

6. Supply Section Services

6.1 Request of Hospital Forms

This service provides mass production of hospital forms generally use for patients records.

Office or Division:	St. Paul Hospital			
Classification:	Simple			
Type of Transaction:	Government-to-Government			
Who may avail:	SPH Wards and Offices with approved PPMP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Duly accomplished Requisition and Issuance Slip (RIS) approved by respective unit head and administrator		Form available at Property and Supply Office		
2. Sample form for reproduction		Concerned SPH office/ward		
CLIENT STEPS	AGENCY ACTIONS	FESS TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits and log duly accomplish requisition and issuance slip (RIS) to Property and Supply Section	1.1 Receives duly accomplished RIS	None	2 minutes	<i>Administrative Assistant</i> St.Paul Hospital
	1.2 Requests end user to log in Reproduction logbook	None	3 minutes	<i>Administrative Assistant</i> St.Paul Hospital
	1.3 Prepares master copy and reproduces the requested quantity	None	30 minutes	
	1.4 Delivers to different offices/wards	None	15 minutes	

2. Receive reproduced forms	2.1 Request end-user to receive and sign in RIS and receiving logbook	None	5 minutes	<i>Administrative Assistant</i> St.Paul Hospital
	Total	None	55 minutes	

6.2 Request for Hospital Supplies

This service provides Issuance of Supplies thru the Requisition and Issuance Slip (RIS).The Supply Office issues available Supplies to wards and offices to facilitate smooth hospital operations.

Office or Division:	St. Paul Hospital			
Classification:	Simple			
Type of Transaction:	Government-to-Government			
Who may avail:	SPH Wards and Offices with approved PPMP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Duly accomplished Requisition and Issuance Slip (RIS) approved by respective unit head and administrator.		Form available at Property and Supply Office		
CLIENT STEPS	AGENCY ACTIONS	FESS TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished and approved RIS to Property and Supply Section atleast one (1) working day before schedule	1.1 Receives RIS and checks availability of stock	None	30 minutes	<i>Administrative Assistant</i> St. Paul Hospital
	1.2 Prepares available stocks before issuance		1 hour	
	1.3 Counter checks prepared stocks		30 minutes	
2. Receives supplies and copy of RIS	2.1 Issues available stocks to end- user and furnishes a copy of RIS	None	1 hour	<i>Admin. Aide</i> St. Paul Hospital
	Total	None	3 hours	

6.3 Request for Purchase of Unavailable Emergency Supplies

The Supply Office facilitates the request of procurement of miscellaneous and emergency supplies and services which are not available upon request and considered petty in amount and urgently needed.

Office or Division:	St. Paul Hospital			
Classification:	Simple			
Type of Transaction:	Government-to-Government			
Who may avail:	SPH Wards and Offices with approved PPMP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Purchase Request for Petty Cash Fund		Form available at Property and Supply Office		
2. Official Receipt/Invoice/Duly accomplished Canvass Form, Reimbursement Expense Receipt , Certification of Expenses not Requiring Receipts		Supplier and/or Property and Supply Office		
3. Photocopy of applicable PPMP		Concerned SPH office/ward		
CLIENT STEPS	AGENCY ACTIONS	FESS TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Purchase Request for Petty Cash Fund, Petty Cash Status Request and related PPMP	1.1 Receives, checks and signs the forms and return to end users	None	5 minutes	<i>Petty Cash Custodian, Administrative Staff St. Paul Hospital</i>
2. Submits approved Purchase Request for Petty Cash Fund, prepares Petty Cash Voucher, receives cash and procure (if applicable)	2.1 Accepts approved purchase request for petty cash fund, log and give cash based on approved request. Procurement staff may procure if applicable	None	2 hours	<i>Petty Cash Custodian, Administrative Staff St. Paul Hospital</i>

3. Submits Liquidation including official receipt or invoice, prepares request for issuance and accepts the goods	3.1 Requests inspector to inspect the goods procured, prepares inspection, and acceptance report, log signs and issue	None	15 minutes	<i>Petty Cash Custodian/ Administrative Assistant St. Paul Hospital</i>
	Total	None	2 hours and 20 minutes	