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	Revision Number:	0
	Effective Date:	04-01-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1
	Department/Section:	Human Resource
	Document Title:	Use of Third Parties

PURPOSE:

This is to establish a standard operating procedure for the use of third parties

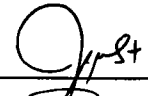


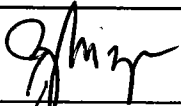


OBJECTIVE:


All third party transaction shall pass through screening for internal control

RESPONSIBLE PERSON:

Management Committee and Middle Managers


APPROVAL:

	Name/Title	Signature	Date
Prepared by:	KARLOTA L. SUMUGAT Acting Organizational Development Specialist		4/7/20
Reviewed:	BERNIE B. SIASON Internal Quality Analyst Non-Patient Care		4/8/2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		04/8/2020
Recommending Approval:	NANCY B. HIZON Corporate Human Resource Officer		4/9/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		4/13/2020
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		12/28/2020

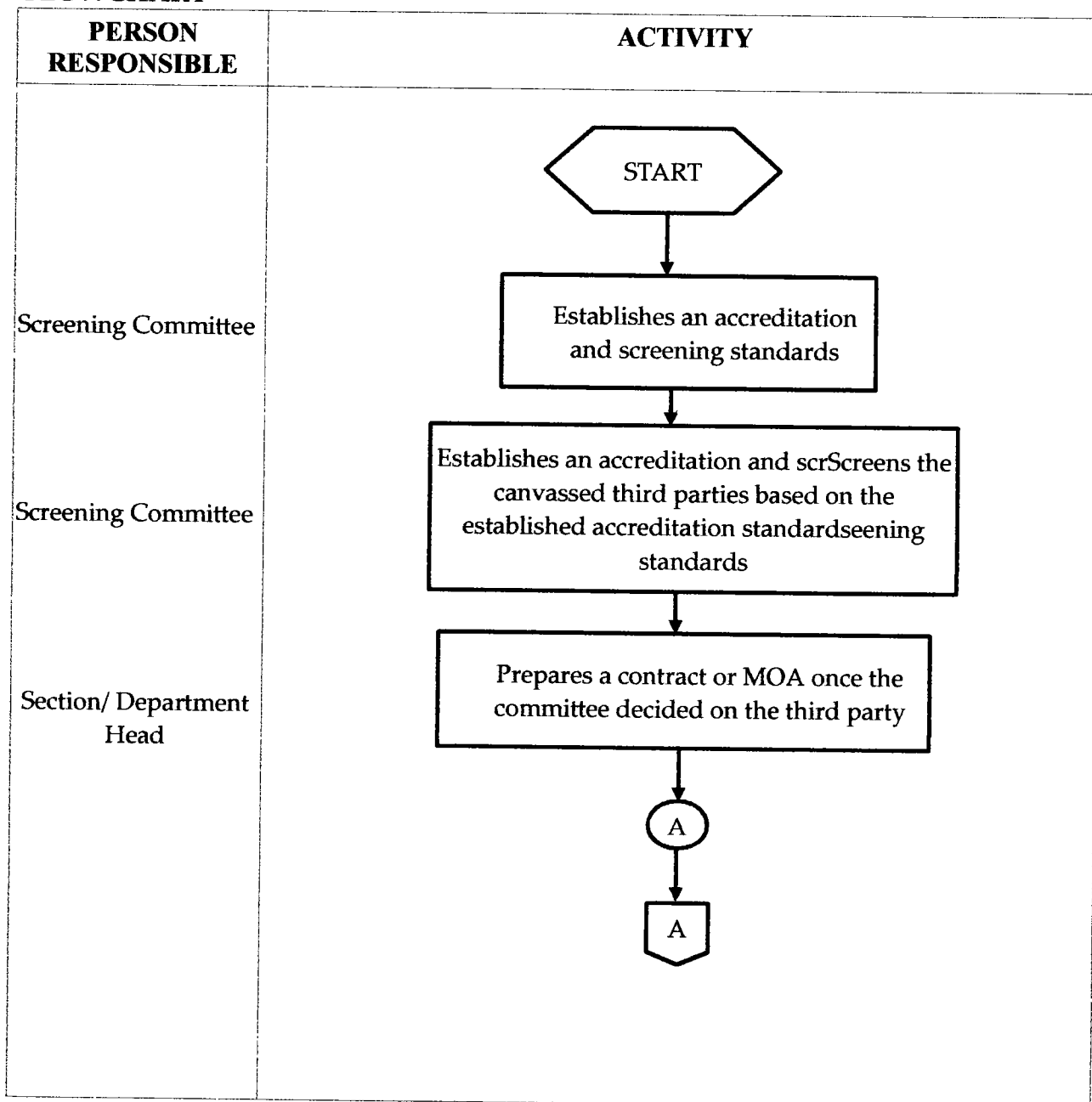
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PROCEDURE:

1. Each area shall establish their screening committee to formulate the accreditation and screening standards for the third parties.
2. When the need for a third party arises, the committee shall screen the canvassed third parties based on the established accreditation and screening standards per area.
3. Once the committee has agreed on the chosen third party, the area should prepare a contract or memorandum of agreement between RMCI and the third party. All Memorandum of Agreement (MOA) shall be reviewed and approved by the legal counsel.
4. When the need for third parties arises, specifically on the external experts, please refer to DPOTMH – HR – P026 External Expert Management policy.

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FLOWCHART



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