



## HOSPITAL MEMORANDUM

June 19, 2020

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No. 250, s. 2020

**TO: ALL DIVISIONS, DEPARTMENTS, SECTIONS AND UNITS**

**ATTN: ENGR. EXUPERIO CALANTOC**  
Head, EFM

**MR. JAMES S. MARDERS**  
SAO, Materials Management Section

**FROM: MARIA LOURDES K. OTAYZA, MD, MHA, CESO V, FPOGS, AF-ACHSM**  
Medical Center Chief II

**SUBJECT: AS STATED**

This is in relation to the issuance of travel pass to different suppliers and contractors entering the province as well as the hospital. As the number of individuals requesting for the issuance of said pass are increasing, the management came up with a protocol in handling respective entities who have official business undertakings here at the hospital.

In this regard, you are hereby directed to inform all suppliers and contractors to secure the following pertinent documents as pre-requisite in requesting for issuance of travel pass enroute to Mariano Marcos Memorial Hospital and Medical Center:

- a. Health certificate from a Municipal Health Office stating no signs and symptoms of COVID-19 infection with complete name of attending physician, PRC license number and contact number;
- b. A negative PCR test done within 7 days from the issuance of health certificate with no COVID-19-related symptoms;
- c. Travel date, duration of stay and place of accommodation; and
- d. Reason for travel to Mariano Marcos Memorial Hospital and Medical Center.

As such, said documents shall be sent to [mmmh\\_doh@yahoo.com](mailto:mmmh_doh@yahoo.com) for verification prior to the target date of travel to Ilocos Norte.

For your information and guidance.

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