 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-CSSD-DIET-P008
	Revision Number:	2
	Effective Date:	07-30-2020
	Document Type:	Policy
	Page Number:	1
	Department/Section:	Dietary
	Document Title:	RECEIVING OF FRUITS AND VEGETABLES

PURPOSE:

To ensure that the fruits and vegetables delivered are fresh and shows no sign of spoilage.

LEVEL:

Dietitian, Suppliers

POLICY:

1. The Dietary shall only buy items from suppliers approved by the Materials Management Department.
2. The deliveries shall be done in the morning only.
3. The goods delivered shall be checked against the receipt.
4. The Dietitian shall be authorized to reject items that do not conform to the specifications made.
5. There shall be no signs of insect infestation, molds, or cuts.
6. The items shall be fresh, no wilting and mushiness.
7. There shall be no sign of spoilage.



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA P. GARILAO Dietary Manager	<i>Ma. Pamela P. Garilao</i>	7/17/20
Reviewed:	JOANNA MARIE M. AGUILAR, RN Accreditation Standard Internal Auditor for Non-Patient Care	<i>Joanna Marie M. Aguilar</i>	7-20-2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	07-20-2020
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Corporate Strategic Support Officer	<i>Engr. Noel P. Garbo</i>	7/24/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>Henry F. Alavaren</i>	8/7/2020
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		




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	Name/Title	Signature	Date
Prepared by:	MA. PAMELA P. GARILAO Dietary Manager		7/17/20
Reviewed:	JOANNA MARIE M. AGUILAR, RN Accreditation Standard Internal Auditor for Non-Patient Care		7-20-2020
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		09-15-2020

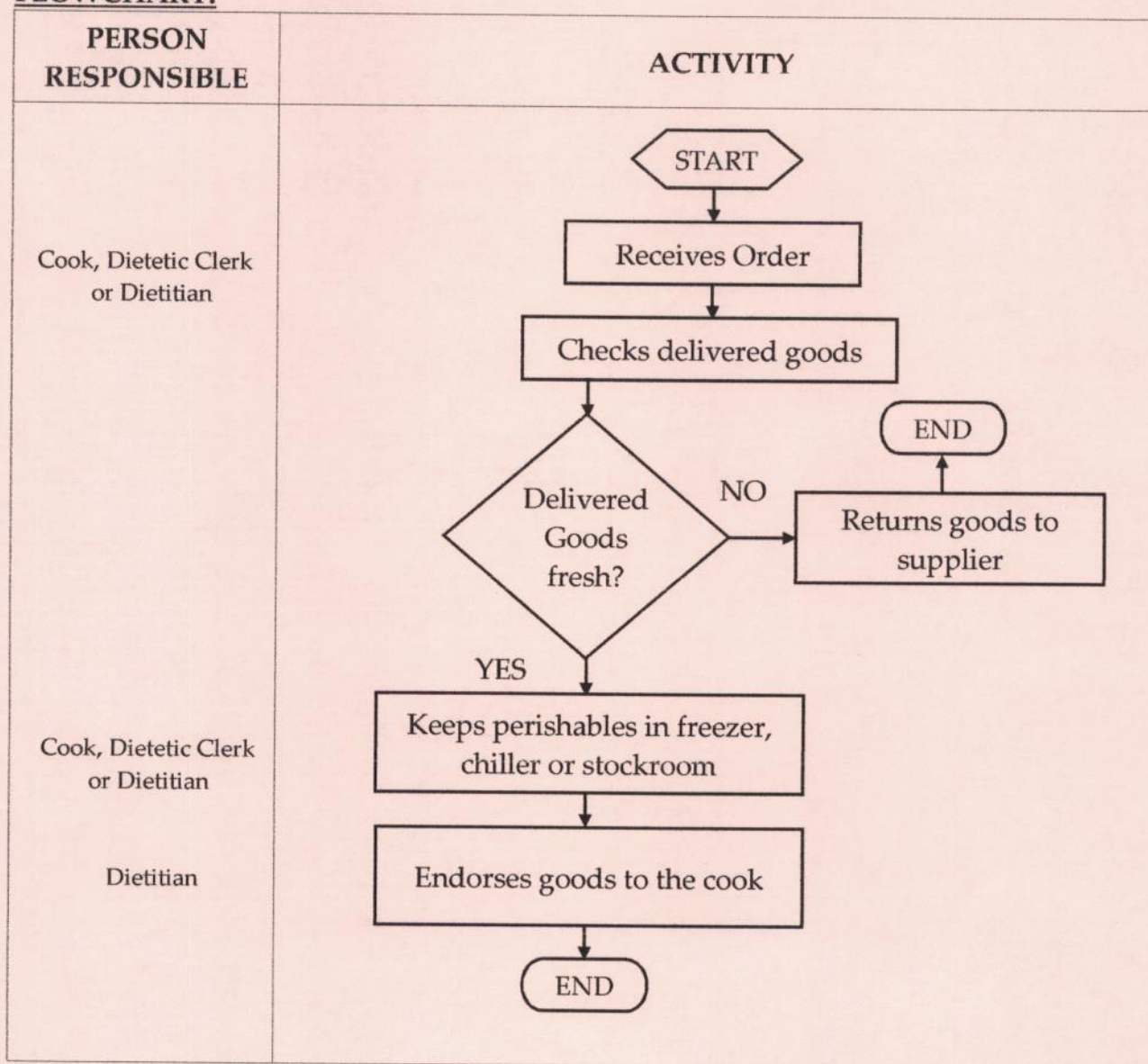
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PROCEDURE:

1. Dietitian makes market order through Materials Management daily for perishable items.
2. Dietitian forwards market order to Materials Management before 1 o'clock.
3. Materials Management calls supplier.
4. Cook receives order the next day.
5. Cook checks delivered goods against receipt.
6. Cook keeps perishables in freezer/ refrigerator.
7. Dietitian endorses to Cooks the goods for cooking.

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FLOWCHART:



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WORK INSTRUCTION:

Dietitian

1. Does market order every day for the day's usage.
2. Forwards market order to MMD.
3. Double checks the delivered goods against receipt.
4. Endorses to Cooks the goods for cooking.

Cook

1. Receives the market order for the day's usage.
2. Checks delivered goods against receipt.
3. Keeps perishables in freezer/ refrigerator.
4. Receives the endorsed goods for cooking from the Dietitian.

MMD Personnel

1. Receives the market order from the Dietitian everyday.
2. Calls suppliers for market orders.

DOCUMENTATION:

1. Market Order List
2. Menu for the Day
3. Official Receipt

DISSEMINATION:

1. Unit Meetings