/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P01
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	5 of 5
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

ANNEX:

SCHEDULE OF ISSUANCE OF STOCKS

MON	TUE	WED	WED	THUR	FRI	SAT
CSSR	CSSR	CSSR	Documentation	CSSR	CSSR	CSSR
Hemodialysis	Delivery Room	Hemodialysis	Infection Control	ICU	Hemodialysis	
Housekeeping	Laboratory	Pharmacy Lobby	QA	Ultrasound	Pharmacy Lobby	
Pharmacy Lobby	Operating Room	Pharmacy 3 rd	Wellness	MRI	Pharmacy 3 rd	
Pharmacy 3 rd	Dietary	Pharmacy MAB	Licensing	CT Scan	Pharmacy MAB	
Pharmacy MAB	OPDER	Pharmacy Main	Accounting	X-Ray	Pharmacy Main	
Pharmacy Main	NICU	Admitting	Audit	Station 1	Laboratory	
MRCCC Pharmacy	Medical Arts Bldg (MAB)	Billing	Budget	Station 3	Facilities	
		Cashier	Collection	Pedia Ward	DRS Lounge	
		EDP	Inventory	Station 5	Operating Room	
		NICIS	Client Relations	Station 6	MRCCC	
		PhilHealth	HRD	Station 7A	MRCCC Pharmacy	
		Reproductive Health	Marketing	Station 7B	Delivery Room	
		RTS	NSO	Station 8	Operating Room	
		AdminTop	Engineering (Maintenance & Biomed)	Station 9		
		IT	MRCCC	Station 10		
		Medical Records	MRCCC Pharmacy	Station 11		
		CCA	Wound Care	Station 12		
		Linen		Station 14		
		Materials Management		Resident DRS/PGI		
		Physical Rehab				

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P01-S01
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

PURPOSE:

To discuss the procedures in requesting and issuing warehouse on-stock materials or supplies needed by the different areas and stations.

SCOPE:


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

PERSON RESPONSIBLE:


All requesting areas and Stations, Section / Department Head, Warehouse staff and aides, Stock Controller, MRIS Encoder

PROCEDURE

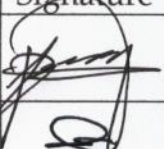

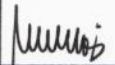


1. The requesting area or station encodes the needed materials or supplies to BizBox-MMS using an online Expense or Stock Requisition facility;
2. The requesting area or station prints the Expense or Stock Requisition Slip and have it approved by the designated approving Section / Department Head;
3. The requesting area or station submits the approved requisition to the Warehouse by filling out the log sheet in sequence to observe the first-come, first-served basis;
4. The warehouse staff checks and prepares the available on-stock materials or supplies. If the items are not routinely stored or maintained in the warehouse, the warehouse staff informs the requesting area or station to file Purchase Requisition and facilitate approval as well as submission to the Procurement Section;
5. The warehouse staff submits the duly checked and corrected Expense or Stock Requisition slip to MRIS Encoder;
6. The MRIS Encoder encodes and prints the Expense or Stock Issuance Slip;
7. The Warehouse Checker checks and verifies the prepared stocks against the printed expense or stock issuance slip. If there is a discrepancy, the Stock Controller corrects the erroneous stocks prepared;

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-K-88-P01-S01
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

8. The warehouse aide/s delivers the requested stocks to specific area or station (for bulk requests). The area or station representative picks up the requested stocks from the warehouse (for stocks that can be hand-carried);
9. The requesting area or station checks and receives the stocks delivered in the presence of warehouse aide as well as signs the Expense or Stock Issuance Slip. The duplicate copy is given to the requesting area or station. If there is a discrepancy, the documents are returned to the warehouse for correction of the MRIS encoder;
10. The warehouse aide returns the duly signed original copy of the expense or stock issuance slip to the MRIS encoder;
11. The MRIS encoder posts, summarizes, and forwards the duly signed and summarized Expense or Stock Issuance Slip to the Inventory & Cost Section of the Finance Division.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-K-88-P01-S01
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	RALPH G. CORDOVA Warehouse Supervisor		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

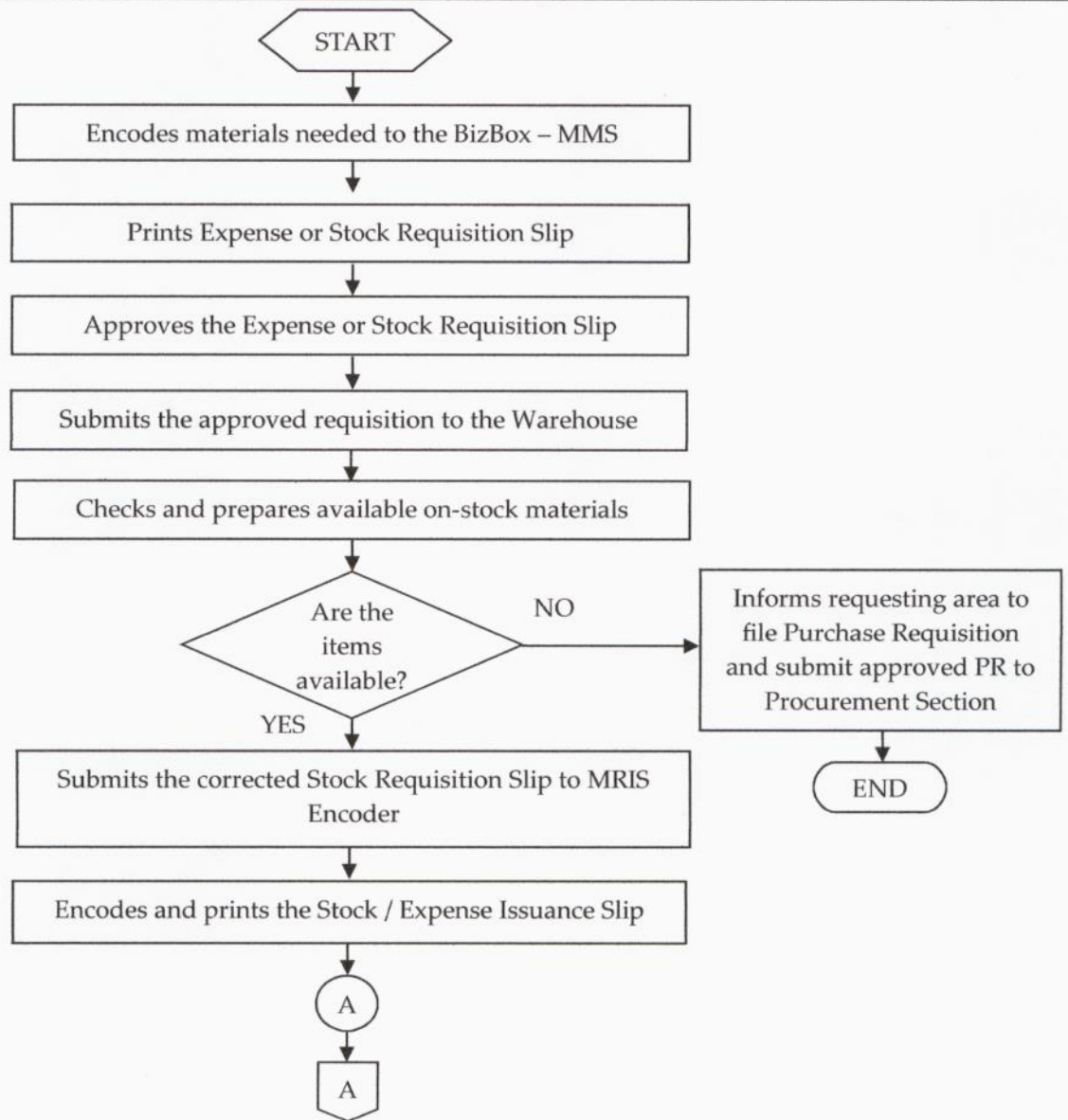


DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH-K-88-P01-FC01
Effective Date:	03-31-2022
Document Type:	Flowchart
Page Number:	1 of 4
Department/Section:	Warehouse Section
Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

FLOWCHART

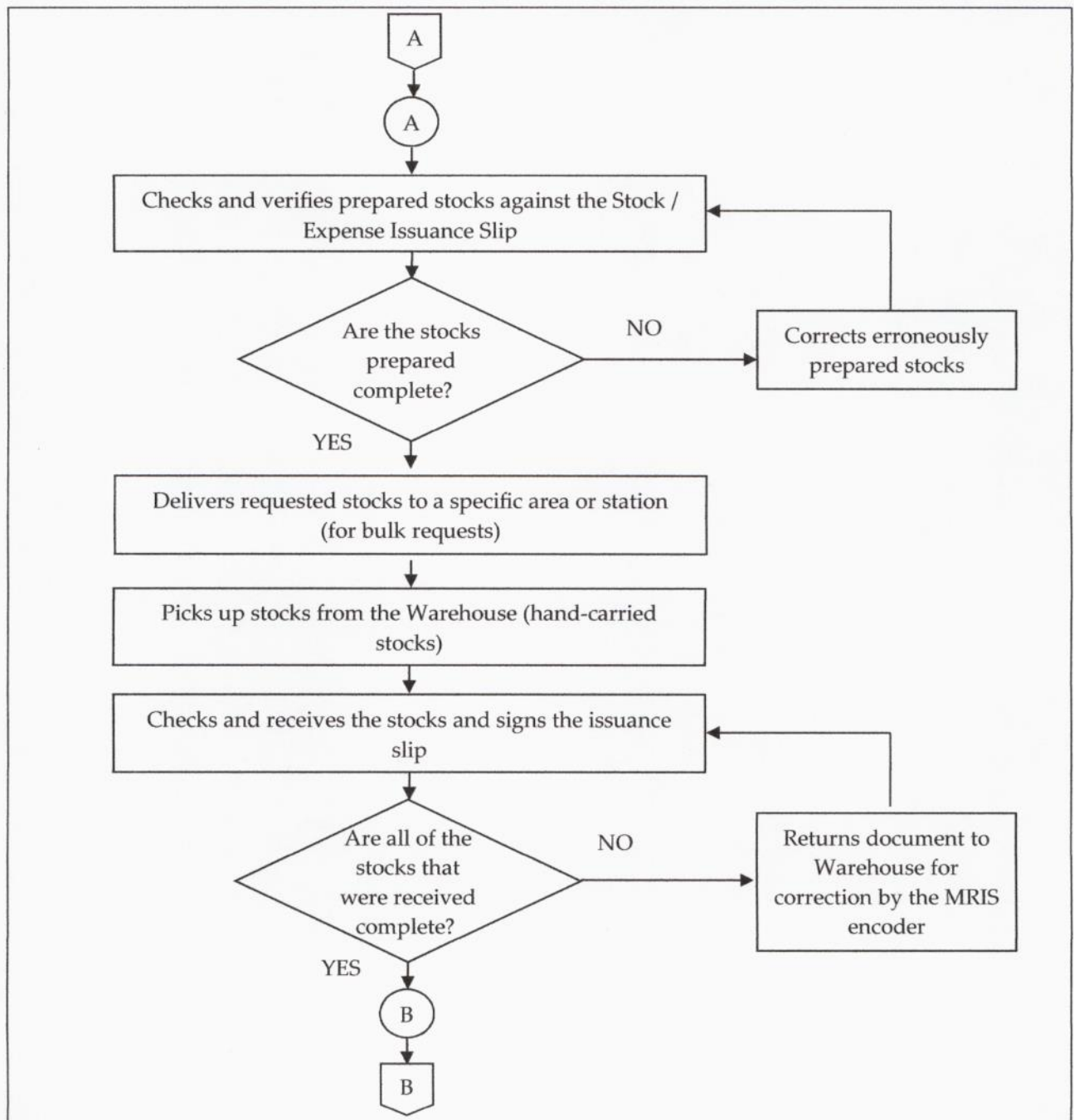





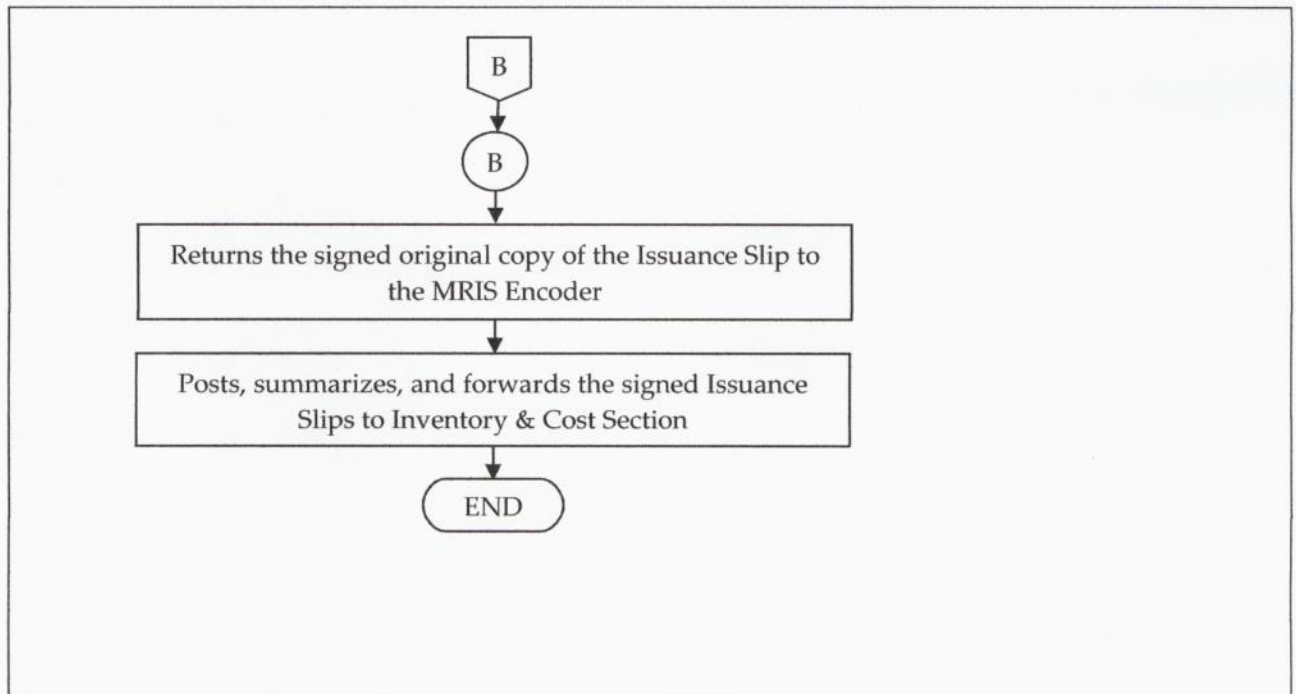
DR. PABLO O. TORRE
MEMORIAL HOSPITAL


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

Document Code:	DPOTMH-K-88-P01-FC01
Effective Date:	03-31-2022
Document Type:	Flowchart
Page Number:	2 of 4
Department/Section:	Warehouse Section
Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE



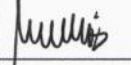





 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P01-FC01
	Effective Date:	03-31-2022
	Document Type:	Flowchart
	Page Number:	3 of 4
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE




 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P01-FC01
	Effective Date:	03-31-2022
	Document Type:	Flowchart
	Page Number:	4 of 4
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

APPROVAL:


	Name/Title	Signature	Date
Prepared by:	RALPH G. CORDOVA Warehouse Supervisor		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

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-K-88-P01-WI01
	Effective Date:	03-31-2022
	Document Type:	Work Instruction
	Page Number:	1 of 3
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE


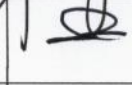


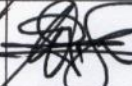
KEY TASKS	PERSON RESPONSIBLE
1. Encodes the needed materials or supplies to BizBox-MMS using an online Expense or Stock Requisition facility	Requesting Area or station
2. Prints the Expense or Stock Requisition Slip and have it approved by the designated approving Section / Department Head	Requesting Area or station
3. Submits the approved requisition to the Warehouse by filling out the log sheet	Requesting Area or station
4. Checks and prepares the available on-stock materials or supplies	Warehouse Staff
5. Informs the requesting area or station to file Purchase Requisition and facilitate approval as well as submission to the Procurement Section if the item is not maintained in the warehouse	Warehouse Staff
6. Submits the duly checked and corrected Expense or Stock Requisition slip to MRIS Encoder	Warehouse Staff
7. Encodes and prints the Expense or Stock Issuance Slip	MRIS Encoder
8. Checks and verifies the prepared stocks against the printed expense or stock issuance slip	Warehouse Checker
9. Corrects the erroneous stocks prepared if there is any discrepancy	Warehouse Checker
10. Delivers the requested stocks to a specific area or station (for bulk requests)	Warehouse aide/s
11. Picks up the requested stocks from the warehouse	Requesting Area or station

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P01-WI01
	Effective Date:	03-31-2022
	Document Type:	Work Instruction
	Page Number:	2 of 3
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

if the stocks can be hand carried	
12. Checks and receives the stocks delivered in the presence of a warehouse aide as well as signs the Expense or Stock Issuance Slip	Requesting Area or station
13. Gives the duplicate copy of the Expense or Stock Issuance Slip to the requesting area or station	Warehouse Aide/s
14. Returns the duly signed original copy of the expense or stock issuance slip to the MRIS encoder / Returns the Expense or Stock Issuance Slip to the MRIS encoder if there are any corrections	Warehouse Aide/s
15. Posts, summarizes, and forwards the duly signed and summarized Expense or Stock Issuance Slip to the Inventory & Cost Section of the Finance Division	MRIS Encoder

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-K-88-P01-WI01
	Effective Date:	03-31-2022
	Document Type:	Work Instruction
	Page Number:	3 of 3
	Department/Section:	Warehouse Section
	Document Title:	WAREHOUSE STOCKS REQUISITION AND ISSUANCE

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	RALPH G. CORDOVA Warehouse Supervisor		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