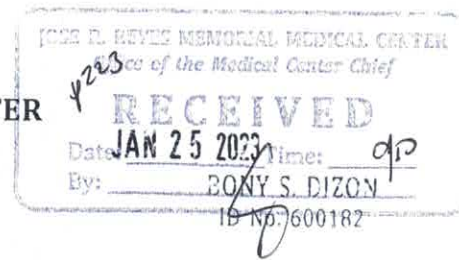


Republic of the Philippines
Department of Health
JOSE R. REYES MEMORIAL MEDICAL CENTER
Manila



HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICE
(HOPSS)

January 24, 2023

EMMANUEL F. MONTAÑA, JR., MD, MHA
Medical Center Chief II

Dear Sir:

Respectfully submitting to you the Annual Accomplishment Report CY 2022 of Hospital Operations and Patient Support Service (HOPSS) for your evaluation and approval.

Thank you.

Respectfully yours,


MS. LUCIA HERNANDEZ-PANAGUITON
OIC – Chief Administrative Officer

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**JOSE R. REYES MEMORIAL
MEDICAL CENTER**

**HOSPITAL OPERATIONS AND PATIENT
SUPPORT SERVICE**

**ANNUAL ACCOMPLISHMENT REPORT
CY 2022**

HOSPITAL OPERATIONS AND PATIENTS SUPPORT SERVICE ANNUAL REPORT FOR CY 2022

The Hospital Operations and Patient Support Service (HOPSS), as one of the four (4) major components in the hospital system, remained fruitful and progressive in the year 2022, despite the threats of the COVID-19 pandemic. Its role in playing an equally important major services in the delivery of effective and efficient quality health care through the provision of timely, accurate, complete and appropriate logistic support has been delivered in the day-to-day operations of the hospital amidst the alarming caused and effects of the virus which everyone is in fear to get infected. With the stressed and anxiety brought about by the pandemic, the HOPSS staff managed to cope up and delivered quality service, through the collaborative efforts of all the employees and with the support of the different departments we still have proven that everything will be achieved for quality service as logistics support.

The Human Resource Management and Development Department (HRMDD), the HRMD has accordingly and properly prepared appointments for a total number of 818 that includes Original, Reemployment, Reappointment, Transfer, Promotions, Renewal, Contract of Service, and Non-Salaried personnel. As of December 31, 2022, 1,843 various positions (Medical, Nursing, HOPSS Finance) were filled and with 325 unfilled. 379 HOPSS position (included those assigned in Paramedical Departments) were filled while there are still Fifty-Six (55) to be filled-up due to chain promotions of the different staff and optional retirement. There are still Ten (10) contractual personnel being hired and assigned to the different offices of the HOPSS to augment manpower staffing. On the other hand, a total of One Hundred Thirty-Three (101) separation papers were being prepared due to retirement and resignation of some employees, as well as completion of residency trainings of the Medical Doctors.

Engineering and Facility Management Department (FMD) tried its best and coped with the volume of service requests being requested due to different demands brought about by the pandemic.

Different in-house infrastructure projects as well as outsourced repair/renovations/building improvements were continually monitored and supervised by the FMD-Engineering, the following major projects were completed in 2022:

1. Proposed Dental Clinic relatives to Covid-19 Health Protocol (Dental Section) – January 4-7, 2022
2. Rehabilitation/repair of sewerline and downspout at PayII to Pedia ward – January 13-24, 2022
3. Provision of stock room and fabrication of cabinets (NICU) – February 8-March 15, 2022
4. Provision of stock room & provision of partition wall (ESC) – March 7-15, 2022
5. Provision of water pressure line and sewer line (Dialysis & Payward II) – March 15-18, 2022
6. Repair of ceiling @ waiting area & counter (DOH Botika) – March 21-28, 2022
7. Provision of barrier for Kangaroo Mother Care Room (NICU) – April 19-29, 2022
8. Provision of doors and fabrication of cabinets (Wardrobe) (OB-DR) - February 3 – April 29, 2022
9. Provision of stock room and fabrication of cabinets (NICU) – April 18 – June 7, 2022
10. Repainting of walls, doors & cabinet (Motorpool) – May 25 – July 1, 2022
11. Repair of leaks on water supply pipe at Ground Floor (Doctor's Dormitory) – August 11-17, 2022
12. Provision of Partition for fumehood (Radiotherapy Building) – August 11-22, 2022
13. Repair of ceiling and façade of pedestrian walkway (Derma Building/DOH Botika) – August 1-26, 2022

14. Zoning of main operating room (Surgery Complex) – December 9-15, 2022

On the other hand, the following infrastructure under Capital Outlay projects were completed in 2022 but still awaiting for the Certificate of Turnover and Acceptance from Contractors to and due for submission of final billings:

1. Provision of Exhaust/Ventilation System for Two (2) Storey OPD Building – 100% completed – October 11, 2022
2. Design and Build: Zoning of Main Building Operation Room (Surgery Complex) – 100% Completed - November 18, 2022.

Further, the following Infrastructure Projects were completed in 2022 funded by other Funding Sources:

3. Provision of Negative Pressure System- 100 % completed – March 18, 2022 funded by Bayanihan II.
4. Consulting Services for the Structural Assessment and Detailed Engineering Design for the Retrofitting of Public Buildings (The Big One) – July 22, 2022 funded under DPWH Projects.

On top of the abovementioned completed projects, the following are the Ongoing Projects for the continuous improvement of the structure and facilities of the Medical Center:

1. Design and Build for Specialty Center Building with Parking – Phase 1 with 74.79% accomplishment.
2. Alteration of Radiotherapy Building including Linear Accelerator Bunker and Renovation of Various Areas with 95.64% accomplishment.
3. Design and Build for the Construction of a Molecular Laboratory (RT-PCR) for JRRMMC with 35% accomplishment.
4. Design and Build for the Construction of 6-Storey Cancer Center Building for JRRMMC – Phase I
5. Proposed Integration of Electrical Distribution System to New Power House – Phase II

Attached are the pictures of the above-mentioned infrastructures, as well as the ongoing major projects of this Medical Center.

The Procurement Management Department (PMD) processed/prepared a total number of 1,818 of Purchase Orders and 2,023 Call Offs in which the 295 contracts were cancelled due to non-availability of stocks/lapsed in delivery period by strictly implementing the working days delivery period. Due to urgency of need and exigency of the service, total number of 480 line items of emergency purchases were made. The PMD was able to prepare consolidated PMPs totaling 3,101. For the whole year, for the on-time provision of goods and supplies, the PMD-BAC Secretariat has processed 1,082 Approved BAC Resolution Mode and 2,315 Approved BAC Resolution of Award. Mandatory submission of the Quarterly Procurement Status Report and Procurement Monitoring Report are being timely complied, as well as the Perfected Contracts being submitted to COA. Early Procurement activities short of award were conducted and awarded more than 50% of targets of all categories.

The Materials Management Department (MMD) though there were at times shortages of various supplies, they have been provided necessary supplies for the day to day operations of the whole medical center. A total number of 7,307,996 goods delivered, quantity per line items were accurately distributed/issued to the end-users concerned. For this year 96.20% of requested commodities of various supplies/materials, drugs/medicines were issued to the requesting end-

users. On the other hand, a total number of 32,223 of goods were still rejected due to non-conformity with contracts and due to non-availability of stocks/lapsed of delivery period.

Summary of Vaccination Status of the HOPSS Personnel in CY 2022.

AREA	NO. OF PAX	WITHOUT VACCINE	WITHOUT FIRST BOOSTER	WITH FIRST BOOSTER ONLY	WITH RECENT FIRST BOOSTER	WITH SECOND BOOSTER
CAO	3	0	0	0	0	3
SECRETARIES & OTHERS	52	0	3	7	1	41
CCU	17	0	0	0	0	17
SECURITY	18	0	0	2	0	16
IAU	6	0	1	2	0	3
HRMD	19	0	1	2	2	14
PMD	12	0	0	3	0	9
PMD-BAC SEC	16	0	0	0	1	15
MMD	22	0	0	2	2	18
EFMD	85	0	12	16	1	56
EFMD-HOUSEKEEPING	6	0	0	0	0	6
EFMD-LINEN	11	0	0	3	6	2
LEGAL	3	0	0	0	0	3
QMU/PGS	4	0	0	0	0	4
IHOMP	7	0	1	0	0	6
MTO	6	0	1	0	1	4
MAIN OR	4	0	0	1	1	2
TOTAL	291	0	19	38	15	219

The HOPSS as a whole has contributed major role in the success of the operations of this Medical Center amidst the threats of the COVID-19 pandemic. The ISO 9001-2015 Recertification in May 16, 2022, 2nd Surveillance Face to Face Audit was also a success. With the New Journey in Performance Governance System (PGS), various Departments of HOPSS have contributed their respective deliverables for the success of its journey. The staff have been cooperative and supportive and has carried out its functions effectively and with commitment to serve. Herewith are the highlights of detailed accomplishments of the Service for CY 2022:

HIGHLIGHTS OF ACCOMPLISHMENTS

HOPSS OFFICE

Received/Recorded communications	19,830
Released Communications.....	19,830
Signed/Reviewed reports/communications/checks/vouchers, etc.....	20,451
Filed/Indexed/retrieved records.....	316
Prepared/typed communications.....	3,845
Approved GSIS Loans.....	1,326
BUR/OBR Prepared/Typed.....	4,394
Special Disbursing – Liquidations of Cash Advances.....	100% compliant
Customer Satisfactions.....	100% compliant
Customer Complaints.....	0 complaint
Data Privacy Breach.....	100% compliant

CENTRAL COMMUNICATION UNIT

This Office is in-charge of the preparation, receiving, recording, routing, releasing, and follows-up of communications for the hospital. It is also in-charge of screening and approving request for posting of posters and information materials, use of conference rooms. It handles ISO/CCU documents and maintains files/mails distribution. Under this Unit are the telephone services and public assistance help desk.

1. ACCOMPLISHMENTS:

1.1. CCU

Received/Recorded communications	5,066
Released Communications with appropriate action done	1,074
Issuances recorded and scanned.....	2,462
Prepared endorsements.....	334
Retrieved Files.....	70
Customer Satisfaction Survey	
Distributed Forms	26,146
Collected Forms	24,975
Mails for mailing from different offices.....	34
Mails/Parcels distributed	1,956
Information Materials posted/signed.....	236
Travel Authority Endorsement/Facilitated.....	103
Medical Certificates verification.....	13
Media Coverage Request.....	5
Freedom of Information	70

1.2. DOCUMENT CONTROL OFFICE (DCO)

Incoming ISO Documents recorded/filed.....	973
Released/Issued ISO Documents	4,470

1.3. PUBLIC ASSISTANCE HELP DESK

Patient Inquiries Attended	25,068
Patient Complaints Assisted (Verbal).....	9
Attended Inquiries regarding PHIC.....	407

1.4. TELEPHONE OPERATOR

Received incoming calls	198,856
Placed outgoing calls.....	93,131
Placed paging calls.....	19,786
Switchboard breakdown and unusual incidents reported/recorded.....	907

1.5. FREEDOM OF INFORMATION

Acted Upon On Time	57
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2. ANALYSIS:

The following are inadequate for the services being rendered and needed in the day to day operation of the area and to replace worn out office equipment or additional equipment to cope with the demands of service or as requirement for ISO Accreditation.

Although there seemingly is not much problems encountered, meaning whatever problem came us were manageable. The staff had been cooperative and supportive and has carried out its functions effectively and with commitment to serve.

1. Spacious Office space
2. Adequate storage of archives
3. Sound system
4. Laptop
5. LCD projector with high resolution
6. Roll-up banner stand
7. Upgrading of Telephone System due to increasing load of local lines and with the additional newly constructed buildings (MAB and CBB)

3. RECOMMENDATIONS:

1. Provision of more adequate office space.
2. Provision of Sound Systems, laptop, LCD Projector, and roll-up banner
3. Upgrading of telephone system, LAN and internet connections.

ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT

A. MECHANICAL UNIT

1. Motorpool Unit

- Administrative Trips conducted including medical missions and shuttle service—4,876x
- Ambulance trips conducted- 693x
- Performed preventive maintenance on service and ambulance vehicles, semi-annually
- Monthly Fuel Consumption Monitoring – used by vehicles and generator set
 - Diesoline – 15,157.58 litres with kilometre run of 97,580.00
 - Gasoline – 530.36 with kilometre run of 2,355

2. Printing Unit

Printed out different hospital forms and documents for wards, offices - 4,833.50 reams and 130 inks

3. Mechanical Utilities and Equipment:

- Performed inspection of delivery on mechanical utilities/equipment, refrigerator, and air-conditioning units
- Performed evaluation, repair, fabrication, repainting and preventive maintenance of mechanical utilities/equipment - 514x
- Evaluation of serviceability and disposition of mechanical equipment -678x
- Performed preventive maintenance on mechanical facilities such as Generator set, Water pump, Fire Pump
- Performed inspection/preventive maintenance of fire extinguishers
- Performed evaluation, installation, repair and preventive maintenance on air conditioning units and refrigerator – 780x
- Evaluation of serviceability and disposition of mechanical equipment -30x
- Supervised outsourced evaluation, repair and preventive maintenance on mechanical equipment

B. ELECTRICAL UNIT

- Performed preventive maintenance on lightings, emergency lights, panelboards, transfer switches & transformers – 364x

- Repaired electrical fixtures and facilities including telephone and rewired/ repaired electrical power lines -1,246
- Evaluated of serviceability and disposition of emergency lights/electrical equipment: 131x
- Monitored Electric Consumption:
 - JRRMMC - 4,509,974 kWh amounting to Php 43,727,429.54
 - QI Modular Facility- 222,300 kWh amounting to P 3,222,633.66
 - QI-Community Quarantine – 10,080 kWh amounting to P128,665.30 (Until July 2022 as per PTSI Bill)

C. BIOMED UNIT:

- Performed evaluation, repair, preventive maintenance and calibration of biomedical equipment – 2,922x
- Performed inspection of delivery on biomedical equipment: 101x
- Evaluation of serviceability and disposition of biomedical equipment including disposable materials: 542x
- Supervised outsourced evaluation, repair, calibration and preventive maintenance of various medical equipment

D. PHYSICAL PLANT UNIT

1. Plumbing

- Performed preventive maintenance on cistern tanks plumbing fixtures, pipes and grease traps.
- Performed plumbing works (declogging and repair) – 1,364x
- Supervised outsourced preventive maintenance of Sewage Treatment Plan (STP)
- Monitored water consumption:
 - JRRMMC – 214,050 cu.m amounting to Php 27,573,051.26

2. Carpentry and Masonry

- Performed carpentry works (repair of cabinets, etc.) concreting/tiling works, repairing – 1,734x
- Evaluation serviceability and disposition of physical plant facilities. – 85x

E. In-House Projects = 102

- Completion of various in-house Projects: 60

No.	Project Title/Description	Process Owner/Area	Project Status		
			Date Started	Date Completed	Remarks
1	Proposed Dental Clinic relatives to Covid-19 Health Protocol	Dental Clinic	01/04/22	01/07/22	Completed
2	Installation of tiles	MAB, Dialysis	01/16/22	01/16/22	Completed
3	Rehabilitation/repair of sewerline and downspout at Payll to Pedia ward	Payward	01/13/22	01/24/22	Completed
4	Repainting & re-installation of vinyl including door repairs	OPD-Gyne Onco	01/11/22	02/16/22	Completed

5	Fabrication and installation of curtain rod	Ob ward	03/08/22	03/08/22	Completed
6	Provision of stock room and fabrication of cabinets	NICU	02/08/22	03/15/22	Completed
7	Provision of stock room & provision of partition wall	ESC	03/07/22	03/15/22	Completed
8	Repaint doors/repaint vinyl tiles	FMW	03/16/22	03/17/22	Completed
9	Provision of water pressure line and sewer line	Dialysis, Pay II	03/15/22	03/18/22	Completed
10	Repair of ceiling @ waiting area & counter	DOH Botika	03/21/22	03/28/22	Completed
11	Installation of curtain rod (kangaroo)	Ob complex	04/07/22	04/08/22	completed
12	Fabrication of Built-In cabinet	MRI	04/12/22	04/12/22	Completed
13	Repair/repainting of shoe rack/shelves	MICU	04/20/22	04/20/22	Completed
14	Fabrication of Table-Top form holder	OPD-PCU	04/20/22	04/20/22	Completed
15	Fabrication of Open Shelve cabinet	OPD-EEG	04/21/22	04/21/22	Completed
16	Dismantling of drywall (donning room) and restoration of affected areas	MICU	04/19/22	04/22/22	Completed
17	Repair/rehabilitation/Repair of cabinet 1 & 2	OPD-MSWD	04/25/22	04/25/22	Completed
18	Provision of barrier for Kangaroo Mother Care Room	NICU	04/19/2022	04/29/2022	Completed
19	Fabrication of cabinet	PACU	04/19/22	04/29/22	Completed
20	repair and repainting of table top form holder and 3-units high chair	MICU	04/28/22	04/29/22	Completed
21	Fabrication of 3 layers cabinet shelves	Main OR	04/29/22	04/29/22	Completed
22	repair and rehabilitation of office table	MMD	04/25/22	05/02/22	Completed
23	Provision of drywall partition (enclosure)	MMD	05/05/22	05/05/22	Completed
24	repair and rehabilitation of office table	MICU	04/05/22	05/10/22	completed
25	Provision of doors and fabrication of cabinets (Wardrobe)	OB-DR	02/03/22	05/19/22	Completed
26	Fabrication of cabinets	Statistic Unit	04/19/22	05/19/22	Completed
27	Fabrication of filing box for folders and stock cards	NDMD	05/18/22	05/20/22	Completed
28	Fabrication of Wooden filling box and stock card box	NDMD	05/16/22	05/22/22	Completed
29	Fabrication of Built-In cabinet	Radiology (chairman's office)	4/19/22	06/07/22	Completed

30	Provision of stock room and fabrication of cabinets	NICU	04/18/2022	06/07/22	Completed
31	Fabrication of Open Shelve cabinet	OPD- Gyne Onco	05/17/22	06/10/22	Completed
32	Repair of plumbing facilities and fixture of male and female public CR	ESC	06/13/22	06/14/22	Completed
33	Fabrication of open shelve cabinet	Warehouse Building	06/17/22	06/29/22	Completed
34	Repainting of walls, doors & cabinet	Motorpool	05/25/22	01/07/2022	Completed
35	Provision of Sliding Doors (included in the provision of enclosure)	Dental Clinic, OPD	06/10/22	07/01/22	Completed
36	Installation of Barrier	FMW	07/06/22	07/06/22	Completed
37	Fabrication of open/floating shelves	Department of Patho & Lab	06/29/22	07/08/22	Completed
38	Repair of ceiling and flooring of waiting area	DOH-botika	07/11/22	07/12/23	Completed
39	Repair of ceiling and flooring of waiting area	DOH-botika	07/11/22	07/12/23	Completed
40	Provision of examination room (Optha)	ESC Neuro	7/11/22	07/15/22	Completed
41	Repair and rehabilitation of cabinet	Statistic Unit	07/08/22	07/19/22	Completed
42	Repair of floor tiles for Derma Conference	Dept. of Derma	07/18/22	07/20/22	Completed
43	Installation of open shelve and electrical outlet	Pathology	07/18/22	07/20/22	Completed
44	Fabrication of side table	Statistic Unit	07/18/22	07/22/22	Completed
44	Provision of foot operated water supply	NICU	07/22/22	07/22/22	Completed
45	Provision of cladding on exposed sewerline at Ground Floor	CBB	07/19/22	07/22/22	Completed
46	Provision of shed/roofing including handrails	Exit stairs from MSW & Main Pharmacy	08/03/22	08/04/22	Completed
47	Repair and rehabilitation of conference table	Medical Record	07/27/22	08/05/22	Completed
48	Repair of leaks on water supply pipe at Ground Floor	Doctors' Dormitory	08/11/23	08/17/22	Completed
49	Provision of Partition for fumehood	Radiotherapy building	08/11/22	08/22/22	Completed
50	Repair of floor tiles Patients Waiting Area	2nd floor, Med. Onco Section, RT Bldg.	08/25/22	08/25/22	Completed
51	Fabrication of stand for ECG	Urology ward	08/02/22	08/26/22	Completed
52	Repair of ceiling and façade of pedestrian walkway	Derma Building	08/01/22	08/26/22	Completed

		(DOH Botika)			
53	Repainting of office walls	OB-Gyne Office	08/26/22	08/30/22	Completed
54	Repair of ceiling	Doctors' Dormitory	08/31/22	09/02/22	Completed
55	Repainting and repair works	OPD- Derma	09/07/22	10/14/22	Completed
56	Fabrication of Cabinet	HRMD	10/18/22	11/16/22	Completed
57	zoning of main operating room	Surgery Complex	12/09/22	12/15/22	Completed
58	Repair of flooring @ Treatment Area	Dialysis	12/18/22	12/18/22	Completed
59	Repainting of Walls and Doors	Radiology Dept.	10/20/22	12/21/22	Completed
60	Repair and renovation of room for PD at FMW	FMW	12/23/22	01/11/23	Completed

- Preparation & Monitoring of material for upcoming/on-going projects: 42

61	Provision/fabrication of built in cabinet	Billing	07/25/22		PR 2021-03-1297; materials incomplete (6 HANGING CABINETS & 1 OPEN SHELVES)- on going PR concealed #2 for PC
62	Repair and rehabilitation of cabinet	Main OR	08/01/22		Started, Materials for PR (handle,hinges*(Awaiting for advance delivery) due to additional instruction by Enduser (to fabricate cabinet cover)
63	Repair of flooring @ CR	Ortho Ward-RoomB	11/17/22		On-Going repair
64	Fabrication of shelves, cabinet and working table	Radiology			Re- PR 2021-01-222 (old#2020 -954 & 5776); TD: 4Q of 2023; materials incomplete
65	Fabrication of knee operated stainless lavatory (Brachy) sink	Radiotherapy			PR 2020-01-720; 2020-06-3547; TD: 4Q of 2023; no materials
66	Provision of washing area	Linen			PR 2021-03-1428; TD: 3Q of 2023; no materials
67	Provision/Rehabilitation of stainless sink at Dept. of Patho & Lab	Pathology			Re-PR 2021-01-215 (old 2019-02-595); TD: 3Q of 2023; materials incomplete
68	Installation of doors	EENT ward			PR 2021-03-1495 (2020-10-2508); TD: 3Q of 2023; doors & materials incomplete

69	Renovation of CCU & IAU	CCU/DCO & IAU			Re-PR #2019-12 6830: TD: 4Q of 2023; materials incomplete
70	Provision of stainless steel sink @OPD Lab (Biopsy Clinic)	Pathology			PR # 2019-07-3116; 2020-02-1348 : TD: 3Q of 2023; materials incomplete
71	For repair/patching on the damage floors	Dialysis Unit, MAB			PR # 2021-10-5273, 1 item left (tiles)
72	Repair tiles (80 pcs tile, tile adhesive)	Neuro CBB			PR #1600; 2021-02-720: 1 item left (tiles)
73	Provision of curtain rods for curtain partition	Pay II & ENT			PR #2020-02-951: materials incomplete
74	Provision of cabinets	Covid-19 lab			PR 2021-02-645; materials incomplete
75	Provision of standing shelf/cabinet for cadaver bags	Pathology			PR2021-03-1299; materials incomplete
76	Provision of overhead cabinet with bracket and shelves	Urology, 3F Ultrasound Rm			PR 2021-07-3316; materials incomplete
77	Recovery & additional security protection in perimeter fence (second coating, repainting of steel grills & repair/restoration of walls)	Perimeter Area			PR 2021-08-3722; materials incomplete
78	Provision of transition ward	EENT ward			PR 2021-08-3754; materials incomplete
79	Renovation of Pedia to update rooms with essential function	Pedia			on-going preparation of estimate and plan
80	Fabrication of cabinet	Burn unit			PR 2021-09-4504; 2 items left (good lumber, paint thinner)
81	Provision of curtain railings	Multipurpose 5F			PR 2021-08-4098; Re-PR-2022-04-2033
82	Fabrication of 5 units of computer table	Behavioral Medicine			PR 2021-12-6139
83	Installation of 7-layer wooden cabinet	QMU			PR 2021-12-6157
84	Fabrication of cabinet	Otorhinolaryngology head and neck			as of 04/26/22; waiting feedback from ma'am ara (issue: materials from enduser or management)
85	Renovation of Surgery Office	Surgery Office			For approval
86	Fabrication of Open Shelve cabinet	NDMD			2 items left (for line up)

87	Fabrication of 8 sets wooden tray/doc. Holder	Minor OR			For approval
88	Fabrication of Built-In cabinet	Mammo Room			for approval
89	Fabrication of Built-In cabinet & locker	Orthopaedic Surgery			2022-09-6419; (materials incomplete)
90	Fabrication of Counter Shelve/Cabinet	Main Pharmacy			for PR
91	Fabrication of cabinet with lockers and bookshelf	Family Medicine			PR 2022-05-3193 (item incomplete)
92	fabrication of steel shelves	Neuro CBB			1 item left (for line up)
93	Cabinet door fabrication	Family Medicine			For approval
94	Modular consultation tables with plastic barrier	Family Medicine			For approval
95	Fabrication of wooden cabinet	CSSD			PR 2022-11-4620
96	Renovation of Portion Room/Area	Medical Record			PR 2022-11-7855
97	Fabrication of Cabinet and Chairs	MICU			3 items left (for line up)
98	Provision of knee operated water supply	Main OR			PR 2022-06-4001
99	Fabrication of built-in cabinet/shelves chart rack	OBX/Obward			PR 2022-09-6337
100	Repair and Repaint Wall in Orthopedic Stock Room	Orthopaedic			PR 2022-09-6336
101	Safewash Facility	Surgery Complex			PR 2022-06-3452 (3 items needed to complete deliver)
102	Provision of Office Dry Wall partition	Warehouse Building			PR DONE (prepared Jan.11, 2023)

F. Other Projects

- Review plans and conduct site inspection for the Offsite Modular Hospital and Dormitory at Quezon Institute
- Preparation of documents, Supervision and monitoring of the following:
 - Supply and installation of glass door located at CBB 3/F Urology Office by Valueserve Commercial on June 3, 2022.
 - Supply and installation of Powder Coated Aluminum Sliding Window by Valueserve Commercial on June 3, 2022.

G. Infrastructures

PROJECTS	STATUS/REMARKS
Provision of Exhaust/Ventilation System for Two (2) Storey OPD Building	100% Completed – awaiting for Certificate of Turnover and Acceptance from the

	Contractor, for submission of Final Billing
Design and Build: Zoning of Main Building Operating Room (Surgery Complex)	100% Completed – rectification of punch list; for submission of Final Billing
Provision of Negative Pressure System- 100 % completed – March 18, 2022 funded by Bayanihan II.	Payment already received.
Consulting Services for the Structural Assessment and Detailed Engineering Design for the Retrofitting of Public Buildings (The Big One) – July 22, 2022 funded under DPWH Projects.	Payment
Design and Build for the Construction of 6-Storey Cancer Center Building for JRRMMC – Phase I	Ongoing- bidding/procurement procedure
Proposed Integration of Electrical Distribution System to New Power House – Phase II	Ongoing- bidding/procurement procedure
To construct 3 rd and 4 th Floors of Warehouse	To include on the proposal of CY 2023
Provision of Fire Detection and Alarm System	To include on the proposal of CY 2023; still looking for a prospective supplier who are willing to transact with government
Design and Build of Specialty Center Building with Parking Area – Phase 1	74.9% accomplishment - ongoing construction
Alteration of Radiotherapy Building to Include a New Linear Accelerator Bunker and Renovations of Various Area	95.64% accomplishment – on going construction
Design and Build for the Construction of a Molecular Laboratory (RT-PCR) for JRRMMC	35.03% accomplishment – ongoing construction

H. Timely Submission of Reports:

- Quarterly PPA submitted to COA – 4x
- Monthly HFEP Projects Status submitted/updated to DOH – 12x

I. Vaccination Status: Number of Personnel = 84

- 84/84 = 100% with Full Primary Doses
- 73/84 = 86.90% 1st Dose Booster
- 53/84 = 63.10% with 2nd Dose Booster and

Issues & Concerns	Recommendations
<ul style="list-style-type: none"> • Computers used in CADD & Drafting & Design Applications (computers have low specs) • Provision of A3 printer 	<ul style="list-style-type: none"> • Upgrade or acquisition of two (2) computer units with specs sufficient to run Drafting and Design Applications.
Increasing number of equipment, facilities such as negative pressure and buildings but the manpower is lacking to maintain it including necessary tools.	<ul style="list-style-type: none"> • Filling up of the remaining items for qualified personnel (MET, Foreman, Mechanical Plant Operator, Electrician) • Purchase of the necessary tools.
Partial and incomplete delivery of supplies/materials, non-delivery of PO, cancellation of PO, expiration of CAF or no award resulting to delay in the accomplishment of the project, repairs, and supplies needed in the various areas.	PMD/BAC to look into procedures to prevent such

HOUSEKEEPING SECTION

Accomplishments:

1. Internal cleanliness and sanitation maintained:
 - 1.1. Clinical Areas.....204
 - 1.2. Offices..... 57
 - 1.3. Dormitories.....3
 - 1.4. Comfort Rooms213
 - 1.5. QI Modular included in the service of janitorial to clean and sanitize the area.
 - 1.6. DEMM-NCGH also included for cleaning and sanitation.

2. Garbage collected:
 - 2.1. General Wastes.....99,603 kgs.
 - 2.2. Infectious Wastes.....307,232 kgs.
 - 2.3. Used Industrial and Grease Oil.....173/423 kgs.
 - 2.4. Vials.....7,747,kgs.
 - 2.5. Busted lights.....203 kgs.
 - 2.6. Expired Medicines.....266 kgs.

3. Issued housekeeping supplies to other areas, offices and Housekeeping office any day as the need arises. Required Color Coded plastic garbage was distributed and implemented in every wards and special areas.
4. Monitored and coordinated with contractual workers in their assignments:
 - 4.1. Dear John Services, Inc. remained contractual service for the year 2021 with a total of 180 janitors including Supervisor reporting per day with 126 at main JRRMMC, Geriatric and General Health Services with 20 janitorial staff and JRRMMC-QI with 34 janitorial staff.
 - 4.2. Maintenance of cleanliness of hallways, stairs, public CR's, comfort rooms of all wards, including OPD Complex, window glasses, Dermatology, Radiotherapy, Central Block Building, Medical Arts Building, Main Building, GGHS and gutters and jalousies.
 - 4.3. Collection and disposal of garbage including cleaning of garbage areas and garbage house.
 - 4.4. Picked up and transported oxygen tanks to and from wards.
5. Monitored and coordinated with Pest Control Services with their assignments as to surface spraying, rat control/rat abatement, misting operation, gel bait, cat trapping.

6. COVID-19 Vaccination Status: Total Number of Staff - 6
 - 6.1. Number of Staff with 2nd Booster - 6

ISSUES AND CONCERNS:	RECOMMENDATIONS/ACTION PLAN:
1. Despite information/dissemination made regarding Waste Segregation Program (Hospital Waste Management), some employees and patients still does not observe and follow the proper use of garbage color coding.	<ul style="list-style-type: none"> • Continuous lectures, seminars and training regarding waste segregation and 3Rs. • Continuously promoting strict compliance of proper disinfectant and proper of wearing of PPE to all janitorial service provider due to COVID-19

2. JRRMMC Garbage House and Storage is located inside the San Lazaro Hospital Compound wherein encountered problem of right of way to easily pass thru.	<p>pandemic.</p> <ul style="list-style-type: none"> To consider procuring of new garbage bins for all clinical areas with color coding for proper segregation. Centralized waste treatment – 3000 metric ton including DEMM-NCGH and QI Modular Facility.
3. Construction debris are not included in the collection of local government general waste collectors.	<ul style="list-style-type: none"> To include in the TOR of the contract the hauling of the Contractor of their respective debris.
4. Despite cat trappings were provided, other cats outside the hospital are entering to the hospital premises.	<ul style="list-style-type: none"> To continuously putting cat trap in the areas where cats are staying. Continues misting operation where mosquitos infestation.

LINEN AND LAUNDRY SECTION

Highlights of Accomplishment:

1. Raw materials purchased:

Total Purchased	- 150 Meters
Total Amount Purchased	- P 5,100.00

2. Ready-made materials purchased : 6,100 pcs, amounting to P 2,243,450.00

Bed Sheet White	-	1,350 pcs
Fitted Sheet White	-	350 pcs
Pillow Case White	-	400 pcs
Patient Gown White	-	300 pcs
Bed Sheet Light Blue	-	400 pcs
Fitted Sheet Blue Personalized	-	200 pcs
Bed Sheet Blue	-	750 pcs
Patient Gown Blue	-	100 pcs
Bed Sheet Green	-	200 pcs
Bed Sheet Pink	-	350 pcs
Bed Sheet Maroon	-	100 pcs
ITC Green	-	550 pcs
Oxygen Cover	-	50 pcs
Blanket Brown	-	50 pcs
Pillow Case Blue Personalized	-	200 pcs
Draw Sheet Green	-	250 pcs
OR Towel Green	-	300 pcs
Wrapper Catcha Unbleached	-	100 pcs
Leggings	-	100 pcs

3. Ready-made materials issued:

Bed Sheet Blue	-	204 pcs
Bed Sheet White	-	838 pcs
Leggings	-	29 pcs
Gown Green	-	856 pcs

Camisa Green	-	5 pcs
Curtain Thai Silk Apple Green	-	11 pcs
Screen Curtain Thai Silk Mint Green	-	40 pcs
Gown Printed Diamond	-	32 pcs
Pillow Case White	-	193 pcs
Gown White	-	527 pcs
ITC Maroon	-	11 pcs
Wrapper Catcha	-	84 pcs
Traylining White	-	49 pcs
Pants Green	-	9 pcs
ITC Green	-	64 pcs
Draw Sheet Green	-	624 pcs
Gown Gray	-	57 pcs
OR Towel Green	-	1,217 pcs
OR Sheet Green	-	105 pcs
Eye Towel Green	-	36 pcs
Flannel	-	6 pcs
Bed Sheet Fitted White	-	25 pcs
Bed Sheet Fitted Pink	-	15 pcs
Bed Sheet Fitted Mickey Mouse	-	2 pcs
Bed Sheet Fitted Printed	-	41 pcs
Blanket wool brown	-	10 pcs
Blanket wool gray	-	20 pcs
Bed Sheet Light Blue	-	81 pcs
Stretcher Cover Gray	-	29 pcs
Gown Maroon	-	20 pcs
Draw Sheet Maroon	-	13 pcs
Bed Sheet Maroon	-	15 pcs
Bed Sheet Pink	-	39 pcs
Traylining Maroon	-	20 pcs
Eye Towel Maroon	-	2 pcs
Gown Blue	-	20 pcs
Crib Cover	-	37 pcs
Diaper	-	26 pcs
Baby Dress	-	4 pcs
Side Rails	-	12 pcs
Gown Printed Personalize Pay 1	-	1 pc
Camisa Blue	-	50 pcs
Pants Blue	-	50 pcs
Curtain Thai Silk Aqua Blue	-	21 pcs
Curtain That Silk Light Blue	-	6 pcs
Curtain Thai Silk Peach	-	5 pcs
Curtain Thai Sild Fuchsia	-	2 pcs
Curtain Thai Silk Maize	-	5 pcs
Curtain Thai Silk Leafy Green	-	2 pcs
Curtain Thai Silk Royal Blue	-	4 pcs
Curtain Thai Silk Burgundy	-	6 pcs
Machine Cover Blue	-	6 pcs
Chair Cover Blue	-	9 pcs
Chair Cover Peach	-	9 pcs

Laundry of soiled linen (Contracted).....461,424 pcs.
Laundry of soiled linen (in-house).....8.770 pcs.

Mended/repared linen.....2,392 pcs.
 Linen condemned.....8,327 pcs.
 Linen inventory conducted.....65,325 pcs.

4. Reports Submitted:
- RSMI -12x/6,512 pcs. (Submission to Accounting Department)
 - Waste Material Report – 12x/11,561 pcs. (Monthly submission to MMD)
 - Monthly Inventory Report – 12x
5. COVID-19 Vaccination Status: Total Number of Staff - 11
- 6.2.Number of Staff with 2nd Booster - 2
- 6.3.Number of Staff with 1st Booster Only - 9

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DEPARTMENT

1. PERSONNEL TRANSACTIONS

Incoming papers received/recorded	-	48,380
Outgoing papers recorded/released	-	24,700
Hospital Order/HPO prepared	-	1,094
Service Records/Certificate of Employment prepared	-	3,913
ARA-GSIS Submitted	-	2,096
GSIS Liaison (Verification/Submission)	-	740
IPCR and SPCR recorded/sorted	-	3,698
DTR Processed and generated	-	16,641
Biotime/Fingerscan enrollment	-	144
Report of Attendance encoded on OCAIS	-	85,932

2. HRMPSB

Applicants/application processed	-	833
Selection Board Meetings/Deliberations	-	39
Applicants deliberated	-	617
Filled	-	1843
Unfilled	-	325

3. APPOINTMENTS PREPARED and CHECKED

Plantilla Positions	-	553
Non-Salaried	-	21
Contract of Service/Job Orders	-	192
Visiting Honorary Consultants	-	52
Reports on Appointment Issued (RAI) submitted to CSC	-	53

4. TERMINAL LEAVE BENEFITS PROCESS

Nursing	-	15
Paramedical	-	10
HOPSS/Finance	-	14
Medical	-	115

5. LEAVE APPLICATIONS PROCESSED

HOPS Service	-	1,650
Finance Service	-	670
Nursing Service	-	2,041
Medical/Paramedical Service	-	1,439/2,490

6. SUBSISTENCE ALLOWANCE DEDUCTIONS REPORT SUBMITTED (Per leave application)

HOPS Service	-	3,650
Finance Service	-	1,158
Nursing Service	-	2,971
Medical/Paramedical Service	-	1,096/2,374

7. PAYROLLING

Payroll Prepared and Check (set/page)		
HOPSS	-	96
Finance	-	96
Para-Medical	-	117
Medical	-	175
Nursing	-	266
Contractual/Job Orders/ HRH/ Visiting and Honorary and others	-	267
Voucher Prepared (Salaries/benefits)	-	1,950
Cash Advances prepared/computed	-	490

8. HUMAN RESOURCE DEVELOPMENT

Orientation (Pre-Employment)	-	553
Orientation (ASAP)	-	65

9. HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

Employees profile/card encoded	-	1849/106
Leave Applications encoded	-	11,273
PDS Online	-	1,849

10. COVID-19 VACCINATION STATUS: Total Number of Staff - 22

10.1	Number of Staff with 2 nd Booster	-	18
10.2.	Number of Staff with 1 st Booster Only-		4

MATERIALS MANAGEMENT DEPARTMENT

1. COMMODITIES ISSUED BASED ON RIS:

- Total number of issued commodities/Total number of requisition and issuance (RIS) x 100
Output: 6,992,967/7,269,184 x 100 = 96.20%

2022 REQUESTED AND ISSUED COMMODITIES
(Based on RIS)

PERIOD	Medical Supplies		Drugs & Medicines		Office Supplies		Foodstuff		Equipment		Donation		Linen Supplies		Nuclear Medicine Supplies		Laboratory Supplies		Total		% for the month
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
January	238,155	152,897	43,732	43,732	6,387	5,379	28,366	28,366	1	1	85,107	85,107	4	4	61	61	29,187	29,177	431,000	344,724	79.98%
February	166,906	130,839	16,685	16,685	7,344	7,336	7,643	7,643	5	5	90,837	90,837	34	34	17	17	13,230	8,552	302,701	261,948	86.54%
March	397,035	385,240	129,417	129,417	8,028	7,802	12,299	12,299	35	35	65,542	65,542	0	0	131	131	50,112	47,197	662,599	587,663	88.69%
April	278,155	278,155	41,118	41,118	24,594	24,594	899	899	1	1	104,421	104,421	1,150	1,150	6	6	40,894	40,894	491,238	491,238	100.00%
May	72,897	72,897	166,955	166,955	8,296	8,296	5,580	5,580	25	25	12,557	12,557	1,525	1,525	0	0	13,230	13,230	281,065	281,065	100.00%
June	337,362	337,362	263,610	263,610	30,135	30,135	26,062	26,062	9	9	2,359	2,359	2,850	2,850	14	14	26,805	26,805	689,206	689,206	100.00%
July	236,034	236,034	256,123	256,123	19,724	19,724	12,217	12,217	13	13	81,978	81,978	0	0	979	979	38,859	38,859	645,927	645,927	100.00%
August	334,012	334,012	216,736	216,736	10,420	10,420	9,588	9,588	15	15	145,081	145,081	450	450	60	60	64,575	64,575	780,937	780,937	100.00%
September	290,705	290,705	96,937	96,937	4,311	4,311	8,458	8,458	3	3	22,507	22,507	700	700	657	657	58,302	58,302	482,580	482,580	100.00%
October	183,244	183,244	259,652	259,652	4,742	4,742	16,957	16,368	0	0	60,373	60,373	0	0	2,417	2,417	61,199	61,199	588,584	587,995	99.90%
November	344,755	344,755	275,315	275,315	6,152	6,152	14,103	14,103	0	0	23,402	23,402	0	0	1,264	1,264	65,008	65,008	729,999	729,999	100.00%
December	284,813	284,813	419,352	348,342	4,995	4,995	7,975	7,975	0	0	16,561	16,561	0	0	742	742	45,505	45,505	779,943	708,933	90.90%
TOTAL	3,164,073	2,970,953	2,185,632	2,114,622	135,128	133,886	150,147	149,558	107	107	710,725	710,725	6,713	6,713	6,348	6,348	506,906	499,303	6,865,779	6,592,215	

PERIOD	Gases		Radiology Supplies		Radiotherapy Supplies		Semi-Expendable Supplies		Dialysis Supplies		Engineering Supplies		Housekeeping Supplies		Others		Total		% for the month
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
January	3,517	3,406	1,171	1,171	0	0	135	132	4,473	4,473	772	770	18,450	16,670	42,075	42,075	70,593	68,697	97.31%
February	2,984	2,526	511	511	2,054	2,054	70	70	10,712	10,712	423	423	6,000	6,000	0	0	22,754	22,296	97.99%
March	7,885	7,883	796	796	4	4	85	85	11,262	11,262	388	385	22,000	22,000	0	0	42,420	42,415	99.99%
April	2,415	2,415	1,492	1,492	24	24	30	30	3,065	3,065	103	103	21,397	21,307	0	0	28,526	28,436	99.68%
May	2,783	2,783	300	300	0	0	38	38	1,472	1,472	601	601	15,247	15,247	0	0	20,441	20,441	100.00%
June	2,941	2,941	200	200	0	0	194	194	2,519	2,519	1,319	1,319	24,101	24,101	400	400	31,674	31,674	100.00%
July	2,170	2,170	977	977	12	12	221	221	2,162	2,162	1,861	1,861	27,191	27,191	288	288	34,882	34,882	100.00%
August	2,520	2,520	100	100	1,200	1,200	188	188	6,930	6,930	1,317	1,317	18,451	18,451	3,102	3,102	33,808	33,808	100.00%
September	2,657	2,657	560	560	0	0	117	117	7,796	7,796	373	373	13,190	13,016	2,311	2,311	27,004	26,830	99.36%
October	3,600	3,600	1,250	1,250	110	110	44	44	9,113	9,113	257	257	15,312	15,312	4,995	4,995	34,081	34,081	100.00%
November	3,058	3,058	0	0	600	600	118	118	4,405	4,405	747	717	16,420	16,420	67	67	25,415	25,385	99.88%
December	2,503	2,503	1,438	1,438	510	510	213	213	8,112	8,112	921	921	17,210	17,210	300	300	31,207	31,207	100.00%
TOTAL	39,033	38,462	8,795	8,795	4,514	4,514	1,453	1,450	72,021	72,021	9,082	9,047	214,969	212,925	53,538	53,538	403,405	400,752	

2. DELIVERIES:

PARTICULARS	TOTAL NUMBER OF QUANTITY			
	DELIVERED	REJECTED	CANCELLED	RECEIVED IN GOOD CONDITION
Medical Supplies	3,261,577	0	22,303	3,261,577
Laboratory Supplies	581,623	0	26,652	581,623
Medical Gases	34,549	0	1,716	34,549
Drugs & Medicines	2,201,883	31,981	199,482	2,169,902
Foodstuff	330,862	0	47,264	330,862
Dialysis Supplies	78,395	83	373	78,312
Office Supplies	97,282	81	3,019	97,201
Engineering Supplies	15,248	38	22	15,210
Equipment	201	0	1	201
Semi-Expendable Supplies	1,514	40	33	1,474
Radiotherapy Supplies	4,729	0	0	4,729
Radiology Supplies	17,512	0	0	17,512
Linen Supplies	6,675	0	0	6,675
Housekeeping Supplies	227,053	0	0	227,053
Nuclear Medicine Supplies	8,248	0	0	8,248
Donations	440,645	0	0	440,645
GRAND TOTAL	7,307,996	32,223	300,875	7,275,773

Total Number of Deliveries Received in Good Condition/ = 7,275,773/7,307,996 x
 Total Number of Deliveries x 100% 100 = 99.56%

3. REPORTS SUBMITTED:

PARTICULARS	TOTAL NUMBER OF REPORTS SUBMITTED
Report of Donations (Equipment, Semi-Expendable Supplies and Supplies/Materials)	45
Supplier's Evaluation Summary Reports	12
Report of Deliveries (Supplies & Materials)	777
Report of Deliveries (Equipment & Semi-Expendable Supplies)	120
Report of Supplies & Materials Issued (RSMI)	777
Report of Semi-Expendable Properties Issued (RSPI)	36
24 Hours Deliveries Report	364
Inventory and Inspection Report of Unserviceable Properties (IIRUP)	4
Waste Materials Report	9
Property Transfer Report	489
Inventory Transfer Report	850
Reported Prepared Property Acknowledgment Receipt (PAR)	283
Reported Prepared Inventory Custodian Slip (ICS)	213
GRAND TOTAL	3,982

4. PROPERTY/STOCK CARDS UPDATED:

PARTICULARS	TOTAL NUMBER OF CARDS UPDATED
Property Card	404

Stock Card	2,368
GRAND TOTAL	2,772

5. COMMUNICATIONS:

PARTICULARS	TOTAL NUMBER OF COMMUNICATIONS PREPARED
Communications	15,314

6. RENEWAL OF ACCOUNTABILITY:

PARTICULARS	TOTAL NUMBER RENEWED
Property Acknowledgement Receipt (PAR)	30
Inventory Custodian Slip (ICS)	58
GRAND TOTAL	88

7. DISBURSEMENT VOUCHERS PREPARED (EQUIPMENT):

PARTICULARS	TOTAL NUMBER OF VOUCHERS PREPARED PER FUND
HFEP	7
INCOME	7
QRF	4
GOP	38
GRAND TOTAL	56

Total Number of Disbursement Prepared (Equipment)/ Total Number of Equipment Delivery x 100% = $56/69 \times 100 = 81.16\%$

8. DISBURSEMENT VOUCHERS PREPARED (SUPPLIES AND MATERIALS):

PARTICULARS	TOTAL NUMBER OF COMMUNICATIONS PREPARED
Supplies and Materials	2,356

9. COVID-19 VACCINATION STATUS: Total Number of Staff - 22

10.2	Number of Staff with 2 nd Booster	-	18
10.3.	Number of Staff with 1 st Booster Only	-	4

INSPECTION AND ACCEPTANCE UNIT

o	Total Inspections Done:	
	Inspected Goods (line items).....	14,661
	Pre Inspection.....	69
	Post Inspection,.....	48
	Waste Material (line items).....	494
	Petty Cash (line items).....	5,167
	Communications/Finding.....	607

- Reports:
 - Inspection and Acceptance Report submitted – 6,416
 - Inspection Report for Disbursement Voucher preparation – 3,064

PROCUREMENT MANAGEMENT DEPARTMENT

Accomplishments:

Total number of Purchased Request processed.....	3,841
Total number of Purchase Request requested for CAF.....	1,141
Total number of Advance Delivery processed	1,242 line items
Total number of purchases petty cash made due to emergency situation.....	480 line items (S/M = 181; D/M = 85; O/S = 214)
Total number of Purchase Order prepared	1,818
Total number of Call Offs prepared.....	2,023
Total number of approved PO/CO/JO.....	3,449
Total number of Purchase/Job Orders transmitted.....	1,614
Total number of Call Offs transmitted.....	1,835
Total number of Disbursement Vouchers (DV) prepared.....	1,692
	(O/S = 85; S/M (COD) = 1,080; Utilities/Services = 527)
Total number delivered PO/CO/JO	2,873
	(S/M = 2,057; S/M = 778; S/E = 38)
Pending Deliveries of PO/CO/JO.....	199
Total number of equipment/Semi-Expendable under Contract Agreement.....	35
Total Number of Cancelled PO/JO processed.....	293 contracts
	(S/M = 208; D/M = 82; Equipment/SE under PO = 3)
Total number of cancelled DV	137

- COVID-19 Vaccination Status: Total Number of Staff - 13
 - Number of Staff with 2nd Booster - 9
 - Number of Staff with 1st Booster Only- 4

PMD-BAC SECRETARIAT

Accomplishments:

Public Bidding conducted	127
Consolidated PPMP	3,101
Approved Procurement Plan CY 2022 prepared.....	2
BAC Resolutions.....	3,397
Mode of Procurement.....	1,082
Award.....	2,315
Request for Quotations prepared.....	2,701
Submitted Quarterly Procurement Status Report.....	4
Submitted APCPI CY 2021.....	June 14, 2022
Submitted Procurement Monitoring Report.....	July 14, 2022
Submitted Perfected Contracts to COA	71

- Early Procurement activities short of award:
 1. % of Drugs and Medicines Awarded (229/441 = 66.89%)
 2. % of Medical Supplies Awarded (448/699=72.25%)
 3. % of Laboratory Supplies and Reagents (139/163=85.27%)
 4. % of Foodstuffs Supplies Awarded (166/239=69.46%)
 5. % of Engineering Supplies Awarded (452/549=82.33%)

- 6. % of LPG Awarded (1/1=100%)
- 7. % of Contractual Services (4/6=66.67%)

- Seminars Attended:
 - E-Government Procurement and Green Public Procurement in the Philippines – February 8-10, 2022
 - DOH Procurement Updates for Procurement Practitioners CY 2022 – November 7-9, 2022
- COVID-19 Vaccination Status: Total Number of Staff - 15
 - Number of Staff with 2nd Booster - 14
 - Number of Staff with 1st Booster Only- 1

SECURITY UNIT

The Security Force accomplished the following for 2022:

1. Properties, assets and resources were properly guarded and protected from theft, arson, pilferage, trespass, destruction or damage and other unlawful acts.
2. Maintain peace and order within the hospital premises.
3. Employees, patients, clientele, visitors, officials and guests were protected from assault, harassment, intimidation and other unlawful/criminal acts.
4. Implementation of policies, guidelines, and program in consonance with control of security/safety within JRRMMC premises.
5. Escorted Disbursing Staff/Cashier to Land Bank of the Philippines, Tayuman Branch.
6. Escorted Cashier Staff from OPD/DOH Botika to Main Building Cashier.

QUALITY OBJECTIVES	REMARKS
Incidence of theft of hospital property	Zero incident of theft of the hospital property
On-time submission of incidental reports within 24-hours	90 incidental/information reports submitted on-time.
Incidence of Data Privacy Breach	100% Compliant
Customer Satisfaction	Maintained Satisfactory and above rating
Customer Complaints	Zero complaints
Incidence of COVID-19 clustering cases in the area	Zero incidents
Updated Security Guard Licenses	No expired security licenses noted.
Updated Licenses and Registration	No expired licenses and registration.

TRAININGS/SEMINARS ATTENDED:

TITLE	DATE	CONDUCTED BY
Safety Officer Orientation	Januayr 6, 2022	IPCC
Performance Governance System (PGS) Awareness	March 25, 2022	PETRU
Disaster Preparedness in the New Normal	June 21, 2022	HEM Committee
The Addicted Brain and the Road to Perdition	June 22, 2022	Behavioral Medicine Department
Micro-Aggression and Bullying in the Workplace	October 19, 2022	GAD JRRMMC

Confirmation		
Occupational Safety and Health Committee Series of Seminars	November 23, 2022	MTO JRRMMC
HIV and AIDS Awareness	December 1, 2022	GAD JRRMMC
Anti-Violence Against Women and Children Related Laws	December 5, 2022	GAD JRRMMC

APPREHENSIONS

PERSON INVOLVED	NO I/ITEM	DATE
AVELINO CORONACION Dear John Services, Inc.	Pilferage/Garbage Bag	April 20, 2021
NORMANDY R. AJERO Nursing Attendant	Qualified theft/ Medicines	June 20, 2021
MARK ANTHONY GALIVO Bgry. Kagawad, Sampaloc	Shooting Incident / Gunshot	June 21, 2021
JOHN PAOLO GEMINO Dear John Services, Inc.	Theft/ Cash – 4,000.00	July 26, 2021

SUMMARY OF INCIDENT PER MONTH

INCIDENTAL REPORTS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Damaged to Property	1	4	1	1	1	1	1	1	0	2	0	2	15
THEFT (beyond our control)	2	0	1	2	1	0	0	1	2	2	2	0	13
Theft (within our control)	0	0	2	0	0	1	0	1	0	0	0	0	4
Vehicular Accident	3	3	1	2	0	0	0	1	1	0	1	0	12
Absconded Patient	0	0	0	1	0	0	0	0	0	0	0	0	1
Taking Live Video FB	0	0	0	1	0	0	0	0	0	0	0	0	1
Missing Faucet	0	0	0	0	0	1	0	0	0	0	0	0	1
Loitering	0	0	0	0	0	1	0	0	0	0	0	0	1
Water Leak	1	0	1	0	0	1	0	1	0	0	0	2	6
Alarming scandal/ threat	0	0	0	0	0	0	1	0	1	0	0	0	2
Budol-Budol	0	2	0	0	0	0	0	0	0	0	0	0	2
Alleged Missing Money	0	0	0	0	0	1	1	0	0	0	0	0	2
Heated Argument	0	0	0	0	0	1	1	0	0	1	0	0	3
Short Circuit	0	0	0	0	0	0	1	0	0	0	0	0	1
Recovered missing surgical loup	0	0	1	0	0	0	0	0	0	0	0	0	1
Unmanned Post	0	0	0	0	0	0	1	0	0	0	0	0	1
Alleged Missing Cloth	0	0	0	0	0	0	1	0	0	0	0	0	1
Intercepted 6 sacks condemned copper wire	0	0	0	0	0	0	1	0	0	0	0	0	1
Alleged Missing Gold Jewelry	0	0	0	0	0	0	1	0	0	0	0	0	1
Intercepted Intoxicating Liquor	0	0	0	0	0	0	1	0	0	0	0	0	1
Alleged Missing Shoes	0	0	0	0	0	0	0	1	0	0	0	0	1
Unauthorized taking live video	0	0	0	0	0	0	0	1	0	0	0	0	1

Alleged Cyber Threat	0	0	0	0	0	0	0	1	0	0	0	0	1
Missing Medical Supplies	0	0	0	0	0	0	0	0	1	0	0	0	1
Recovered Cellphone	0	0	0	0	0	0	0	0	1	0	0	0	1
Incomplete duty of DJSI	0	0	0	0	0	0	0	0	0	1	0	0	1
Collapsed Patient	0	0	0	0	0	0	0	0	0	1	0	0	1
Information Reports:													
Electrical Shortage	0	0	1	0	0	0	0	0	0	0	0	0	1
Water Leak	0	0	1	0	0	0	0	1	0	0	0	0	2
Unlocked Doorknob	0	0	0	0	1	0	0	0	0	0	0	0	1
Cracked Wall MAB	0	0	0	0	0	0	0	0	0	0	1	0	1
Captured Reticulated Python	0	0	0	0	0	0	0	0	0	1	0	0	1
Overstaying vehicle	0	0	0	0	0	0	0	0	2	0	2	3	7
Code Maroon (Earthquake)	0	0	0	0	0	0	0	0	0	0	0	1	1
Total													90

7. COVID-19 Vaccination Status: Total Number of Staff - 18

7.1. Number of Staff with 2nd Booster - 15

7.2. Number of Staff with 1st Booster Only - 3

RECOMMENDATIONS:

- Provision of cyclone or barbwire, 4ft. along Quiricada Street and part of Rizal Avenue fronting LRT and SLH boundary.
- Additional perimeter fence and parking lights, along Rizal Avenue and inside parking areas.
- Directional signs, reflectorized traffic signage at parking area including parking rules and regulations.
- Provision of parking bollards, for the reservation of parking slots and restricted areas.
- Painting of parking slots, to maximize space and for easy maneuvering of vehicles.
- Installation of CCTV for MAB, CBB and OPD.
- Provision of Dressing Room for the Outsource Security Services.

Prepared by:


SARAH R. AGUAS
 Administrative Officer III

Approved by:


LUCIA HERNANDEZ-PANAGUITON
 OIC-Chief Administrative Officer

Completed Infrastructure Projects

Project: Provision of Negative Pressure System

OR2

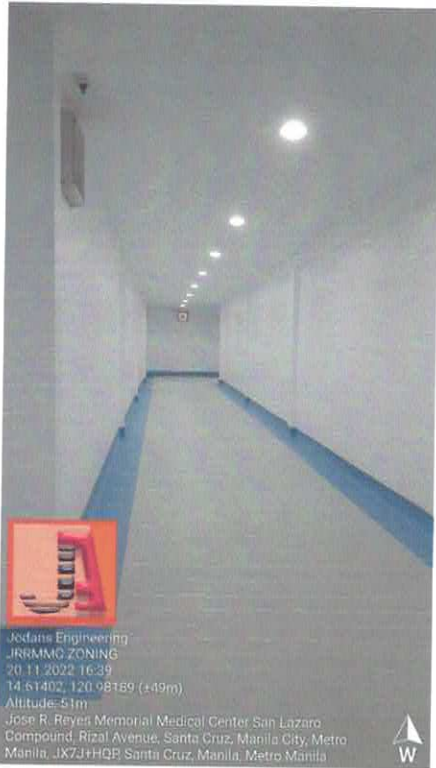


OR4



Completed Infrastructure Projects

Project: Design and Build: Zoning of Main Building Operating Room (Surgery Complex)



Completed Infrastructure Projects

Project: Provision of Exhaust/Ventilation System for Two(2) Storey OPD Building



On-going Infrastructure Projects

Project: Design & Build of Specialty Center Building with Parking Area - Phase I



On-going pile driving



Project: Alteration of Radiotherapy Building to Include a New Linear Accelerator Bunker and Renovation of Various Area

On-going Infrastructure Projects



Project: Design & Build for the Construction of a Molecular Laboratory (RT-PCR) for JRRMMC

On-going Infrastructure Projects



**Ante Room 1
(Going to Specimen Receiving Room; &
Sample Prep Room)**



**Ante Room 2 (Going to Reagent
Preparation Room; Template Adding
Room; & PCR Room)**



Clean Write Shop



Ducting Works