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		Effective Date:	05-31-2022
		Document Type:	Policy
		Page Number:	1 of 3
		Department/Section:	Dietary Department
		Document Title:	PURCHASING & RECEIVING OF FOOD SUPPLIES

PURPOSE:

To provide guidelines in the purchase of food supplies to ensure quality meals to patients.

LEVEL:


Dietitian, Dietetic Clerk, Cook, Procurement Section Staff

DEFINITION OF TERMS:

- **Supplier-** a person or organization that provides something needed such as a product or service.¹

POLICY:

1. The Dietary Department shall buy only from suppliers approved by the Procurement Section.
2. The deliveries shall be done in the morning.
3. The goods delivered shall be checked against the receipt.
4. The Dietitian or Cook is authorized to reject food items that do not conform to specifications made.

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DOCUMENTATION:


Revised Policy

DISSEMINATION:

Dietary Department Policy and Procedure Manual


REFERENCE:

¹*Supplier* | *Definition of Supplier by Lexico.* (n.d.). Lexico Dictionaries | English. Retrieved June 1, 2020, from <https://www.lexico.com/en/definition/supplier>

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	5/17/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	5/17/22
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer	<i>[Signature]</i>	5/18/22
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	5/20/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/23/22

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		Effective Date:	05-31-2022
		Document Type:	Standard Operating Procedure
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		Department/Section:	Dietary Department
		Document Title:	PURCHASING & RECEIVING OF FOOD SUPPLIES

PURPOSE:

To outline the process of purchasing and receiving of food supplies for the Dietary Department.

SCOPE:

Applies to all Dietary Department staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Cook, Dietetic Clerk, Dietitian, Procurement Section Staff


PROCEDURE:

Purchasing

1. The Dietitian writes items needed on the Purchase Order based on the patient's census and menu.
2. The Dietitian makes the Purchase Order the day before (daily marketing e.g. meats, vegetable, fruits, etc.), a week before for perishable items, and a week before for groceries.
3. The Dietitian forwards the Purchase Order to Procurement Section to facilitate the order to suppliers.
4. The Procurement Section Staff calls the supplier.
5. The Dietitian retains a copy of the Purchase Order.


Receiving

1. The Cook, Dietetic Clerk or Dietitian receives the delivered items from suppliers based on the Purchase Order for daily marketing.
2. The Dietitian or Dietetic Clerk and Procurement Section Staff receives the delivered items from suppliers based on the Purchase Order for the weekly





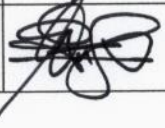
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groceries.

3. The Cooks, Dietetic Clerk or Dietitian and Procurement Section Staff, weighs the items in the weighing scale.
4. The Cooks, Dietetic Clerk or Dietitian and Procurement Section Staff, checks the amount against the receipt and the completeness of delivered goods.
5. The Cooks, Dietetic Clerk or Dietitian puts the items immediately in the freezer, refrigerator, or storeroom.
6. The Dietitian and Procurement Section Staff sign the receipts.
7. The Procurement Section Staff keeps the original receipt.
8. The Procurement Section Staff gives a duplicate copy of the receipt to the Dietitian.
9. The Dietitian records the duplicate copy in the logbook of all the items received.


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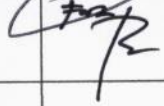
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Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer		5/18/22
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		6/2/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/23/22

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KEY TASKS	PERSON RESPONSIBLE
PURCHASING OF SUPPLIES	
1. Writes items needed on the Purchase Order based on the patient's census and menu.	Dietitian
2. Makes the Purchase Order the day before (daily marketing e.g. meats, vegetable, fruits, etc.), a week before for perishable items, and a week before for groceries.	Dietitian
3. Forwards the Purchase Order to Procurement Section to facilitate the order to suppliers.	Dietitian
4. Calls the supplier to order.	Procurement Section Staff
RECEIVING OF SUPPLIES	
1. Receives the delivered items from suppliers based on the Purchase Order for daily marketing	Cook, Dietetic Clerk or Dietitian
2. Receives the delivered items from suppliers based on the Purchase Order for the weekly groceries.	Dietitian or Dietetic Clerk and Procurement Section Staff
3. Weighs the items in the weighing scale.	Dietitian or Dietetic Clerk and Procurement Section Staff
4. Checks the amount against the receipt and the completeness of delivered goods.	Dietitian or Dietetic Clerk and Procurement Section Staff
5. Signs and keep the original receipt.	Procurement Section Staff

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APPROVAL:

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Prepared by:	MA. PAMELA GARILAO Dietary Manager		5/17/22
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Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer		5/18
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		



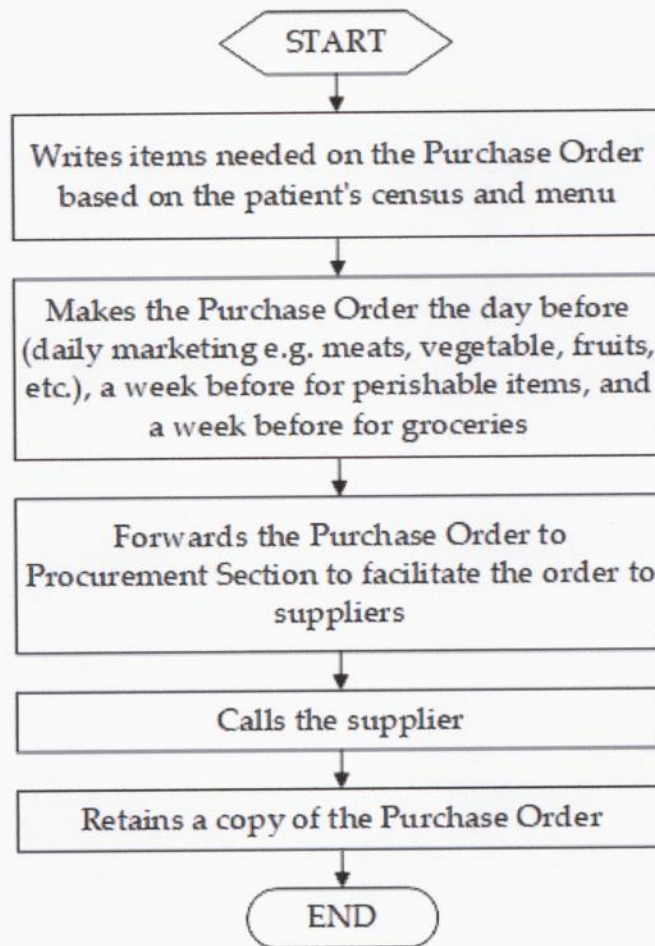
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FLOWCHART

PURCHASING OF SUPPLIES



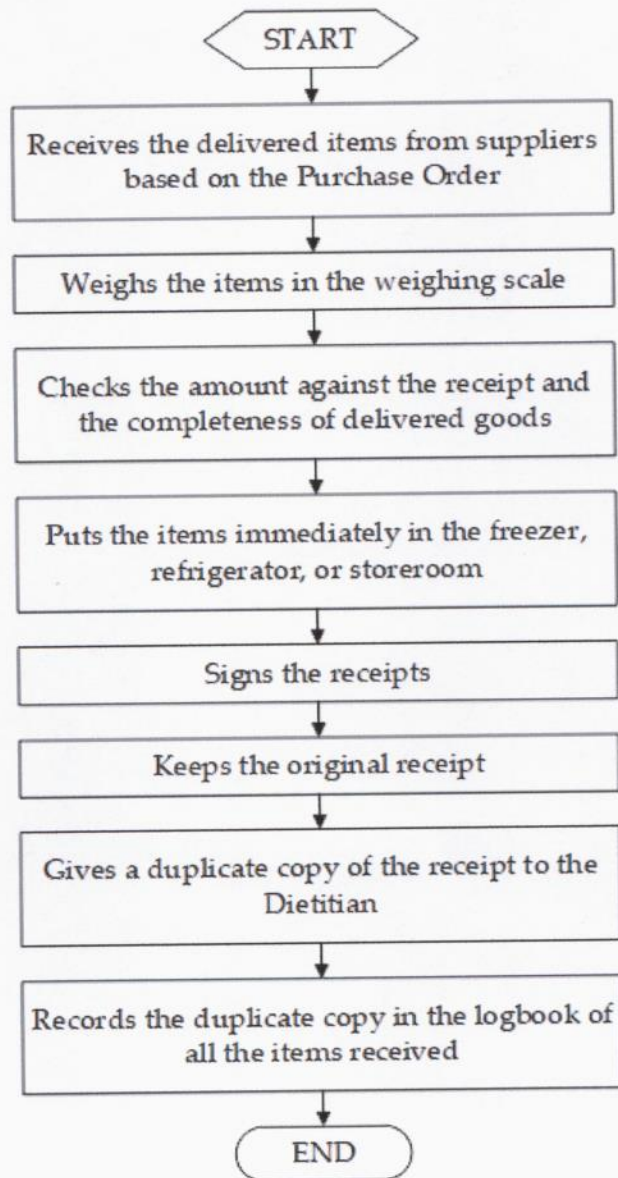



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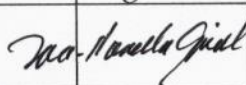

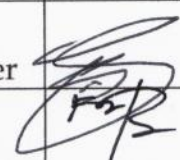

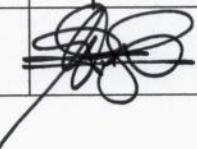
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RECEIVING OF SUPPLIES



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