

Botika ng Lalawigan ng Oriental Mindoro



1. Purchase of quality and affordable drugs, medicines and medical supplies

Botika ng Lalawigan ng Oriental Mindoro (BLOM) ensures the availability of quality and affordable drugs, medicines and medical supplies not only for the PGOM hospitals but also to the general public.

Office or Division:	GO-BLOM			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Drug prescription (original copy)		From the clinic/hospital of the attending doctor.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the drug prescription to the counter	1. Get the prescription	none	1 minute	<i>Pharmacy Assistant</i> BLOM
2. Wait for the pharmacy assistant at your same counter (You may also inquire for the price or substitute to the items being purchased)	2. Check the prescription and prepare the medicines being purchased. 2.1 Inform the client of the price and substitute or if there is unavailable item being purchased,	none	5 minutes	<i>Pharmacy Assistant</i> BLOM
3. Give your payment to the pharmacy assistant	3. Receive the payment and give it to the cashier 3.1 The cashier will check the items and price from the Point of Sales System (POS); acknowledge the	Exact amount of the items being purchased	5 minutes	<i>Pharmacy Assistant</i> BLOM <i>Cash Clerk</i> BLOM

	cash given and prepare the change, if there is any, and the official receipt.			
4. Receive and check the items purchased, your change and official receipt before leaving the counter	4. Give the items being purchased, the official receipt and change to the client.	none	3 minutes	<i>Pharmacy Assistant</i> BLOM
	Total	Exact amount of items purchased	14 minutes	

2. Procurement of Pharmaceutical Stocks under Consignment Scheme

All hospitals, health projects, programs and related operations of all agencies under Provincial Government of Orient Mindoro (PGOM). Budgetary allocations shall be from BLOM medicines and medical supplies except in time of disaster and or epidemic and in cases where BLOM cannot supply the requirements.

Office or Division:	GO-BLOM			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Hospitals and other health care facilities, health care programs and activities of the BLOM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request Order signed by Chief of Hospital.		From the representative of the government hospitals who want to purchase medicines and supplies.		
2. Delivery Receipts		Storekeeper and Administrative Aide - BLOM		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>A. Steps of procurement for pick-up of government hospitals.</i>				
1. Coordinate and submit approved purchase request order to BLOM.	Received the purchase request order.	none	15 minutes	<i>Supply Officer/Pharmacist of each hospital and Pharmacist - BLOM</i>

2. Wait for the Administrative Aide to check and prepare the goods, delivery receipts and sales invoice for issuance to respective hospital.	Check and prepare the goods for delivery to respective hospital.	none	1 hour and 30 minutes	<i>Storekeeper</i> BLOM - Main Bodega <i>Administrative Aide</i> BLOM - Main Bodega
3. Inspect, Accept/Acknowledge the goods ordered by hospital.	Have the inspectorate team inspect and client receive and sign the delivery receipt and goods.	none	1 hour	<i>Supply Officer/Pharmacist of each hospital</i> <i>Administrative Aide</i> BLOM - Main Bodega
		Total	2 hours and 45 minutes	
<i>B. Steps of procurement for delivery to government hospitals.</i>				
1. Coordinate and submit approved purchase request order to BLOM.	Received the purchase request order.	none	15 minutes	<i>Supply Officer/Pharmacist of each hospital</i> Pharmacist - BLOM
2. Wait for the Administrative Aide and driver to arrive at the hospital to deliver the goods.	Check and prepare the goods for delivery to respective hospital.	none	4 hours is the maximum time traveled from BLOM to hospital. <i>*BCH is the furthest</i>	<i>Storekeeper</i> BLOM - Main Bodega <i>Administrative Aide</i> BLOM - Main Bodega
3. Inspect, Accept/Acknowledge the goods ordered by hospital.	Have the inspectorate team inspect and client receive and sign the delivery receipt and goods.	none	1 hour and 30 minutes	<i>Supply Officer/Pharmacist of each hospital</i> <i>Administrative Aide</i> BLOM - Main Bodega
		Total	5 hours and 45 minutes	