



Republic of the Philippines
Department of Health
MARGOSATUBIG REGIONAL HOSPITAL
Margosatubig, Zamboanga del Sur



Contact No. (0917) 715-0041 / e-mail add: mrh_gov@yahoo.com.ph / mrhgov@gmail.com website: <http://mrh.doh.gov.ph>

MRH MEMORANDUM

No. 006 s., 2020

TO : ALL CONCERNED OFFICIALS/EMPLOYEES
This Hospital

FROM : RICHARD B. SISON, MD, MHA, FPCHA, FPSMS
Medical Center Chief II

SUBJECT : RECONSTITUTION OF INSPECTION AND ACCEPTANCE COMMITTEE OF
MARGOSATUBIG REGIONAL HOSPITAL

DATE : 06 JANUARY 2020

In order to ensure timely inspection of delivered goods and services; and medical and IT equipment, the Inspection and Acceptance Committee of this Hospital is hereby reconstituted to reflect the following changes:

Chairperson : Catherine Rose B. Suzon, *Administrative Officer II*

Vice Chairperson: Ma. Czarina P. Bucoy, *Nurse V*

Members:

A. IT Equipment:

1. Floyd E. Poligrates, *CMT II*
2. Dexter M. Villamor, *CMT II*

B. Medical Equipment:

1. Rashid Medina, *Admin. Aide VI*
2. Engr. Nover G. Costañera, *Medical Equipment Tech. IV*
3. Yamani S. Demabildo, *Medical Equipment Technician*

C. Motorpool/Diesoline:

1. Engr. Regin M. Dumaguit, *Administrative Officer II*
2. Nelson T. Salazar, *Administrative Aide VI*
3. Luciano M. Biol, Jr., *Administrative Aide V*

D. Electrical Works:

1. Engr. Royland C. Tan, *Engineer III*
2. Romano M. Soriano, *Medical Equipment Technician*
3. Joe E. Abad, *Administrative Aide VI (Air-Condition)*
4. Marlon E. Abad, *Med. Equipment Technician (Electrical)*

E. Housekeeping:

1. Joselito M. Anlas, *Hospital Housekeeper*
2. Jesusa Maloloy-on, *Laundry Worker II*

F. Medical/Laboratory Supplies:

1. Ma. Czarina P. Bucoy, *Nurse V*
2. Illumar V. Panes, *Nurse II*
3. Eden Marrie B. Deleverio, *Medical Technologist IV*

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G. Drugs and Medicines:

1. Ma. Czarina P. Bucoy, *Nurse V*
2. Judith W. Dagoc, *Pharmacist II*

H. Admin/Office & Dietary Supplies/Services:

1. May Faysa S. Bender, *Administrative Officer I*
2. Jeniefer O. Sialon, *Nutritionist-Dietician II*


Duties and Responsibilities:

- a. Examines, inspects and checks delivery of goods and services as to quantity, quality, cost and specifications.
- b. Accepts or rejects deliveries of goods and services whether or not it is in conformity with the specifications written in the purchase order and job specification, respectively.
- c. Indicates in writing the reasons for rejection in the invoice.
- d. Prepares certificate and inspection report for goods and services.

The members of this committee shall serve for a term of one year unless replaced earlier.

THIS MEMORANDUM shall take effect upon its approval and shall remain enforced until sooner rescinded.

Please be guided accordingly.


RICHARD B. SISON, MD, MHA, FPCHA, FPSMS
Medical Center Chief II 