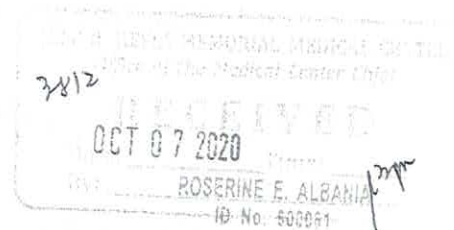


Republic of the Philippines
Department of Health
JOSE R. REYES MEMORIAL MEDICAL CENTER

Manila 21-1230



October 7, 2020

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

Dear Sir:

Respectfully submitting the 3rd Quarter (July to September 2020) Accomplishment Report of the Hospital Operations and Patient Support Service.

Thank you.

Respectfully yours,

MS. LUCIA HERNANDEZ-PANAGUITON
OIC - Chief Administrative Officer

/sarah

EMMANUEL F. MONTAÑA, JR., MD, FPCS, MHA
Medical Center Chief II
OCT 07 2020

JOSE R. REYES MEMORIAL MEDICAL CENTER

HOSPITAL OPERATIONS AND PATIENTS SUPPORT SERVICE

**QUARTERLY ACCOMPLISHMENT REPORT
JULY-SEPTEMBER, 2020**

The Hospital Operations and Patient Support Service (HOPSS) is one of the four (4) major components in the hospital system. 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.

This time of pandemic, though many staff were encountered difficulties and struggling reporting to work in their day to day duties, they still have coped up with the requirements of their work.

HIGHLIGHTS OF ACCOMPLISHMENTS

HOPSD OFFICE

Received/Recorded communications	359
Released Communications.....	308
Signed/Reviewed reports/communications/checks/vouchers, etc.....	4,577
Filed/Indexed/retrieved records.....	94x
Prepared/typed communications.....	46/256
Approved GSIS Loans.....	231
BUR/OBR Prepared/Typed.....	750

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, and also responsible in the supervision of the telephone services and public assistance help desk.

1. ACCOMPLISHMENTS:

1.1. CCU

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Conferences arranged/set-up of Audio System	24
Distributed Survey Form.....	1,656
Collected/Released accomplished survey form.....	1,378
Freedom of Information	9

1.2. DOCUMENT CONTROL OFFICE (DCO)

Incoming ISO Documents recorded/filed.....	4
Controlled/Released/Issued ISO Documents	4

1.3. TELEPHONE OPERATOR

Received incoming calls	34,227
Placed outgoing calls.....	12,295
Placed paging calls.....	3,027
Switchboard breakdown and unusual incidents reported/recorded.....	71

ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT

A. MECHANICAL UNIT

1. Motorpool Unit

- Administrative Trips conducted including medical missions - 1,104
- Ambulance trips conducted - 449
- Performed preventive maintenance on service and ambulance vehicles, semi-annually.
- Monthly Fuel Consumption Monitoring - used by vehicles and generator set
 - Diesoline 4,478.77 litres with kilometre run of 37,118
 - Gasoline 31.26 with kilometer run of 112

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- Printed out different hospital forms and documents for wards, offices 437.5 reams and 85 pcs. and 12 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 - 9x
- Evaluation of serviceability and disposition of mechanical equipment - 12
- Performed preventive maintenance on mechanical facilities:
 - Generator set - Monthly/Weekly
 - Water pump - semi-annually
- Performed evaluation, installation, repair and preventive maintenance on air conditioning units and refrigerator -68x
- Supervised outsourced evaluation, repair and preventive maintenance on mechanical equipment

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- Performed preventive maintenance on lightings and emergency lights - annually
- Repaired electrical fixtures and facilities including telephone and rewired/ repaired electrical power lines -162x
- Evaluated of serviceability and disposition of emergency lights - 1x
- Monitored Electric Consumption: on-going reconciliation to Meralco with the actual readings since there are discrepancies noted.
 - JRRMMC
 - GGHS

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- Performed inspection of delivery on biomedical equipment: 7x
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- Supervised outsourced evaluation, repair, calibration and preventive maintenance of various medical equipment

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- Performed inspection/preventive maintenance of fire extinguishers -monthly

E. In-House Projects (attached list)

- Completion of various in-house Projects: 5
- Preparation & Monitoring of material for upcoming/on-going projects: 28

F. Other Projects

- Supervision on the on-going project: Installation of negative pressure for OPD Covid Testing Laboratory

G. Infrastructures

- Preparation of plans/layouts, cost estimate, scope of works, term of reference and PR/PPMP for various infrastructure project
- Evaluation, Inspection and Supervision of Completed various Infrastructure Projects:
- Supervision/Submission of necessary documents of various completed Infrastructure Projects:
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 2. Integration of Electrical Distribution System to Powerhouse Phase I
 3. Proposed Facelift of Main Building
- Supervision of various on-going Infrastructure Projects: 6
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 2. Renovation of 4th & 5th Floor
 3. Design & build for Specialty Center building w/ parking
 4. Alteration of radiotherapy building to include linear accelerator bunker
 5. Renovation of General and Geriatric Health Services (GGHS) to Comply with Level I

H. Others

- Members of different committee and TWG of various medical equipment, TSD facility and engineering supplies
- Submitted DENR Self-Monitoring Report – Quarterly
- Monitor water potability – monthly/quarterly

CY2020 IN-HOUSE PROJECTS

No.	Project Title/Description	Process Owner/Area	Project Status			
			Date Started	Date Completed	Remarks	Enduser
1	Temporary partition at OB-DR Hallway for COVID 19	OB-DR hallway	4/29/2020	Jul 2020	Completed	
2	Provision of walls & partition for COVID-19	FMW	06/23/20	Jul 2020	Completed	
3	Rectification of water supply for mobile dialysis	MICU	7/26/2020	8/4/2020	Completed; SR#2020080027	
4	Retrofitting works include provision of dividers/drywall & electrical/mechanical works	ESC	8/3/2020	9/2/2020	Completed	
5	Retrofitting of water supply	MAB Dialysis	9/20/2020	9/20/2020	Completed; SR#2020090328	
6	Conversion of OPD-Lab to COVID-19 testing laboratory	OPD	6/16/2020		On-going, PR#3463; PR3438;3991	
7	Installation of cabinet @Brachytherapy	Radiotherapy	09/23/20		on-going PR#570-A: TD: 2Q of 2020	
8	Retrofitting works and Provision of doors	Wards & OR lobby	9/28/2020		on-going PR #4403; 4500;	
9	Retrofitting works and Provision of doors	Wards & OR lobby	9/28/2020		On-going; PR #4403; 4500	
10	Retrofitting works & provision of walls at OB-Isolation Room & OB-ultrasound Room	OB-ISO, Ultras			For purchase of materials thru cash advance	
11	Repair/repainting @OPD waiting area	OPD			works will be done after OPD relocation	verbal instructions from inspection on 5.3.19
12	Repair of water leak @2F Main OR & other affected areas	Main OR	03/11/20		Temporary suspended due to COVID-19	
13	Repair/rehabilitation @OB-Oncology & Trophoblastic Disease Dept	OB-Onco			materials delivered except tiles with on-going PR: TD: 2Q of 2020	
14	Fabrication of shelves, cabinet and working table	Radiology			on-going PR #954; TD: 3Q of 2020	
15	Fabrication of knee operated stainless lavatory (Brachy) sink	Radiotherapy			on-going PR#570-A: TD: 2Q of 2020	
16	Fabrications of cabinets	Pay I Nurse Station			on-going PR#884: TD: 3Q of 2020	

17	Provision/Rehabilitation of stainless sink at Dept. of Patho & Lab	Pathology			on-going Re-PR # 1277: 2Q of 2020	
18	Renovation of CCU & IAU	CCU/DCO & IAU			on-going Re-PR # 6830: 3Q of 2020	
19	Provision of stainless steel sink @OPD Lab (Biopsy Clinic)	Pathology			on-going PR # 3116: 3Q of 2020	w/ letter request of end-user
20	Provision of cabinets at Dressing Room, NICU	NICU			for request of materials; 4Q of 2020	w/ letter request of end-user
21	Repair & installation @ Burn unit	Burn Unit			on-going PR # 6935: 3Q of 2020	
22	For repair/patching on the damage floors	Dialysis Unit, MAB			on-going PR # 5520: 2Q of 2020	
23	Provision of customized tables/counter and hanging cabinet	Ultrasound Rm, OB-Gyne			on-going PR #6943: 2Q of 2020	
24	Re-routing of sewerline for CSSD & ESC	ESC Chairman Office			for request of materials: TD; 4Q of 2020	
25	Fabrication of counter cabinet	PICU			on-going PR #725: 2Q of 2020	
26	Rehabilitation/repair of sewerline and downspout at PayII to Pedia ward	Payward			on-going PR #727: 2Q of 2020	
27	Repair tiles (80 pcs tile, tile adhesive)	Neuro CBB			on-going PR #1600: 3Q of 2020	
28	Provision of curtain rods for curtain partition	Pay II & ENT			on-going PR #951: 2Q of 2020	
29	Provision of sterilization room & Storage room (Electrical works)	OPD Lab- Microbiology Lab			on-going PR #2039: 3Q of 2020	
30	Provision of sterilization room & Storage room (Physical works)	OPD Lab- Microbiology Lab			on-going PR #2040: 3Q of 2020	
31	Provision of water shower/heater of various CR	Various Areas			PR of items prepared by HEMC	
32	Fabrication of open shelves and cabinet	Pulmo unit			on-going PR #2331: 3Q of 2020	
33	Fabrication of built-in wall hang cabinet for	MRI Room, Radiology			on-going PR #2345: 3Q of 2020	

Issues & Concerns	Recommendations
GENERAL: 1. Non-delivery of the winning bidder or no award resulting to delay in the accomplishment of the project	GENERAL: 1. PMD/BAC to look into procedure in the canvassing to prevent such incidents.
BIOMEDICAL: 1. Biomedical Unit working area is still	1. MMD, Disposal and Appraisal Committee to

<p>unavailable due to non-disposal of the unserviceable equipment inside.</p> <ol style="list-style-type: none"> Lack of computer use for data recording and certification for PMS & calibration Lack of Training regarding Calibration Standard (ISO 17025) Increased responsibility of Biomedical Staff due to ISO 9001:2015 Standard application makes it difficult for us to comply due to insufficient manpower. Also, more equipment is being procured by the hospital but the Biomed manpower is not considered. Non-accomplishment of scheduled PMS/Calibration on high risk area due to COVID-19 	<p>include this in their priority.</p> <ol style="list-style-type: none"> Tow (2) sets of Computer for Biomed unit Escalate to the HOPSS Training Coordinator to facilitate the processing of training request. Filling up of the remaining MET items for Biomed Unit. Creation of catch up plan for the conduct of PMS/Calibration
<p>ELECTRICAL:</p> <ol style="list-style-type: none"> Insufficient manpower for shifting Electrical Staff to accommodate service request calls and especially emergency situations during night duties (i.e. three generator sets are needed to start and monitor during power interruption). Lack of Test equipment to monitor and identify extensive heating on electrical panel boards and electrical cables. On Duty Electricians during night shift and weekends having difficulty in responding to works not related to their line of work (ex. Plumbing, carpentry, mechanical works). 	<ol style="list-style-type: none"> Additional skilled electricians that is willing to be assigned during night duties. Instead of item, such as Illustrator, we should hire new electrician with exceptional qualification. Purchase test equipment suitable for the identifying temperature changes in electrical equipment (i.e. Infrared Thermal Scanner). That we hire two (2) additional contractual plumbers to accommodate night shift plumber.
<p>Problems Encountered:</p> <p>INFRASTRUCTURE:</p> <ol style="list-style-type: none"> Lack of training for the latest rules and regulations for infrastructure project implementation & monitoring and project management 	<p>Recommendations</p> <ol style="list-style-type: none"> Escalate to the HOPSS Training Coordinator to provide training at least twice a year for infrastructure implementation & monitoring and project management.
<p>MECHANICAL UNIT:</p> <ol style="list-style-type: none"> Condemned items like air conditioner & refrigerators with unknown information (no records on file) temporary dumped in front of male dormitory must be dispose immediately. Item inventories were already prepared and submitted to MMD for disposal. 	<ol style="list-style-type: none"> Immediate facilitation of waste disposal. MMD to prioritize the periodic disposal, such as monthly or quarterly.

<p>2. Dismantling of condemned equipment like old generators so as to save manpower expenses and space for scrap materials.</p> <p>3. Increasing number of mechanical facilities needs additional electro-mechanical staff to focus in the accomplishment of PMS to comply with the ISO 9001:2015 requirements and documentation</p>	<p>2. MMD to look for scrap dealer that will include the dismantling of condemned equipment like old generators so as to save manpower expenses and space for scrap materials.</p> <p>3. Hire additional technician that must be electro mechanical experienced at least 5 years in building facilities preventive maintenance and installation. 2 years related vocational course graduate. Utilize the social media posting for hiring staff.</p>
<p>PHYSICAL UNIT:</p> <p>1. Partial and incomplete delivery of materials/supplies for a certain project (in-house projects) tend to delay/skip on schedule of works</p>	<p>1. Request proper training for the strict compliance of recording by effective personnel assigned @Stock room.</p>

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 Rooms	212

2. Garbage collected:

2.1. General Wastes.....	86,137 kgs.
2.2. Wet non-hazardous.....	3,501 kgs.
2.3. Infectious Wastes.....	62,822 kgs.
2.4. Vials.....	805 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. Dearjohn Janitorial Services as the contractual service for this year with 174 janitors reporting per day including Eight (8) staff at Geriatric and General Health Services.

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 including the COVID areas this time of pandemic.

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.

- 4.5. Promoting strict compliance on proper disinfectant and proper wearing of PPE to all janitorial staff.
5. Monitored and coordinated with Pest Control Services with their assignments.
 - Reduced stray cats in hospital premises.
 - Consistently controlling/reducing pest in the premises of the hospital.
6. Dear John Janitorial Staff assisted the HEMS and MMD in the deliveries of various donations for COVID-19.

Recommendation:

- To consider procuring new garbage bins to all clinical areas intended to its specifications.

LINEN AND LAUNDRY SECTION

Highlights of Accomplishment:

1. Ready-made materials purchased :

Total amount purchased : P 23,640.00
 Total quantity purchased 340 Meters

121 meters made into 56 pieces Curtain for GGHS Dialysis Unit
 76 meters made into 10 pieces Machine Cover at GGHS Dialysis Unit
 Remaining Balance – 197 meters

2. Ready-made materials issued:

Bed Sheet Blue	-	12 pcs.
Bed Sheet White	-	87 pcs.
Camisa Green	-	31 pcs.
DR Towel Green	-	121 pcs.
Draw Sheet Green	-	32 pcs.
Eye Towel White	-	20 pcs.
Gown Green	-	187 pcs.
Gown Green Heart	-	10 pcs.
Gown Maroon	-	2 pcs.
Gown White	-	57 pcs.
ITC Green	-	5 pcs.
ITC Maroon	-	3 pcs.
Leggings	-	2 pcs.
OR Sheet Green	-	10 pcs.
Pants Green	-	19 pcs.
Wrapper Catcha	-	9 pcs.

Laundry of soiled linen (Contracted).....	82,525 pcs.
Laundry of soiled linen (in-house).....	9,250 pcs.
Mended/repared linen.....	309 pcs.
Linen condemned.....	444 pcs.
Linen inventory conducted.....	72,141 pcs.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DEPARTMENT

1. PERSONNEL TRANSACTIONS

Incoming papers received/recorded	-	15,110
Outgoing papers recorded/released	-	1,539
Hospital Order/HPO prepared	-	73
DTRs generated and processed	-	0
Service Records/Certificate of Employment prepared	-	283
ARA-GSIS	-	52
NOSA/NPASA prepared and checked	-	2,008

2. HRMPSB

Applicants/application processed	-	142
Selection Board Meetings/Deliberations	-	5
Applicants deliberated	-	36
Filled	-	1,821
Unfilled	-	286

3. APPOINTMENTS PREPARED and CHECKED

Plantilla Positions	-	38
Non-Salaried/Lateral	-	2
Contract of Service/Job Orders	-	82
Visiting Honorary Consultants	-	4

4. SEPARATION PAPERS PROCESSED and CHECKED

Completion	-	19
Retirement	-	6
Resignation	-	8

5. LEAVE APPLICATIONS PROCESSED and CHECKED

HOPS Service	-	600
Finance Service	-	351
Nursing Service	-	533
Medical/Paramedical Service	-	1,491/392

6. PAYROLLING

Payroll Prepared and Check (set/page)	-	224/1,475
Voucher Prepared (Salaries/benefits)	-	504
Cash Advances prepared/computed	-	118

MATERIALS MANAGEMENT DEPARTMENT

Accomplishments:

Total number of goods delivered (quantity per line item).....	1,449,099
Total number of accurate goods received in conformity with	
P.O./Contract.....	1,1520,805.75
- Medical Supplies	879,652
- Supplies and Materials	74,819
- Drugs and Medicines.....	513,055
- Equipment and Semi-expendable supplies.....	1,193
- Foodstuff.....	52,086.75
Total number of goods cancelled due to non-availability of stocks/ lapsed of delivery period.....	202,771
Total number of goods rejected due to non-conformity with PO/Contract.....	3,006
Reports submitted.....	343
Reports of Rejected Deliveries Prepared	92
Report of Donation.....	22
Suppliers Evaluation Summary Report.....	3
Report of Deliveries.....	110
Report of Supplies and Materials Issued.....	59
24 hours Deliveries Reports.....	59
HFEP Reports.....	12
Property Cards Prepared/Updated.....	91
Communications prepared.....	62

2020 Deliveries Received (Quantity Delivered):

ITEMS	JULY	AUGUST	SEPTEMBER
Medical Supplies	206,299.00	359,603.00	313,750.00
Drugs and Medicines	240,557.00	123,249.00	149,249.00
Office Supplies	39,273.00	2,869.00	32,677.00
Foodstuff	15,821.00	18,573.00	17,692.00
HFEP/Semi Expendable Equipment	158.00	353.00	682.00

INSPECTION AND ACCEPTANCE UNIT

- Total Inspections Done including equipment..... 2,680
 - Inspected Goods donated156
 - Pre Inspection.....6
 - Post Inspection.....3
 - Waste Material (line items).....33
 - Petty Cash703
- Reports:
 - Inspection and Acceptance Report submitted – 894
 - Inspection Report for Disbursement Voucher preparation – 518
- Learning and Development Intervention all IAU Staff:
 - Lecture on COVID-19 Standard Precautions – via Zoom – July 8, 2020
 - Lecture on COVID-19 Standard Precautions – Updated Status – via Zoom – August 5, 2020

PROCUREMENT MANAGEMENT DEPARTMENT

Accomplishments:

Total number of Purchase Request processed	8,111
Total number of Purchase/Job Order prepared	626
Number of purchases made due to emergency situations.....	155
No of Petty Cash Request for Medical Supplies=30	
Office Supplies=34	
No of Advance Delivery Request=29	
Total number of Disbursement Vouchers prepared.....	308
Total Number of Cancelled PO/JO.....	170,792 items (P 2,604,327)

PMD-BAC SECRETARIAT


Accomplishments:

Prepared PPMP.....	152
BAC Resolutions for Mode	159
BAC Resolutions for Award -.....	441
Submitted Quarterly Procurement Status Report.....	1
Submitted Procurement Monitoring Report.....	1
Submitted Perfected Contracts to COA	16

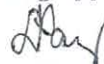
SECURITY UNIT

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. Submitted on time Incident Reports within 24 hours - 16
6. Apprehensions:
 - 6.1. No exit pass - 1
 - 6.2. Vehicular Accident - 5
 - 6.3. Damaged to Property - 4
 - 6.4. Others - 6

Prepared by:


SARAH R. AGUAS
Administrative Officer III

Recommending Approval:


LUCIA HERNANDEZ-PANAGUITON
OIC-Chief Administrative Officer

Approved:

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

JOSE R. REYES MEMORIAL MEDICAL CENTER

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			Date Started	Date Completed	Remarks	Enduser
1	Temporary partition at OB-DR Hallway for COVID 19	OB-DR hallway	4/29/2020	Jul 2020	Completed	
2	Provision of walls & partition for COVID-19	FMW	06/23/20	Jul 2020	Completed	
3	Rectification of water supply for mobile dialysis	MICU	7/26/2020	8/4/2020	Completed; SR#2020080027	
4	Retrofitting works include provision of dividers/drywall & electrical/mechanical works	ESC	8/3/2020	9/2/2020	Completed	
5	Retrofitting of water supply	MAB Dialysis	9/20/2020	9/20/2020	Completed; SR#2020090328	
6	Conversion of OPD-Lab to COVID-19 testing laboratory	OPD	6/16/2020		On-going, PR#3463; PR3438;3991	
7	Installation of cabinet @Brachytherapy	Radiotherapy	09/23/20		on-going PR#570-A: TD: 2Q of 2020	
8	Retrofitting works and Provision of doors	Wards & OR lobby	9/28/2020		on-going PR #4403; 4500;	
9	Retrofitting works and Provision of doors	Wards & OR lobby	9/28/2020		On-going; PR #4403; 4500	
10	Retrofitting works & provision of walls at OB-Isolation Room & OB-ultrasound Room	OB-ISO, Ultras			For purchase of materials thru cash advance	
11	Repair/repainting @OPD waiting area	OPD			works will be done after OPD relocation	verbal instructions from inspection on 5.3.19
12	Repair of water leak @2F Main OR & other affected areas	Main OR	03/11/20		Temporary suspended due to COVID-19	
13	Repair/rehabilitation @OB-Oncology & Trophoblastic Disease Dept	OB-Onco			materials delivered except tiles with on-going PR: TD: 2Q of 2020	
14	Fabrication of shelves, cabinet and working table	Radiology			on-going PR #954; TD: 3Q of 2020	
15	Fabrication of knee operated stainless lavatory (Brachy) sink	Radiotherapy			on-going PR#570-A: TD: 2Q of 2020	
16	Fabrications of cabinets	Pay I Nurse Station			on-going PR#884: TD: 3Q of 2020	

17	Provision/Rehabilitation of stainless sink at Dept. of Patho & Lab	Pathology			on-going Re-PR # 1277: 2Q of 2020	
18	Renovation of CCU & IAU	CCU/DCO & IAU			on-going Re-PR # 6830: 3Q of 2020	
19	Provision of stainless steel sink @OPD Lab (Biopsy Clinic)	Pathology			on-going PR # 3116: 3Q of 2020	w/ letter request of end-user
20	Provision of cabinets at Dressing Room, NICU	NICU			for request of materials; 4Q of 2020	w/ letter request of end-user
21	Repair & installation @ Burn unit	Burn Unit			on-going PR # 6935: 3Q of 2020	
22	For repair/patching on the damage floors	Dialysis Unit, MAB			on-going PR # 5520: 2Q of 2020	
23	Provision of customized tables/counter and hanging cabinet	Ultrasound Rm, OB-Gyne			on-going PR #6943: 2Q of 2020	
24	Re-routing of sewerline for CSSD & ESC	ESC Chairman Office			for request of materials: TD; 4Q of 2020	
25	Fabrication of counter cabinet	PICU			on-going PR #725: 2Q of 2020	
26	Rehabilitation/repair of sewerline and downspout at PayII to Pedia ward	Payward			on-going PR #727: 2Q of 2020	
27	Repair tiles (80 pcs tile, tile adhesive)	Neuro CBB			on-going PR #1600: 3Q of 2020	
28	Provision of curtain rods for curtain partition	Pay II & ENT			on-going PR #951: 2Q of 2020	
29	Provision of sterilization room & Storage room (Electrical works)	OPD Lab- Microbiology Lab			on-going PR #2039: 3Q of 2020	
30	Provision of sterilization room & Storage room (Physical works)	OPD Lab- Microbiology Lab			on-going PR #2040: 3Q of 2020	
31	Provision of water shower/heater of various CR	Various Areas			PR of items prepared by HEMC	
32	Fabrication of open shelves and cabinet	Pulmo unit			on-going PR #2331: 3Q of 2020	
33	Fabrication of built-in wall hang cabinet for	MRI Room, Radiology			on-going PR #2345: 3Q of 2020	

Issues & Concerns	Recommendations
GENERAL: 1. Non-delivery of the winning bidder or no award resulting to delay in the accomplishment of the project	GENERAL: 1. PMD/BAC to look into procedure in the canvassing to prevent such incidents.
BIOMEDICAL: 1. Biomedical Unit working area is still	1. MMD, Disposal and Appraisal Committee to

<p>unavailable due to non-disposal of the unserviceable equipment inside.</p> <ol style="list-style-type: none"> Lack of computer use for data recording and certification for PMS & calibration Lack of Training regarding Calibration Standard (ISO 17025) Increased responsibility of Biomedical Staff due to ISO 9001:2015 Standard application makes it difficult for us to comply due to insufficient manpower. Also, more equipment is being procured by the hospital but the Biomed manpower is not considered. Non-accomplishment of scheduled PMS/Calibration on high risk area due to COVID-19 	<p>include this in their priority.</p> <ol style="list-style-type: none"> Tow (2) sets of Computer for Biomed unit Escalate to the HOPSS Training Coordinator to facilitate the processing of training request. Filling up of the remaining MET items for Biomed Unit. Creation of catch up plan for the conduct of PMS/Calibration
<p>ELECTRICAL:</p> <ol style="list-style-type: none"> Insufficient manpower for shifting Electrical Staff to accommodate service request calls and especially emergency situations during night duties (i.e. three generator sets are needed to start and monitor during power interruption). Lack of Test equipment to monitor and identify extensive heating on electrical panel boards and electrical cables. On Duty Electricians during night shift and weekends having difficulty in responding to works not related to their line of work (ex. Plumbing, carpentry, mechanical works). 	<ol style="list-style-type: none"> Additional skilled electricians that is willing to be assigned during night duties. Instead of item, such as Illustrator, we should hire new electrician with exceptional qualification. Purchase test equipment suitable for the identifying temperature changes in electrical equipment (i.e. Infrared Thermal Scanner). That we hire two (2) additional contractual plumbers to accommodate night shift plumber.
<p>Problems Encountered:</p>	<p>Recommendations</p>
<p>INFRASTRUCTURE:</p> <ol style="list-style-type: none"> Lack of training for the latest rules and regulations for infrastructure project implementation & monitoring and project management 	<ol style="list-style-type: none"> Escalate to the HOPSS Training Coordinator to provide training at least twice a year for infrastructure implementation & monitoring and project management.
<p>MECHANICAL UNIT:</p> <ol style="list-style-type: none"> Condemned items like air conditioner & refrigerators with unknown information (no records on file) temporary dumped in front of male dormitory must be dispose immediately. Item inventories were already prepared and submitted to MMD for disposal. 	<ol style="list-style-type: none"> Immediate facilitation of waste disposal. MMD to prioritize the periodic disposal, such as monthly or quarterly.

<p>2. Dismantling of condemned equipment like old generators so as to save manpower expenses and space for scrap materials.</p> <p>3. Increasing number of mechanical facilities needs additional electro-mechanical staff to focus in the accomplishment of PMS to comply with the ISO 9001:2015 requirements and documentation</p>	<p>2. MMD to look for scrap dealer that will include the dismantling of condemned equipment like old generators so as to save manpower expenses and space for scrap materials.</p> <p>3. Hire additional technician that must be electro mechanical experienced at least 5 years in building facilities preventive maintenance and installation. 2 years related vocational course graduate. Utilize the social media posting for hiring staff.</p>
<p>PHYSICAL UNIT:</p> <p>1. Partial and incomplete delivery of materials/supplies for a certain project (in-house projects) tend to delay/skip on schedule of works</p>	<p>1. Request proper training for the strict compliance of recording by effective personnel assigned @Stock room.</p>

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 Rooms	212

2. Garbage collected:

2.1. General Wastes.....	86,137 kgs.
2.2. Wet non-hazardous.....	3,501 kgs.
2.3. Infectious Wastes.....	62,822 kgs.
2.4. Vials.....	805 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. Dearjohn Janitorial Services as the contractual service for this year with 174 janitors reporting per day including Eight (8) staff at Geriatric and General Health Services.
- 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 including the COVID areas this time of pandemic.
- 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.

- 4.5. Promoting strict compliance on proper disinfectant and proper wearing of PPE to all janitorial staff.
5. Monitored and coordinated with Pest Control Services with their assignments.
 - Reduced stray cats in hospital premises.
 - Consistently controlling/reducing pest in the premises of the hospital.
6. Dear John Janitorial Staff assisted the HEMS and MMD in the deliveries of various donations for COVID-19.

Recommendation:

- To consider procuring new garbage bins to all clinical areas intended to its specifications.

LINEN AND LAUNDRY SECTION

Highlights of Accomplishment:

1. Ready-made materials purchased :

Total amount purchased :	P 23,640.00
Total quantity purchased	340 Meters

121 meters made into 56 pieces Curtain for GGHS Dialysis Unit
 76 meters made into 10 pieces Machine Cover at GGHS Dialysis Unit
 Remaining Balance – 197 meters

2. Ready-made materials issued:

Bed Sheet Blue	-	12 pcs.
Bed Sheet White	-	87 pcs.
Camisa Green	-	31 pcs.
DR Towel Green	-	121 pcs.
Draw Sheet Green	-	32 pcs.
Eye Towel White	-	20 pcs.
Gown Green	-	187 pcs.
Gown Green Heart	-	10 pcs.
Gown Maroon	-	2 pcs.
Gown White	-	57 pcs.
ITC Green	-	5 pcs.
ITC Maroon	-	3 pcs.
Leggings	-	2 pcs.
OR Sheet Green	-	10 pcs.
Pants Green	-	19 pcs.
Wrapper Catcha	-	9 pcs.

Laundry of soiled linen (Contracted).....	82,525 pcs.
Laundry of soiled linen (in-house).....	9,250 pcs.
Mended/repared linen.....	309 pcs.
Linen condemned.....	444 pcs.
Linen inventory conducted.....	72,141 pcs.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DEPARTMENT

1. PERSONNEL TRANSACTIONS

Incoming papers received/recorded	-	15,110
Outgoing papers recorded/released	-	1,539
Hospital Order/HPO prepared	-	73
DTRs generated and processed	-	0
Service Records/Certificate of Employment prepared	-	283
ARA-GSIS	-	52
NOSA/NPASA prepared and checked	-	2,008

2. HRMPSB

Applicants/application processed	-	142
Selection Board Meetings/Deliberations	-	5
Applicants deliberated	-	36
Filled	-	1,821
Unfilled	-	286

3. APPOINTMENTS PREPARED and CHECKED

Plantilla Positions	-	38
Non-Salaried/Lateral	-	2
Contract of Service/Job Orders	-	82
Visiting Honorary Consultants	-	4

4. SEPARATION PAPERS PROCESSED and CHECKED

Completion	-	19
Retirement	-	6
Resignation	-	8

5. LEAVE APPLICATIONS PROCESSED and CHECKED

HOPS Service	-	600
Finance Service	-	351
Nursing Service	-	533
Medical/Paramedical Service	-	1,491/392

6. PAYROLLING

Payroll Prepared and Check (set/page)	-	224/1,475
Voucher Prepared (Salaries/benefits)	-	504
Cash Advances prepared/computed	-	118

MATERIALS MANAGEMENT DEPARTMENT

Accomplishments:

Total number of goods delivered (quantity per line item).....	1,449,099
Total number of accurate goods received in conformity with	
P.O./Contract.....	1,152,805.75
- Medical Supplies	879,652
- Supplies and Materials	74,819
- Drugs and Medicines.....	513,055
- Equipment and Semi-expendable supplies.....	1,193
- Foodstuff.....	52,086.75
Total number of goods cancelled due to non-availability of stocks/ lapsed of delivery period.....	202,771
Total number of goods rejected due to non-conformity with PO/Contract.....	3,006
Reports submitted.....	343
Reports of Rejected Deliveries Prepared	92
Report of Donation.....	22
Suppliers Evaluation Summary Report.....	3
Report of Deliveries.....	110
Report of Supplies and Materials Issued.....	59
24 hours Deliveries Reports.....	59
HFEP Reports.....	12
Property Cards Prepared/Updated.....	91
Communications prepared.....	62

2020 Deliveries Received (Quantity Delivered):

ITEMS	JULY	AUGUST	SEPTEMBER
Medical Supplies	206,299.00	359,603.00	313,750.00
Drugs and Medicines	240,557.00	123,249.00	149,249.00
Office Supplies	39,273.00	2,869.00	32,677.00
Foodstuff	15,821.00	18,573.00	17,692.00
HFEP/Semi Expendable Equipment	158.00	353.00	682.00

INSPECTION AND ACCEPTANCE UNIT

- Total Inspections Done including equipment..... 2,680
- Inspected Goods donated
- Pre Inspection.....
- Post Inspection.....
- Waste Material (line items).....
- Petty Cash
- Reports:
 - Inspection and Acceptance Report submitted – 894
 - Inspection Report for Disbursement Voucher preparation – 518
- Learning and Development Intervention all IAU Staff:
 - Lecture on COVID-19 Standard Precautions – via Zoom – July 8, 2020
 - Lecture on COVID-19 Standard Precautions – Updated Status – via Zoom – August 5, 2020

PROCUREMENT MANAGEMENT DEPARTMENT

Accomplishments:

Total number of Purchase Request processed	8,111
Total number of Purchase/Job Order prepared	626
Number of purchases made due to emergency situations.....	155
No of Petty Cash Request for Medical Supplies=30	
Office Supplies=34	
No of Advance Delivery Request=29	
Total number of Disbursement Vouchers prepared.....	308
Total Number of Cancelled PO/JO.....	170,792 items (P 2,604,327)

PMD-BAC SECRETARIAT

Accomplishments:

Prepared PPMP	152
BAC Resolutions for Mode	159
BAC Resolutions for Award -	441
Submitted Quarterly Procurement Status Report.....	1
Submitted Procurement Monitoring Report.....	1
Submitted Perfected Contracts to COA	16

SECURITY UNIT

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. Submitted on time Incident Reports within 24 hours - 16
6. Apprehensions:
 - 6.1. No exit pass - 1
 - 6.2. Vehicular Accident - 5
 - 6.3. Damaged to Property - 4
 - 6.4. Others - 6

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