



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

JOSE R. REYES MEMORIAL MEDICAL CENTER

SAN LAZARO COMPOUND, RIZAL AVENUE, STA. CRUZ, 1003 MANILA, PHILIPPINES

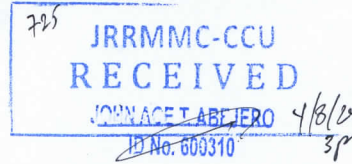
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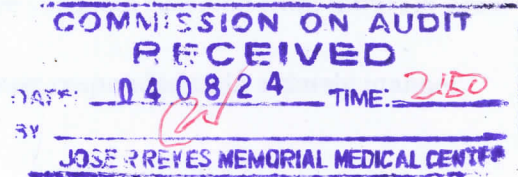
PHIC HEALTH CARE PROVIDER

URL: <http://www.jrrmmc.gov.ph>

Email: mcc@jrrmmc.gov.ph



April 8, 2024



Mr. BRYAN E. PEREZ
State Auditor III
Audit Team Leader
Commission on Audit

Dear Mr. Perez:

Respectfully submitting the Quarterly Accomplishment Report of the Integrated Hospital Operations and Management Unit for the period of **JANUARY-MARCH 2024**, of this Medical Center.

Attached herewith copy of the report for your information and reference.

Thank you.

Very truly yours,

WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG
Medical Center Chief II

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Smoking Is Dangerous To Your Health





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



Integrated Hospital Operations and Management Unit

Tel: 711-94-91/98 loc. 370

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ACCOMPLISHMENT REPORT
January-March 2024

I. TECHNICAL SUPPORT

- Provided technical action to 658 total service requests received from different areas for the month of January to March 2024.
- 100% accuracy on the total number of requests responded to in a timely manner.

II. ICT EQUIPMENT

- Ongoing process in purchasing the collated Priority ICT equipment from various areas of the hospital.
- TV installation in the lobby to serve as a display monitor for promotional content, advertisements, and announcements.
- Provided an assistance to DEMM-NCGH in evaluating their requests of various ICT equipment.

III. NETWORK SYSTEM

- Maintained network system availability at 99.60%, experiencing only one (1) incident of low download speed, high latency, and intermittent connection caused by technical issues with the government network service provider.
- DICT GovNet technical problems during the 1st quarter of 2024.
- Continuous configuration of security policy to optimize the hospital network's security measures.
- Procured an Access Point Controller to streamline the management, configuration, monitoring, and deployment of APs, ensuring optimal performance and security across the wireless network infrastructure in this medical center.
- Conducted network reconfiguration and re-cabling at the Radiotherapy, Dialysis Center and the Out-Patient Department.

IV. PROJECTS/ACTIVITIES

- Orientation and Basic Awareness session on Cybersecurity and the proper utilization of the Human Resource Information System (HRIS) conducted on March 20 to March 22, 2024.
- Enhancement on the Leave Application Module.
- Rectified issues concerning employees' supervisors in the leave application process.
- Initiated the development of the recruitment module.
- Making progress on loan transactions and tax management within the Payroll module.
- Added reference tables for loans in the payroll module.
- Completed development of the pay slip printout feature.
- Adjusted the payroll module to deduct leaves without pay.
- Continuing progress on migrating and adjusting the Content Management System (CMS) from Joomla to WordPress for our JRRMMC Home Page.

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- Finished development of the return slip in the pharmacy module in the iHOMIS.
- Enhanced patient search by adding suffix.
- Augmented patient case number and total discount applied in admit history of MSS/Malasakit module.
- Improved the discounting reference number in the MSS/Malasakit module.
- Developed a search engine for charge slip per patient in the billing module.

V. STAFF DEVELOPMENT

- Attended the Google Workspace End-User Training (batch 04) on January 17, 2024.
- Attended the foundation of safety: Fundamental Training in Infection Prevention & Control for Allied Health Workers on February 15, 2024.
- Attended the Bite-Free is Rabies-Free: Unleashing Awareness, Ensuring Safety, on February 7, 2024.
- Attended and completed the DICT-ICT014: Basic Level of Cloud Computing on March 8, 2024.
- Attended and completed the Ethical Hacking Essentials on March 26, 2024.
- Attended the Safety Officers training on March 19, 2024.
- Participated in the Focus Group Discussions on Herdin System Development on March 25, 2024.

VI. ISSUES AND CONCERNS

- To include time in and time out on HRIS.
- Inclusion of personnel's time in/out and leave credits on the HRIS.
- Fast track the update of leave credits in the HRIS.
- Immediate fixes of Internal Service Error in the HRIS.

VII. RECOMMENDATIONS

- ✓ • Assign Point Persons in updating service records of particular personnel.
- ✓ • To coordinate with HR and third-party supplier the integration of the bio-finger scan in the HRIS.
- ✓ • Regarding the inclusion of personnel leave credits, they must wait for the HR assigned encoder(s) to complete all data entry in the HRIS before it can be utilized.
- Wrong data entry on their Personal data sheet is the main cause of the internal service error. This was already mentioned/discussed on the recently HRIS training and orientation conducted on March 2024.

Submitted by:

RANDY R. CAGUIA, JR.
Computer Maintenance Technologist III

/jaypee