

Agency Information Inventory Template

Agency	Agency Name	Title	Description	File Format	Online	Location or	Disclosure	Original Data	Data	Date	Frequency of
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following:  <ul style="list-style-type: none"> <li>- <b>Public:</b> info can be disclosed for public consumption regardless of identity</li> <li>- <b>Exception:</b> info is under the Exceptions List</li> <li>- <b>Internal:</b> info only for agency consumption</li> <li>- <b>With fee:</b> info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model</li> <li>- <b>Limited:</b> info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies</li> </ul>	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
MMH	Mariveles Mental Hospital	Financial Statements	Statement of Financial Position, Statement Financial Performance, Statement Changes in Net Assets/ Equity	XLS, PDF	NO Hard Copy	MMH Accounting Office		MMH	Accounting Unit		Monthly/ Annually
MMH	Mariveles Mental Hospital	FAR 4- Monthly Report of Disbursement	Cash disbursement report	PDF	Yes	<a href="http://urs.dbm.gov.ph/searchFarForms/view">http://urs.dbm.gov.ph/searchFarForms/view</a> and <a href="https://mmh.gov.ph/afr.php">https://mmh.gov.ph/afr.php</a>	Public	MMH	Accounting Unit		Monthly
MMH	Mariveles Mental Hospital	FAR 5	Quarterly Report of Revenue and Other Receipts	PDF	Yes	<a href="http://urs.dbm.gov.ph/searchFarForms/view">http://urs.dbm.gov.ph/searchFarForms/view</a> and <a href="https://mmh.gov.ph/afr.php">https://mmh.gov.ph/afr.php</a>	Public	MMH	Accounting Unit		Quarterly
MMH	Mariveles Mental Hospital	FAR 3	Aging of Due and Demandable Obligations	PDF	Yes	<a href="http://urs.dbm.gov.ph/searchFarForms/view">http://urs.dbm.gov.ph/searchFarForms/view</a>	Exception	MMH	Accounting Unit		Annual
MMH	Mariveles Mental Hospital	Financial Accountability Reports	Financial Accomplishments	XLS	Yes	<a href="http://mmh.gov.ph/afr.php">http://mmh.gov.ph/afr.php</a>	Public	MMH	Budget Unit	Quarterly	

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MMH	Mariveles Mental Hospital	Summary Performance Monitoring Report	Budget and Disbursement Utilization	XLS	No	Budget Unit	Public	MMH	Budget Unit	Monthly	
MMH	Mariveles Mental Hospital	Statement of Allotment Obligation and Balances	Budget Utilization and Balances per Allotment Class and per Account Code	XLS	No	Budget Unit	Public	MMH	Budget Unit	Monthly	
MMH	Mariveles Mental Hospital	Budget Execution Documents	Financial Plans	XLS, PDF	Yes	<a href="http://mmh.gov.ph/afr.php">http://mmh.gov.ph/afr.php</a>	Public	MMH	Budget Unit/ Accounting Unit/ Planning Unit	Annually	
MMH	Mariveles Mental Hospital	Budget Proposals	Financial Plans and Proposals	XLS	No	Budget Unit	Public	MMH	Budget Unit	Annually	
MMH	Mariveles Mental Hospital	Report of Actual Income Collected and Obligation Incurred	Hospital Income Collections and Obligations	XLS	No	Budget Unit	Internal	MMH	Budget Unit	Monthly	

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MMH	Mariveles Mental Hospital	Report of Trust Fund Medicines Collected and Obligation Incurred	Trust Fund Medicines Collections and Obligations	XLS	No	Budget Unit	Internal	MMH	Budget Unit	Monthly	
MMH	Mariveles Mental Hospital	Report of Trust Receipt/ Affiliation Collected and Obligation Incurred	Affiliation Fee Collections and Obligations	XLS	No	Budget Unit	Internal	MMH	Budget Unit	Monthly	
MMH	Mariveles Mental Hospital	Report of Procurement Fund Collected and Obligation Incurred	Bid Documents and other Bonds Collections and Obligation	XLS	No	Budget Unit	Internal	MMH	Budget Unit	Monthly	
MMH	Mariveles Mental Hospital	Quarterly Physical Report of Operations	Physical Report of Operations	XLS, PDF	Yes	<a href="http://mmh.gov.ph/afr.php">http://mmh.gov.ph/afr.php</a>	Public	MMH	Planning Unit	Quarterly	
MMH	Mariveles Mental Hospital	Work and Financial Plan	Target for Hospital Services and Services	XLS	No	Planning Unit	Limited	MMH	Planning Unit	Annually	

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MMH	Mariveles Mental Hospital	Hospital Personnel Order	Authority to attend trainings, conventions, seminars, meetings and other related activities; designation; reconstitution of committees, additional or change of assignments, and all movements of personnel	DOC and Word	No	Human Resource Management Unit	Internal	Human Resource Management Unit	Human Resource Management Unit	2005	As needed
MMH	Mariveles Mental Hospital	Certificate of Employment	Record of Personnel employment details, description and job compensation.	DOC and Word	No	Human Resource Management Unit	Limited	Human Resource Management Unit	Human Resource Management Unit	2005	Upon Request
MMH	Mariveles Mental Hospital	201 File	Employee personal details and employment documents	DOC	No	Human Resource Management Unit	Limited	Human Resource Management Unit	Human Resource Management Unit	2005	PDS- Annually; other documents - when personnel action occur

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MMH	Mariveles Mental Hospital	Service Records	documentary history of a personnel's employment and movement	DOC and Excel	No	Human Resource Management Unit	Limited	Human Resource Management Unit	Human Resource Management Unit	2005	Upon Request
MMH	Mariveles Mental Hospital	Statement of Assest, Liabilities and Network	Contains total assets and liabilities, including businesses and financial interests, that make up their net worth.	DOC and PDF	No	Human Resource Management Unit	Exception	Human Resource Management Unit	Human Resource Management Unit	2005	Annually
MMH	Mariveles Mental Hospital	SALN Certificate of Compliance	Certification that all MMH personnel submitted their SALN as of December 31, 2018	PDF	Yes	Human Resource Management Unit / <a href="https://mmh.gov.ph/COCSALN2018.pdf">https://mmh.gov.ph/COCSALN2018.pdf</a>	Public	Human Resource Management Unit	Human Resource Management Unit	2016	Annually

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MMH	Mariveles Mental Hospital	Application for Leave/Leave Cards	Documentry history of personnel's leave application and earned leave credits	DOC and Excel	No	Human Resource Management Unit	Limited	Human Resource Management Unit	Human Resource Management Unit	2005	Annually
MMH	Mariveles Mental Hospital	Habitual Tardiness and Undertime Monitoring Sheet	Summary of Lated and Undertime of each employees	DOC and Excel	No	Human Resource Management Unit	Internal	Human Resource Management Unit	Human Resource Management Unit	Jan-17	Monthly
MMH	Mariveles Mental Hospital	PAG-IBIG Statement of Income and Deductions	Employees' monthly income and itemize deductions	PDF	No	Human Resource Management Unit	Limited	Human Resource Management Unit	Human Resource Management Unit	2005	Upon Request
MMH	Mariveles Mental Hospital	Landbank Mobile Loan Saver White List	Personal Information with monthly gross and Net Income	DOC and Excel	No	Human Resource Management Unit	Limited	Human Resource Management Unit/ Landbank	Human Resource Management Unit	Aug-16	Upon Request

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MMH	Mariveles Mental Hospital	Patient's Health Record	History of patient's condition being treated	DOC	No	Health Information Management Unit	Internal	MMH	Health Information Management Unit	1955	Daily
MMH	Mariveles Mental Hospital	Medical Certificate/Confinement	Contains date of admission, diagnosis and prescribed medicines	DOC	No	Health Information Management Unit	Limited with fee	MMH	Health Information Management Unit	1989	Daily
MMH	Mariveles Mental Hospital	Statistics Report	Hospital's Statistical Accomplishment	XLS	Yes	Health Information Management Unit	Limited	MMH	Health Information Management Unit	1989	Annually
MMH	Mariveles Mental Hospital	Master Patient's Index	Contains patient's information	DOC	No	Health Information Management Unit	Internal	MMH	Health Information Management Unit	1989	Daily
MMH	Mariveles Mental Hospital	Daily Census	Collated data	DOC	No	Health Information Management Unit	Internal	MMH	Health Information Management Unit	1955	Daily
MMH	Mariveles Mental Hospital	Procurement Price Report	Monthly Report of Procured Medicines	XLS, PDF	No	Procurement Unit	Public	MMH	Procurement Unit	2014	Monthly Quarterly

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MMH	Mariveles Mental Hospital	Procurement Status Report	Quarterly Report of Completed and Ongoing Procurement Activities	XLS, PDF	No	Procurement Unit	Public	MMH	Procurement Unit	2016	Quarterly
MMH	Mariveles Mental Hospital	Procurement Monitoring Report	Bi-Annual Report of Completed and Ongoing Procurement Activities	XLS, PDF	Yes	Procurement Unit/ <a href="http://www.gppb.gov.ph/monitoring/pmr.php">http://www.gppb.gov.ph/monitoring/pmr.php</a>	Public	MMH	Procurement Unit	2004	Bi-Annually
MMH	Mariveles Mental Hospital	Annual Procurement Plan	Annual Procurement Plan of the Agency for every year	XLS, PDF	Yes	Procurement Unit	Public	MMH	Procurement Unit	2016	Annually
MMH	Mariveles Mental Hospital	Bidding Documents	Public Bidding Documents	DOC, XLS, PDF	Yes	<a href="http://mmh.gov.ph/itb.php">http://mmh.gov.ph/itb.php</a> <a href="http://www.philgeps.gov.ph">http://www.philgeps.gov.ph</a> Procurement Unit	Public	MMH	Procurement Unit/ BAC	2004	