

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL HOSPITAL

Fund Cluster: COH-QAC 01

Office/Section : QAC		PR No.: <u>2019040158</u> Responsibility Center Code : <u>COH-QAC</u>	Date: 23-Apr-19		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	package	1 day - ISO 9001:2015 awareness seminar to newly hired employees. No limit on the number of participants	1		PhP100,000.00
		1 day - GAP Analysis: conduct random audit to see the gap of Quality Management System			
		3 Days (1)Documentation: to review documents and assist the ISO Point Person to fulfill the ISO document requirements. (2)Introduction of documents: Succession Planning, Context of the Organization Template and Data Privacy Act. (3)Revision of the Following document: Internal Audit Procedure, Corrective action procedure, Handling costumer survey procedure and Quality Manual			
		1 day - Conduct Supervisory Training (Division head and unit head) to enhance competency in leadership.			
		2 days Certifying Body Surveillance Audit Assistance			
TOTAL					PhP100,000.00

Purpose: In preparation for ISO 9001: 2015 2nd Surveillance Audit (QAC-114)

Requested by:

Approved by:

Signature :



Printed Name : VINCENT A. ISIP
Designation : Quality Assurance Committee Chairperson



MARIA LOURDES L. EVANGELISTA, MD, DSBPP
Chief of Hospital II