

## Establishment of BLOM as Provincial Pharmacy Economic Enterprises through Consignment Basis

### ABOUT THE SERVICE

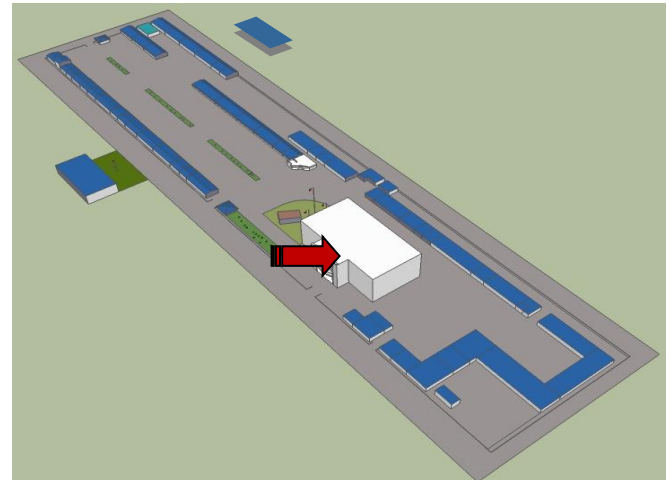
The BLOM will function as Provincial Pharmacy owned, operated and maintained by the PGOM. This is to ensure continued and viable operation in making readily available quality and affordable drugs, medicines, medical, laboratory and dental supplies for all Provincial and Satellite Hospitals, Public health Office and other Health projects, program and related operations of all agencies under PGOM.

BLOM has three (3) Basis of Acquisition of medicines and supplies.

These are through:

- a. Drug Consignment System under DOH AO No. 145 S. 2004.
- b. Parallel Drug Importation System Thru Philippine International Trading Corporation and other generics and Multinational Companies.
- c. Procurement under RA 9184.

There is also Accreditation System to determine all qualified suppliers, manufacturers and importers participating under the procurement system of the BLOM. Before accreditation of consignor/ supplier eligibility requirements will be first submitted to BLOM for evaluation. When qualified the BLOM will indorse the application to Provincial Governor and he will recommend to the SP for accreditation. An Accreditation Certificate will be issued by the SP to the duly accredited supplier/consignor upon payment of accreditation. The BLOM will invite all accredited consignor to submit price offer thru bidding which is conducted yearly. Evaluation of the Consignment offers will be conducted to determine the products carried by the consignors and the approved price for consignment. The preparation and execution of the Consignment Agreement will be accomplished after the evaluation of the Consignment offers.



### OFFICE OF THE GOVERNOR – BOTIKA NG LALAWIGAN NG ORIENTAL MINDORO

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## REQUIREMENTS

- ELIGIBILITY REQUIREMENTS
  - DOH Supplies Accreditation Certificate
  - BFAD Licensed to Operate with Second Page
  - Certificate from the BIR w/ TIN acknowledging receipt of duly edited financial statement of the immediate preceding partner.
  - SEC Registration or DTI Registration Certificate
  - Sworn and duly notarized statement that the consignor has not been blacklisted to participate in Bidding by any government agency or LGU's
  - Certificate of Product Registration issued by the BFAD.
  - Certificate of Current of Good Manufacturing Practice (CGMP) issued by BFAD.
  - DBM Philgeps Certificate of Registration
  - Mayors Permit
  - Letter of Intent of interested Consignor
  - Letter authorizing BLOM-Technical Working Group to verify documents for eligibility checks
  - Certificate under oath that each documents submitted is authentic
  - Company Profile
  - Sketch/ Location Plan of establishment w/ picture
- ACCREDITATION FEE
- ACCREDITATION CERTIFICATE
- BIDDING DOCUMENTS/ NOTICE OF AWARD
- CONSIGNMENT AGREEMENT

Steps	Requirement	Forms	Time	Service Provider
1. Submit application for accreditation	Eligibility Requirements		10 minutes	BLOM Administrative Staff
2. Evaluation/ Review of application submitted	Eligibility Requirement Application		15 minutes/ application	CEO <i>Dr. Erlinda Badillo</i> Operations Manager
3. Recommends qualified Consignor to the Governor	Letter of Endorsement to Governor		15 minutes	<i>Dr. Erlinda Badillo</i> Operations Manager
4. Presentation of all qualified consignors to the SP for the Approval of Accreditation	- Eligibility Requirements  -Performance Evaluation of all old Consignors		2-3 hours	<i>Hon. Humerlito Dolor</i> Vice Governor <i>And SP Members</i>
5. Collate/ Collect Certificate of Accreditation and Fee Receipt	Certificate of Accreditation from Sangguniang Panlalawigan  Photocopy of Accreditation Fee Receipt		5 minutes	<i>Eden Asilo</i> BLOM-Pharmacist And Bookeeper
6. Inform Consignors to Buy Bid Documents from BAC	Payment for BID Documents		10 minutes	<i>DR. Erlinda Badillo</i> Operations Manager
7. Attend and Submit Bid Documents to BAC on the Bidding Date	Eligibility Requirements -Technical and Financial Documents		2 hours	BAC Chairman and Memebers <i>July Ical</i> BAC Secretariat

Steps	Requirement	Forms	Time	Service Provider
8. Evaluation of the Consignment Offers	Financial Documents filled up by the Consignors		1 hour per Consignor	<i>July Ical</i> BAC Secretariat
9. Review of the Consignment Offers	Abstract of quotation		1 hour per Consignor	<i>DR. Erlinda Badillo</i> Operations Manager <i>Eden S. Asilo</i> BLOM Pharmacist
10. Issuance of Notice of award	Abstract of Quotation and Certificate of Acceptance		30 minutes per Consignors	<i>July Ical</i> BAC Secretariat
11. Signing of Consignment Agreement (Both PGOM and Consignor)	Notice of Award  Consignment Agreement		1 to 2 days	<i>Gov. Alfonso V. Umali</i> Consignor

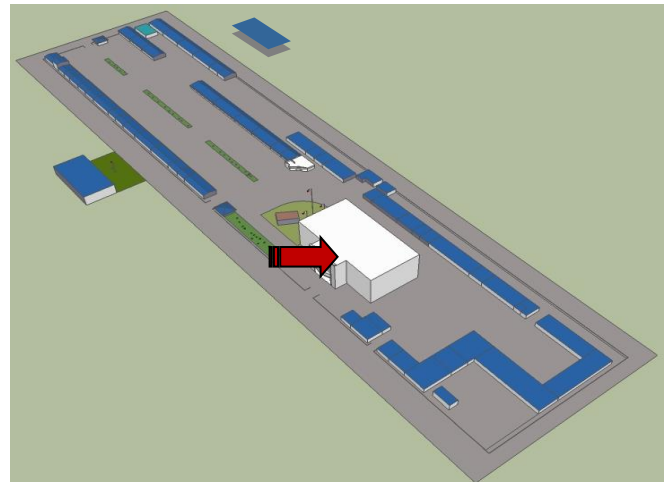
## Transaction Flow of Placement of Orders of Goods from BLOM to Consignors

### ABOUT THE SERVICE

The Consignment orders for the Initial Quarter shall be issued after the Consignment Agreement is perfected. Consignment Order shall conform with the Consignment Agreement. There is a prescribed Consignment Order Form to be filled up by the pharmacist and signed by the Operations Manager. The projected quantity of supplies to be ordered is determined on a quarterly basis by the Consignee. Items available or consigned in the BLOM are all recommended by the medical practitioners through product presentations made by the consignors. The consigned goods shall be delivered directly to the BLOM warehouse and immediately inspected by the Inspector from the provincial expectorate Team, Pharmacist and Warehouse Storekeeper. It is required that every delivery made to BLOM, a Delivery Receipt shall be issued by the consignor. It is also the responsibility of the BLOM warehouse to check the specifications delivered the Lot and Batch number of goods, Quantity, Unit Price, Manufacturing date and Expiration Date which should not be less than twelve (12) months.

### REQUIREMENTS

- Consignment Order
- Delivery Receipt
- Sales Invoice
- Ledger Card/ Inventory from Database



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Steps	Requirement	Forms	Time	Service Provider
1. Inventory of stocks needed to re-order	Ledger card  Inventory from Database		15 minutes	<i>Marlo Leynes</i> Storekeeper-BLOM Main <i>Michelle Nizal</i> Storekeeper- Warehouse OMPH
2. Accomplish order form	Order Forms		20 minutes	Eden S. Asilo Pharmacist
3. Approval of Consignment Order form			2 minutes	<i>DR. Erlinda Badillo</i> Operations Manager
4. Send Consignment order form through E-mail to Respective Consignors			5 minutes	<i>Grace Baculo</i> Accounting Clerk
5. Confirmation of consignors through text, Celphone, or e-mail			10 minutes	Eden S. Asilo Pharmacist
6. Arrival/ Receiving of deliveries from the consignor	Received order form Delivery Receipt		30 minutes	Eden S. Asilo Pharmacist <i>Marlo Leynes</i> Storekeeper- Main Bodega <i>Norberto Barros</i> Admin Aide- Main Bodega <i>Michelle Nizal</i> Storekeeper- Warehouse OMPH <i>Jay Jabal</i> Admin Aide-Warehouse OMPH

Steps	Requirement	Forms	Time	Service Provider
7. Notify Inspectorate Team re: Delivery of Items for inspection	Letter of Request for inspection		5 minutes	<i>Marlo Leynes</i> Storekeeper- Main Bodega
8. Check and verify the delivered items	Delivery Receipt		1 hour	<i>Marlo Leynes</i> Storekeeper- Main Bodega <i>Michelle Nizal</i> Storekeeper- Warehouse OMPH Inspectorate Team
9. Encode the unit cost and apply mark-up cost on the delivered goods	Delivery Receipts		1 hour	<i>Marlo Leynes</i> Storekeeper- Main Bodega <i>Michelle Nizal</i> Storekeeper- Warehouse
10. Display the delivered goods to their respective gondolas	Delivered Medicines, medical supplies and Injectables		1 hour	<i>Leuz Palomera/Domer</i> <i>Lardizabal</i> Admin Aides- Main Bodega <i>Jay Jabal</i> Admin Aide-Warehouse OMPH

## Distribution / Delivery of Goods to Hospitals and Other Health Facilities

### Payment of Hospital to BLOM

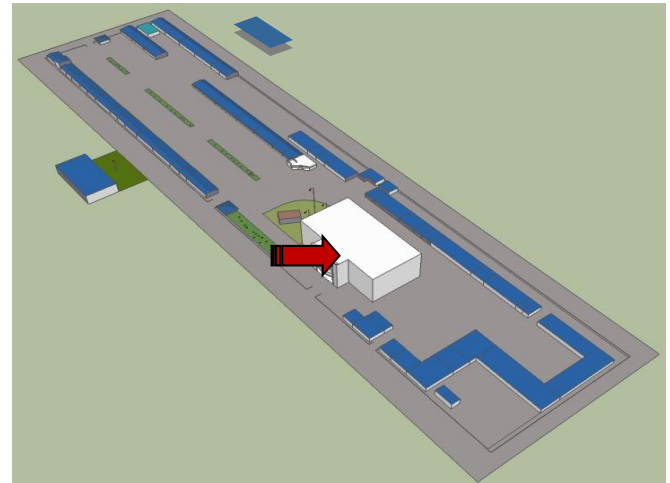
#### ABOUT THE SERVICE

All Health projects, Programs and related operations of all agencies under PGOM Budgetary allocation shall purchase from BLOM medicines and medical supplies except in time of emergency, or occurrence of disaster and or epidemic and in cases where BLOM cannot supply the requirements. Public Health office, Provincial and satellite hospital shall prepare or submit their respective Annual Procurement Plan for the purpose of enabling the BLOM to determine the proceeding stocks requirement.

It is the responsibility of the hospital to submit approved request order of all medicines and medical supplies needed for the quarter. A delivery receipt will be issued by the BLOM storekeeper to the hospital upon the delivery of goods. The BLOM will be in charged in all the preparation of all supporting papers needed for the processing of payments of hospital to BLOM.

#### REQUIREMENTS

- Purchase/ Request Order signed by COH
- Delivery Receipts
- Requisition Issuance Slip
- Voucher/Obligation Request
- Summary Report ( Consignment and Revolving Fund)



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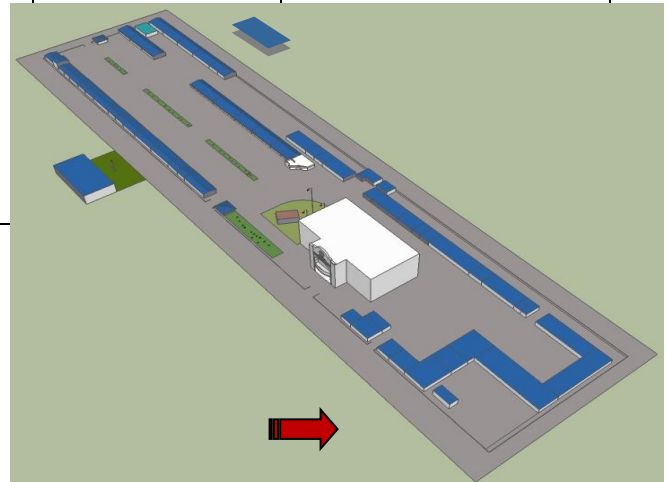
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Steps	Requirement	Forms	Time	Service Provider
1. Coordinate and submit approved purchase/request order to BLOM	Approved Request Order		15 minutes	Supply Officer/ Pharmacist of each hospital <i>Eden Asilo</i> BLOM Pharmacist
2. Check and prepare the goods for delivery to respective hospital	Request order		1 hour	<i>Marlo Leynes</i> Storekeeper- Main Bodega <i>Leuz Palomera</i> Admin Aide- Main Bodega <i>Michelle Nizal</i> Storekeeper- Warehouse OMPH <i>Jay Jabal</i> Admin Aide-Warehouse OMPH
3. Accept / acknowledge the delivered goods of hospital	Delivery receipts		1 hour	<i>Supply officer of the hospital</i> <i>Marlo Leynes</i> Storekeeper- Main Bodega <i>Michelle Nizal</i> Storekeeper- Warehouse OMPH
4. Prepare documents for payment of hospital to BLOM	Delivery Receipts Requisition Issuance Slip Voucher Obligation Request Summary Report		15 minutes per satellite	<i>Leovenia Bonquin/Grace Baculo</i> Data Encoder/Acctg. Clerk Bookkeeper <i>Eden Asilo</i> BLOM Pharmacist
5. For signature of all concerned signatories	Delivery Receipts Requisition Issuance Slip Voucher Obligation Request Summary Report		5 minutes 15 minutes 15 minutes 10 minutes 5 minute	CEO-BLOM Dr. N. Legaspi – PHO II <i>Dr. M. Marasigan</i> Chief of Hospital <i>Ms. Althea Agutaya</i> Provincial Accountant <i>Ms. Astronica Salcedo</i> Provincial Treasurer <i>Hon Alfonso V. Umali, Jr.</i> Provincial Governor/ <i>Romeo G. Infantado, MD</i> OIC-Provincial Administrator

## Transaction Flow in Pharmacy Outlet and Procurement of Branded Drugs and Medicines



### ABOUT THE SERVICE

The Botika ng Lalawigan ng Oriental Mindoro will enhance the availability of low-cost, high quality drugs and medicines not only in our hospital but to the general public as well, without entailing additional cost or investment in the part of the PGOM. Even with mark-up by the BLOM, the prices of medicines and supplies will still be lower compared to private outlets. This situation may provide healthy competition with nearby private retailers and may be therefore prompt them to lower drug prices as well. The BLOM can also purchase branded medicines and medical supplies necessary for the good of service of BLOM particularly on the condition that the said items/good are not available from any accredited consignors. These will be acquired thru Alternative Mode of Procurement.

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### REQUIREMENTS

- Drug Prescription Paper
- Point of Sales
- Purchase Request for branded Medicines
- Sales Invoices, delivery Receipts from Suppliers
- Request of quotation for Shopping( at 3 Suppliers)
- Eligibility Requirements from Suppliers
- Requisition Issuance Slip, Voucher, Obligation Request, Purchase Order

Steps	Requirement	Forms	Time	Service Provider
1. Present the Prescription issued by the Physician to patient	Drug prescription Paper		2 minutes	Medical Assistant on Duty
2. Check the prescribed medicines			2 minutes	Eden S. Asilo BLOM Pharmacist
3. Issue Medicines to buyer and get the payment	Prescribed Medicines or Supplier		3 minutes	Medical Assitant on Duty
4. Accept cash payment and Issue POS	Money and POS		3 minutes	Cashier on Duty
<b>Procurement of Branded Medicines</b>				
5. Request Branded Medicines	Pricelist of medicines from Multinational Drug Company		5-10 minutes	Pharmacist
6. Prepare Purchase Request for Branded Medicines	Purchase Request		30 minutes	<i>Grace Baculo</i> Accounting Clerk
7. Approval of Purchase Request for Branded Medicines	Purchase Request/Obligation Request		1 day	CEO-BLOM <i>Ms. Astronica Salcedo</i> OIC-Provincial Treasurer <i>Dr. Romeo Infantado –OIC- Prov'l Administrator/Hon. Alfonso V. Umali, Jr</i> Provincial Governor

8. Forward the approved Purchase Request to Budget for Signature	Purchase Request, Eligibility Documents Exclusive Distributor Certificate, Pricelist, Accreditation fee		30 mins	<i>Nennette Pineda</i> Provincial Budget Officer
9. Forward to GSO/BAC for Review if shopping or negotiated and for completion of needed attachments and documents	Purchase Order		1- 2 days	BAC Secretariat BAC Chairman and Memebers
10. Approval of purchase Order			1 day	<i>Ms. Althea Agutaya</i> OIC-Provincial Accountant <i>Hon Alfonso V. Umali, Jr.</i> Provincial Governor/ PA Melgar Consignor
11. Approval of Voucher			½ day	<i>Ms. Althea Agutaya</i> OIC-Provincial Accountant <i>Hon Alfonso V. Umali, Jr.</i> Provincial Governor/ PA Romeo Infantado <i>Ms. Astronica Salcedo</i> OIC-Provincial Treasurer
12. Payment	Official receipt from supplier			Provincial Treasurers Office

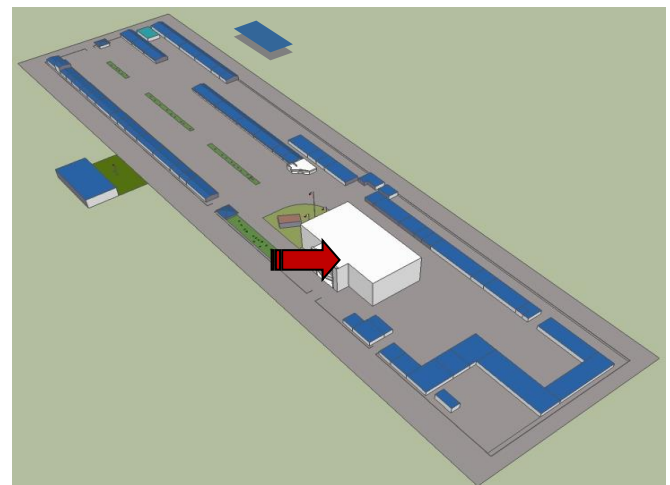
## Procedure on Payments from BLOM to Consignor

### ABOUT THE SERVICE

Processing and accomplishment of every pertinent documents necessary for the Standard Operating Procedure of Botika ng Lalawigan ng Oriental Mindoro ( BLOM) will be a significant routine in providing viable economic enterprise for the government of Oriental Mindoro, thus procedural flow for such shall be fast tracked and shall not be limited and deferred by the traditional procedure or purchasing, on disbursement and reimbursements of charges incurred by the end users and related offices within under Budgetary Allocations of the PGOM and on payments of dues payable to its suppliers and consignors.

The Provincial Treasurers Office shall facilitate settlements of BLOM collectibles from offices under supervision and budgetary allocation of Provincial Government by applying the procedure of Transferring of funds from the Agency's General Fund to the BLOM Trust Funds.

Quarterly Inventory of stocks shall be conducted in BLOM Main and OMPH Warehouse and Pharmacy Outlet and to be witnessed by any representative from Provincial General Services Office. The Internal Audit Services Division (IASD) shall also be responsible in the conduct of quarterly audit on the operation of the BLOM. The BLOM also apply the zero inventory concepts by re-invoicing all unsold stocks as beginning inventory for the incoming year.



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### REQUIREMENTS

- Inventory Sheets signed by the Pharmacist, PGSO, And IASD Representative
- Worksheets( Tally Sheets) of all medicines, drugs and medical supplies disposed
- Sales invoices from Suppliers
- Delivery Receipts from suppliers and BLOM
- Voucher, Requisition and Issuance Slip, Purchase Request
- Summary Report

Steps	Requirement	Forms	Time	Service Provider
1. Conduct Quarterly inventory of goods under consignment system	Inventory Sheets		Main Warehouse-2 days OMPH Warehouse-2 days Pharmacy outlet-2 days	BLOM Staff PGSO and IASD Representative, Consignors
2. Check /review and evaluate the Inventory Results	Inventory Sheets		2 days	<i>Eden S. Asilo</i> Pharmacist Storekeepers and Bookkeeper
3. Make appropriate supporting documents per consignors	Worksheets or tally sheets		2 hrs per consignors	Bookkeeper Assistant Admin Officer
4. Approval of Payments	Worksheets, Sales Invoices, Purchase Request, Vouchers, RIS, Delivery Receipts		1/2 day	CEO-BLOM <i>Ms. Astronica Salcedo - PTO</i> <i>Dr. Romeo Infantado- Prov'l Administrator/ Hon. Alfonso V. Umali, Jr</i> Provincial Governor <i>Ms. Althea Agutaya</i> Provincial Accountant

