



**BOTIKA NG LALAWIGAN NG
ORIENTAL MINDORO
EXTERNAL SERVICES**



1. Procurement of Pharmaceutical Stocks under Consignment Scheme

Pharmaceutical procurement of all hospitals, health projects, programs and related operations of all agencies under the Provincial Government of Oriental Mindoro (PGOM) are centralized to the Botika ng Lalawigan ng Oriental Mindoro (BLOM). 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. Service is available from Monday to Friday.

Office or Division:	GO-BLOM			
Classification:	Simple			
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. (1 original)		From the representative of the government hospitals who want to purchase medicines and supplies.		
2. Delivery Receipts (1 original, 4 photocopies)		Storekeeper and Administrative Aide – BLOM		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Steps of procurement of government hospitals.</i>				
1. Coordinate and submit approved purchase request order to BLOM.	1. Receive the purchase request order.	none	15 minutes	Supply Officer/Pharmacist of each hospital and Pharmacist – BLOM
	1.1 Check availability and prepare delivery receipt and sales invoice.	none	30 minutes	Storekeeper BLOM- Main Bodega Administrative Aide BLOM – Main Bodega
	1.2 Prepare and check the goods.	none	1 hour and 30 minutes	Storekeeper BLOM- Main Bodega Administrative Aide



				BLOM – Main Bodega
2. Double check the delivery receipts and sales invoice if it inclines with the items requested, Inspect, Accept/ Acknowledge the goods ordered.	2. Have the inspectorate team inspect and client receive and sign the delivery receipt and goods.	none	1 hour, 30 minutes	Supply Officer- Pharmacist of each Hospital Administrative Aide BLOM - Bodega
Total		none	3 hours, 45 minutes	

2. Sales 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. Service is available from Monday to Friday.

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 (1 original copy, 1 photocopy)		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	Pharmacy Assistant BLOM
	1.1 Check the prescription and prepare the medicines being purchased. 1.2 Inform the client of the price and	none	5 minutes	Pharmacy Assistant BLOM



	substitute or if there is unavailable item being purchased.			
2. Give your payment to the pharmacy assistant	2.1 Receive the payment and give it to the cashier 2.2 The cashier will check the items; acknowledge the cash given and prepare the change, if there is any.	Exact amount of the items being purchased	5 minutes	Pharmacy Assistant BLOM Cash Clerk BLOM
3. Receive and check the items purchased, change and official receipt before leaving the counter	3. Give the items being purchased, the official receipt and change to the client.	none	3 minutes	Pharmacy Assistant BLOM
Total		Exact amount of the items purchased	1 hour and 22 minutes	



**BOTIKA NG LALAWIGAN NG ORIENTAL
MINDORO
INTERNAL SERVICES**



1. Payroll Processing

Botika ng Lalawigan ng Oriental Mindoro ensures all their employees receive their pay at the end of a payroll period.

Office or Division:	GO-BLOM			
Classification:	Simple			
Type of transaction:	G2G – Government to Government			
Who may avail:	BLOM Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Obligation Request (OBR)		From the Provincial Human Resource Management Office (PHRMO)		
2. Disbursement Voucher		From the Provincial Human Resource Management Office (PHRMO)		
3. Accomplishment Report		From BLOM employees		
4. Daily Time Record (DTR)		From the Provincial Human Resource Management Office (PHRMO)		
5. Travel Order (TO)		From Administrative Aide IV		
6. Certificate of Appearance		From concerned offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide accomplishment report.	1. Receive all accomplishment report	none	5 minutes	Administrative Aide IV BLOM
2. Download DTR emailed by PSU	2. Print all the DTR from the email	none	2 minutes	Administrative Aide IV BLOM
3. Download OBR emailed by PSU	3. Print all the OBR from the email	none	2 minutes	Administrative Aide IV BLOM
4. Download DV emailed by PSU	4. Print all the DV from the email	none	2 minutes	Administrative Aide IV BLOM
5. Prepare Travel Order	5. Attach Travel Order	none	1 minute	Administrative Aide IV BLOM



6. Request Certificate of appearance from the concerned offices	6. Attach Certificate of Appearance	none	1 minute	Administrative Aide IV BLOM
7. Compile the documents	7. Review and signed by the BLOM Staff and OIC	none	20 minutes	Administrative Aide IV BLOM
8. Receive salary	8. All BLOM Staff will sign the payroll and receive their salary.	none	30 minutes	All BLOM Staff
Total		none	63 minutes	