



June 30, 2015

DOH-CAR OFFICE PERSONNEL ORDER
No. 2015- 799

SUBJECT: Designation of the Members of a new Inspection Committee for DOH-CAR Office.

In the interest of service and to ensure timely inspection of delivered goods and services in the DOH Cordillera Administrative Regional Office, the following personnel are designated as members of the reconstituted Inspection Committee, with their respective functions.

There shall be two inspection committees, one based at DOH-CAR proper and one at the level of the Provincial/City DOH Office (formerly known as DOH Provincial/City Health Team):

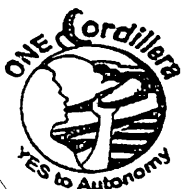
1. Inspection team based at DOH-CAR Proper to include goods, requisitioned by/for use of Baguio City DOH Office and Benguet Provincial DOH Office:

1.1 Committee for goods and services procured (including pre-inspection and inspection of waste materials) through public bidding and other modes of procurement including donations and subsidies from DOH Central Office:

Chairperson - **MS. VALISSA GRACE W. POLIG** Accountant II
Vice Chairperson - **MS. VALERIE B. BANIWAS** Statistician III

Members:

1. **REQUISITIONER/END-USER REPRESENTATIVE** – for all delivered goods/services (program coordinator or cluster/section/unit head/representative)
2. Any **FOOD and DRUG REGULATION OFFICER** or **MS. AIDEN D. BERMISA**, (Pharmacist III) – (as provisional member) for drugs & medicines, vaccines.
3. **MR. RAUL B. SOMINESTRADO** (Licensing Officer III), or **MS. VANESSA S. LUMBANIA** (Licensing Officer III) in the absence of the former, as provisional member – for medical/ surgical/ dental/ laboratory/ surgical supplies, devices and equipment.
4. **MS. PINANG C. CASTRO** (Administrative Officer IV) or **MS. LOIDA L. RAMOS** (Administrative Assistant III), in the absence of the former as provisional member – for office supplies and general use/ housekeeping goods and services and IEC materials including tarpaulin posters/ streamers, reproduction/ printing jobs.



5. **ENGR. NELSON G. CARA** (Engineer III) for vehicle/ transport-related goods and services.
6. **MS. CAROLINE R. MAMARADLO** (Computer Maintenance Technician III) for information, communication and technology-related supplies and equipment.
7. **ENGR. BASILIO C. MUNAR JR.** (Engineer III) – for construction/repair goods and services.

1.1 For goods and job orders paid through petty cash or cash advance or reimbursement at the Baguio City DOH Office and Benguet PDO:

MS. FRANCISCA P. CAYAT (Administrative Officer V) or in the absence of the former, **MS. DORIS K. CADAG** (Administrative Officer V)

2. For inspection of goods and services delivered to, or for the use of the Provincial/City DOH Offices other than Baguio City and Benguet, or delivered within the geographic area of responsibility of that office:

The **PROVINCIAL DOH OFFICER (Development Management Officer V)** or the OIC or the next highest ranking PDOHO staff in the absence of the former (except the person who canvassed the item), as follows:

Abra -	Ms. Agnes P. Casia
Apayao –	Ms. Josephine C. Fawayan
Benguet –	Ms. Florence D. Tabur
Ifugao –	Dr. Marivic M. Fabro
Kalinga –	Dr. Judy D. Lacar
Mt. Province –	Mr. Claudio B. Pancho

GENERAL INSTRUCTIONS:

A detailed set of instructions are listed in the Manual of Operations of the Materials Management Team (Supply Unit), which should guide the Committee in executing their functions, in addition to the following general and specific functions.

1. The Committee shall use the forms prescribed by the New Government Accounting System as revised by DOH and approved by the COA, where appropriate.
2. The additional functions of the above personnel as part of the Inspection Committee shall form part of their performance contract/targets for the duration of their membership of at least one year or so, until they are replaced.
3. Inspection shall only be conducted during office hours, except: (1) upon issuance of explicit authorization by the undersigned, after written request by end-user units or (2) during emergencies,

when immediate inspection of the goods will prevent unnecessary delays that might result in loss of life or property.

4. All commonly-used office supplies and equipment generally procured through the PS-DBM shall also be inspected.
5. The members who are the requisitioners/end-user representatives are primarily responsible for ensuring conformity with all of the important specifications of the delivered goods and services, which are stated in their Purchase Requests.
6. The committee members shall also follow the current guidelines/procedures for inspection stipulated in the Materials Management Team/Supply Unit Manual of Operations, in the related Quality Standard Operating Procedures, and/or the Work Instructions, and other related government policies/guidelines such as those issued by the Commission on Audit.
7. The Committee Chairperson shall take the main responsibility of ensuring that all of the Committee members are well-oriented about their functions, comply with them, and are updated about any new policy or procedural changes.

SPECIFIC FUNCTIONS AND INSTRUCTIONS:

A. For inspection done by the Committee on Goods procured through public bidding and other modes of procurement including donations and subsidies:

1. The Chairperson of the Committee shall ensure that representatives from the committee are available for inspection.
2. The Chairperson of the Committee, or the Vice Chairperson or any designated member shall sign on the Inspection and Acceptance Report (IAR) in the "Inspection Box", Prior to the signing, two initials shall be required, one from the requisitioner/ end user or any representative and the other from the appropriate provisional member per category listed above. The imprimaturs so reflected shall be construed that the items were inspected and were found to be in conformity with all of the specifications. For items which must be rejected, the Chairperson must explicitly state the reason for the rejection and shall thereafter sign the report.
3. The Chairperson shall likewise request, if necessary, other personnel whose technical expertise are required in order for the Committee to arrive at sound and scientific evaluation of the specifications.
4. Before the head of the Supply Unit (A.O. V) or his/her representative shall sign on the "Acceptance Box" of the Inspection and Acceptance Report, a single initial from any member of the Inspection Committee shall be required before signing and such acceptance shall be construed as an attestation of the receipt of goods based on quantity only.
5. The end user/requisitioner, aside from being a member of the Inspection Team, shall also be responsible for accepting goods and services together with the head of the Supply Unit.
6. Inspection shall be conducted as soon as possible after the Supply Unit members have informed the Chairperson or any available member of the Inspection Team of the delivery of goods based on the approved appropriate documents (e.g. purchase request, abstract of canvass, bid documents, terms of reference, etc.) with approved purchase order endorsed by the Procurement Team to the Supply Unit, duly served and received or signed by the supplier. Therefore, it shall be the responsibility of the Supply Unit Head to assist the Procurement Team to make necessary follow-up of the deliveries of goods. The goods shall be delivered based on the approved and served

purchase orders, including the delivery period stipulated therein. In the absence of a written request from the supplier for an extension of delivery period which is approved by the Regional Director, all approved purchases which are not delivered within the stipulated period shall be automatically cancelled, and a new purchase order shall be prepared in favor of the next winning bidder, except where the winning bidder is a lone bidder. In this case, an extension of thirty days shall be allowed. Exceptions to this provision are those items procured through cash advance and those works covered by job orders.

7. The Inspection and Acceptance Report prepared by the MMT shall be accomplished by the Inspectors not later than two days after being informed of the delivery. The designated staff of the Supply Unit shall sign the "Acceptance" portion on the same working day of receipt of the returned form, and shall submit a copy of the Inspection and Acceptance report based on COA Memorandum Circular No. 83-333 to the Accounting Section, which submits it to the Commission on Audit. Such submission shall be construed that the delivered items have been accepted and inspected and were found to be in accordance with the specifications.
8. A representative from the requisitioner/end user shall automatically be considered a mandatory member of the Inspection Committee and shall therefore affix his/her initial to the Inspection and Acceptance Report (IAR) below the name of the Inspector Officer. In the absence of the requisitioner/end user, the concerned Division Chief is authorized to conduct inspection initial in the IAR in order to facilitate the payment of claims of the suppliers.
9. The Committee shall also check that the IARs and Certificate of Acceptance which are chronologically numbered must be dated on the actual date(s) of inspection and acceptance, respectively.

B. For the Committee on goods and job orders paid through petty cash/cash advance or reimbursement at the DOH CAR Office proper, Baguio City DOH Office and Benguet PDOHO:

1. In the case of job orders, cash advance or reimbursements, the end user/requisitioner shall directly inform/approach the concerned Inspection Committee/Team to request for inspection with any of the following proofs of receipt: invoices, delivery receipts, canvass, abstract of canvass, etc. and job order (for the purchase of works).


C. For inspection at the Provincial DOH Offices (PDOHOs), the signature of one inspector will suffice.

COORDINATING INSTRUCTIONS:

The heads of the end-user/requisitioner units shall ensure the availability of their representatives during the conduct of inspection and coordinate accordingly with the Inspection and Acceptance Committee, the Supply Unit, and the Procurement Team.

A Request for Action (RFA) or a Memorandum may be duly issued to any of the above staff for non-conformity.

This Order shall take effect on July 1, 2015, and shall supersede and rescind any previous issuances with which it is inconsistent.


AMELITA M. PANGILINAN, MD, MPH
Director III
Officer-in-Charge