

MARIANO MARCOS MEMORIAL HOSPITAL AND MEDICAL CENTER

Agency_Abrv	Agency_Name	Title	Description	File_Format	Online_Publication	Location_or_URL	Disclosure	Original_Data_Owner	Data_Maintainer	Date_Released	Frequency_of_Update
MMMHMC-OMCC	Mariano Marcos Memorial Hospital and Medical Center - Office of the Medical Center Chief	A. Incoming External Communications	Contains documents received from outside agencies, including Complaints against the institution/employee	Hardcopy,PDF	No	N/A	Limited	MMMHMC-OMCC	MMMHMC-OMCC	As Needed	Daily, Monthly
MMMHMC-OMCC	Mariano Marcos Memorial Hospital and Medical Center - Office of the Medical Center Chief	B. OUTGOING EXTERNAL COMMUNICATION	Refers to the documents/letters/communications issued/sent to outside agencies	Hardcopy,PDF	No	N/A	Limited	MMMHMC-OMCC	MMMHMC-OMCC	As Needed	Daily, Monthly
MMMHMC-OMCC	Mariano Marcos Memorial Hospital and Medical Center - Office of the Medical Center Chief	C. INCOMING INTERNAL COMMUNICATION	Contains documents received from other department/s in this institution	Hardcopy,PDF	No	N/A	Internal	MMMHMC-OMCC	MMMHMC-OMCC	As Needed	Daily, Monthly
MMMHMC-OMCC	Mariano Marcos Memorial Hospital and Medical Center - Office of the Medical Center Chief	D. OUTGOING INTERNAL COMMUNICATION	Refers to the documents/letters issued to other departments in this institution	Hardcopy,PDF	No	N/A	Internal	MMMHMC-OMCC	MMMHMC-OMCC	As Needed	Daily,Monthly
MMMHMC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHMC Annual Procurement Plan	The requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities for goods and services and infrastructure to be procured that it plans to undertake within the calendar year. The APP comprises the consolidated Project Procurement Management Plan (PPMP).	PDF	Yes	GPPB Website; Agency Website	Public	MMMHMC-PCM	MMMHMC-PCM	Annually	Monthly
MMMHMC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHMC Bidding Documents	Refer to the documents issued by the procuring entity as the basis for bids	PDF	Yes	PhilGEPS Website; Agency Website	Public	MMMHMC-BAC	MMMHMC-BAC	As Needed	As Needed
MMMHMC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHMC Invitation to Bid (ITB)	Notice to interested contractors and to the general public and other interested parties of the proposed procurement for a specific contract of the Procuring Entity	PDF	Yes	PhilGEPS Website; Agency Website	Public	MMMHMC-BAC	MMMHMC-BAC	As Needed	As Needed

MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC Bid Bulletin	Issuances of the procuring entity which seeks to amend, clarify, and/or modify any provision in the bidding documents, whether agreed upon during the pre-bid conference or as a response to a written request for clarification or interpretation espoused by a prospective bidder on any part of the bidding documents, forms an integral part thereof.	PDF	Yes	PhilGEPS Website; Agency Website	Public	MMMHC-BAC	MMMHC-BAC	at least 7 calendar days before the deadline of submission and receipt of bids	As Needed
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC Minutes of the Meeting	Minutes of the proceedings of the Conference conducted by the BAC	Hardcopy	No	N/A	With Fee (Available to public upon written request and payment of a specified recover cost of materials)	MMMHC-BAC	MMMHC-BAC	As Requested	3 calendar days after the conference
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC Notice of Post-Qualification/Post-Disqualification	Contains the result of evaluation of the TWG as confirmed by the BAC	Hardcopy	No	N/A	Limited	MMMHC-BAC	MMMHC-BAC	As Needed	N/A
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC BAC Resolution Declaring and Recommending Award LCRB and Declaring Failure of Bidding	Contains the chronology of events and the recommendation of the BAC	Hardcopy, PDF	Yes	PhilGEPS Website; Agency Website	Public	MMMHC-BAC	MMMHC-BAC	As Needed	N/A
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC Notice of Award (NOA)	Contains the award that shall be given to the bidder with the LCRB immediately after approval of the recommendation	Hardcopy, PDF	Yes	PhilGEPS Website; Agency Website	Limited	MMMHC-BAC	MMMHC-BAC	As Needed	N/A
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC Notice of Bidding Results	Contains the result of bidding that will be communicated to the losing bidders	Hardcopy, PDF	No	N/A	Limited	MMMHC-BAC	MMMHC-BAC	As Needed/As Requested	N/A
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC Contract Agreement/Purchase Order	Agreement entered into by the Procuring Entity and the winning bidder	Hardcopy, PDF	Yes	PhilGEPS Website; Agency Website	Public	MMMHC-BAC	MMMHC-BAC	As Needed/As Requested	N/A
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center Procurement	MMMHC Notice to Proceed (NTP)	Document which signify that the procuring and the awarded bidder have already undergone contract signing and the latter shall now be obliged to perform its obligation based upon the terms and conditions of the contract	Hardcopy, PDF	Yes	PhilGEPS Website; Agency Website	Public	MMMHC-BAC	MMMHC-BAC	As Needed/As Requested	N/A

MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHC Request for Quotation (RFQ)	Contains the specifications, approved budget for the contract, and other requirements for the goods to be procured	Hardcopy, PDF	Yes	PhilGEPS Website; Agency Website	Public	MMMHC-BAC	MMMHC-BAC	As Needed/As Requested	N/A
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHC Procurement Monitoring Report (PMR)	Contains the data that cover major activities from the holding of the pre-procurement conference to the issuance of NOA, the approval of the contract, delivery/completion, and acceptance/turnover, including the standard and actual time for each major procurement activity.	Hardcopy, PDF	Yes	GPPB Website	Public	MMMHC-PCM	MMMHC-PCM	January 14 & July 14 (Semi-Annually)	Daily
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHC Quarterly Procurement Status Report (QPSR)	Contains the quarterly status of the procurement activities done from pre-procurement to the acceptance of the project	XLS, PDF	No	N/A	Limited	MMMHC-PCM	MMMHC-PCM	on or before every 7th day of the following month	Daily
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHC Price Schedule	Contains the details as to item description, name of the winning bidder, bidded cost/amount of the recently concluded procurement activity	Hardcopy	No	N/A	With Fee (Available to public upon written request and payment of a specified recover cost of materials)	MMMHC-PCM	MMMHC-PCM	As Requested	As Needed
MMMHC-PCM	Mariano Marcos Memorial Hospital and Medical Center - Procurement	MMMHC Agency Procurement Compliance and Performance Indicators (APCPI)	Standard procurement monitoring, assessment and evaluation tool to measure and evaluate agency procurement practices	PDF	Yes	GPPB Website; Agency Website	Public	MMMHC-PCM	MMMHC-PCM	1st week of January of the following year	As Needed
MMMHC-MC	Mariano Marcos Memorial Hospital and Medical Center - Accounting	Financial Statements	Financial Position - Contains reports on the status of the assets, liabilities and government equity.	XLS,PDF and Hard copy	NO	NA	Public	Accounting Section	Finance Department and Accounting Section		Monthly
			Financial Performance - Contains reports on the degree to which financial objectives being or has been accomplished	XLS and Hard copy	NO	NA	Public	Accounting Section	Finance Department and Accounting Section		Monthly
			Statement of Cash Flows - Contains financial statement that shows how changes in balance sheet accounts and income affect cash and cash equivalents, and	XLS and Hard copy	NO	NA	Public	Accounting Section	Finance Department and Accounting Section		Monthly
			Notes to Financial Statements - Contains additional information pertaining to a company's operations and financial position	XLS and Hard copy	NO	NA	Public	Accounting Section	Finance Department and Accounting Section		Monthly

			Subsidiary Ledgers- Contains detailed financial records of a specific account	XLS and Hard copy	NO	NA	Limited - the following steps shall be undertaken 1. A written request	Accounting Section	Accounting Section		Daily
			Essential documents - Contains reports and records that supports the preparation of Financial Statements this includes the Check Disbursement Journals, Cash	XLS and Hard copy	NO	NA	Public	Accounting Section	Accounting Section		Daily
		Paid Disbursement Vouchers		Hard copy	NO	NA	Limited - the following steps shall be undertaken 1. A written request	Accounting Section	Accounting Section and Commission on Audit		Daily
		Budget and Financial Accountability Reports	BAR No. 1 - Contains the Quarterly Physical Report of Operation (QPRO)	XLS,PDF and Hard copy	YES	NA	Public	Budget Section	Finance Department and Budget Section		Quarterly
			BAR No. 2 - Contains the Financial Report of Operations	XLS,PDF and Hard copy	NO	NA	Public	Budget Section	Finance Department and Budget Section		Quarterly
			FAR No. 1 - Contains the Statement of Appropriations, Allotments, Obligations, Disbursements and Balances	XLS,PDF and Hard copy	NO	NA	Public	Budget Section	Finance Department and Budget Section		Quarterly
			FAR No. 1A - Contains the Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures	XLS,PDF and Hard copy	NO	NA	Public	Budget Section	Finance Department and Budget Section		Quarterly
			FAR No. 1B - Contains the List of Allotments and Sub-Allotments (LASA)	XLS,PDF and Hard copy	NO	NA	Public	Budget Section	Finance Department and Budget Section		Quarterly
			FAR No. 2 - Contains the Statement of Approved Budget, Utilizations, Disbursements and Balances (SABUDB) for Off-Budget Fund	XLS,PDF and Hard copy	NO	NA	Public	Budget Section	Finance Department and Budget Section		Quarterly
			FAR No. 2A - Contains the Statement of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBE) for Off	XLS,PDF and Hard copy	NO	NA	Public	Budget Section	Finance Department and Budget Section		Monthly
			FAR No. 3 - Contains the Aging of Due and Demandable Obligations (ADDO)	XLS,PDF and Hard copy	NO	NA	Public	Budget Section	Finance Department and Budget Section		Quarterly
			FAR No. 4 - Contains the Monthly Report of Disbursements (MRD)	XLS,PDF and Hard copy	NO	NA	Public	Cash Operation Section	Finance Department and Cash Operation Section		Monthly

			FAR No. 5 - Contains the Quarterly Report of Revenue and Other Receipts (QRROR)	XLS,PDF and Hard copy	NO	NA	Public	Accounting Section	Finance Department and Accounting Section		Quarterly
			Monthly Statement of Allotments, Obligations, and Balances (SAOB)	XLS,PDF and Hard copy	Yes	NA	Public	Budget Section	Finance Department and Budget Section		
		Statement of Account	Contains specific patient's charges during their treatment at the hospital	XLS and Hard copy	No	NA	Limited - the following steps shall be undertaken 1. A written request	Billing and Claims Section	Billing and Claims Section		Daily
		Itemized Billing Information	Contains the detailed itemized charges of a specific patient	XLS and Hard copy	No	NA	Limited - the following steps shall be undertaken 1. A written request	Billing and Claims Section	Billing and Claims Section		Daily
		PhilHealth Record	Contains records on the claims of patient under PhilHealth during his/her hospitalization in MMMH MC	XLS and Hard copy	No	NA	Limited - the following steps shall be undertaken 1. A written request	Billing and Claims Section	Billing and Claims Section		As needed
			Contains the details of reimbursement of claims of MMMH MC to PhilHealth	XLS and Hard copy	No	NA	Limited - the following steps shall be undertaken 1. A written request	Billing and Claims Section and Accounting Section	Billing and Claims Section and Accounting Section		Daily
		Official Receipt	Contains final amount charged and paid by the patient	Hard copy	No	NA	Limited - the following steps shall be undertaken 1. The final	Cash Operations Section	Cash Operations Section and Commission on Audit		Daily
		Release of lost official receipt (OR)	Contains final amount charged and paid by the patient	Hard copy	No	NA	Limited-the following steps shall be undertaken 1. A written request	Cash Operations Section	Cash Operations Section		As needed
		Issuance of statement of account as requested by Health Maintenance Organization (HMO)	Contains specific patient's charges during their treatment at the hospital	XLS and Hard copy	No	NA	Limited-the following steps shall be undertaken 1. Requesting HMO	Cash Operations Section	Cash Operations Section		As needed
		List of Cancelled Official Receipts	Contains list of information pertaining to cancelled official receipts	XLS and Hard copy	No	NA	Limited-the following step is needed to be undertaken	Cash Operations Section	Cash Operations Section		As needed
		Report of Checks Issued	Contains list of data pertaining to checks issued	XLS and Hard copy	No	NA	Internal: information only for reporting purposes	Cash Operations Section	Cash Operations Section		Monthly
		List of Cancelled Checks	Contains list of information pertaining to cancelled checks	XLS and Hard copy	No	NA	Internal: information only for reporting purposes	Cash Operations Section	Cash Operations Section		Monthly

		List of Outstanding Checks	Contains list of information pertaining to outstanding checks	XLS and Hard copy	No	NA	Internal: information only for reporting purposes	Cash Operations Section	Cash Operations Section		Monthly
		Report of Accountability for Accountable Forms	Contains list of information involving accountability for accountable forms	XLS and Hard copy	No	NA	Internal: information only for reporting purposes	Cash Operations Section	Cash Operations Section		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Travel Authority	Contains the details of the trip/travel abroad of an employee	Hard Copy	No	File Rack	Internal	MMMHMC-HRMSS	Office of the Medical Center Chief, Department of Health Services		Daily
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Daily Time Record	Contains the daily time in and time out details of an employee	Hard Copy	No	Filing Cabinet	Internal	MMMHMC-HRMSS	MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Bulletin of Vacancies	Contains the list of Vacant positions of the hospital with their Salary Grades and qualifications	PDF	Yes	mmhmc.doh.gov.ph, Hospital Bulletin Boards, CSC Laoag	Public	MMMHMC-HRMSS	IHOMP & MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Appointment	Contains the Appointment details of an employee, such as his/her name, position, position item number, annual salary, date of appointment	Hard Copy	No	201 File, Filing Cabinet	Limited	MMMHMC-HRMSS	MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Human Resource Merit, Promotion and Selection Board (HRMPSB) Results	Contains the names and ranking of applicants	Hard Copy	No	Filing Cabinet	Limited	MMMHMC-HRMSS	MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Committee on Decorum and Investigation (CODI) Files	Contains the files of persons who were subject to CODI, this includes the case, discussions and resolutions	Hard Copy	No	Filing Cabinet	Limited	MMMHMC-HRMSS	MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Pay Slip	Contains the Salary, Benefits and Deductions of an employee per month	XLSX	No	Computer, 192.168.1.42/MMMHMC-HRMSS Files/Auto Payslip	Limited	MMMHMC-HRMSS	MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Payroll	Contains the computations of Employee Salaries	Hard Copy	No	Filing Cabinet	Limited	MMMHMC-HRMSS	MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Attendance Logbook	Contains the Daily Time and Time out and Signature of employees	Hard Copy	No	Filing Rack	Internal	MMMHMC-HRMSS	MMMHMC-HRMSS		Daily
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Personnel Satisfaction Survey Results	Contains the answers, queries and dispositions of MMMHMC employees	XLSX	Yes	Google Drive	Internal	MMMHMC-HRMSS	MMMHMC-HRMSS		Biannually

MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Contract of Service Worker Contracts	Contains the name of an employee, rate per day and duration of the contract	Hard Copy	No	201 File, Filing Cabinet	Internal	MMMHMC-HRMSS	MMMHMC-HRMSS		Quarterly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Employee BIR Information	Contains the BIR information of an employee, e.g. Tin numbers, Remittances, Withholding Tax, Dependents and etc	Hard Copy	No	201 File, Filing Cabinet	Limited	MMMHMC-HRMSS	Bureau of Internal Revenue & MMMHMC-HRMSS		Annually
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Individual Performance, Commitment and Review (IPCR)	Contains the employees accomplishments along with their corresponding grade for the semester	Hard Copy	No	Filing Cabinet	Limited	MMMHMC-HRMSS	MMMHMC-HRMSS		Biannually
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Personal Services Itemization and Plantilla (PSIOP)	Contains the list of employees of the hospital with their full name, position item number, SG, step increment, date of original appointment, last date of promotion and employment status	Hard Copy	Yes	Filing Cabinet	Limited	MMMHMC-HRMSS	Department of Budget and Management & MMMHMC-HRMSS		Monthly
MMMHMC-HRMSS	Mariano Marcos Memorial Hospital and Medical Center	Personnel Plantilla	Contains the inventory of employees in the hospital categorized by gender, position, PWD, indigenous group and filled and unfilled positions	XLSX	Yes	http://ighrs.csc.gov.ph	Limited	MMMHMC-HRMSS	Inventory of Government Human Resource System (IGHRS) by Civil Service Commission & MMMHMC-		Monthly
MMMH & MC - HIM	Mariano Marcos Memorial Hospital & Medical Center-Health Information Management	Medical Record (Patient Health Record)	Includes the recording of diagnosis and treatment of every patient seen at the hospital both OPD and In-patient Charts.	Hard Copy & E-copy	No	N/A	With Fee and Limited	MMMH & MC - HIM	Health Information Management	Upon request of the requesting party (Patient and Authorized representative)	Daily
MMMH & MC - HIM	Mariano Marcos Memorial Hospital & Medical Center-Health Information Management	Hospital Statistical Reports	Includes cases/diseases seen and treated in the hospital.	Hard Copy & E-copy (extracted from the HOMIS program of the hospital)	No	N/A	Limited	MMMH & MC - HIM	Integrated Hospital Operation Management Program/Health Information Management	As per agreement with reporting authority; DOH, PSA, PHIC and other requesting party.	Daily
MMMHMC	Nursing Service Division	Consumption report of Medical Supplies	Contains the over all consumption of medical supplies for a certain month	Hard Copy	No	N/A	Internal	Nursing	Nursing	N/A	Monthly

MMMHMC	Nursing Service Division	Consumption report of Oxygen Supplies	Contains the over all consumption of oxygen for a certain month	Hard Copy	No	N/A	Internal	Nursing	Nursing	N/A	Monthly
MMMHMC	Nursing Service Division	Consumption report of Oxygen Supplies	Contains the over all consumption of oxygen for a certain month	Hard Copy	No	N/A	Internal	Nursing	Nursing	N/A	Monthly
MMMHMC	Nursing Service Division	Nursing Training Designs	It contains learning design intervention made specifically by the training coordinators (Critical Care/Geriatric/Infectious Disease/Neuro Health)	Hard Copy	No	N/A	Internal	Nursing	Nursing	N/A	Annually
MMMHMC	Nursing Service Division	Nosocomial Infection rate	Contains records of each department regarding the hospital Infection rate	Hard Copy	No	N/A	Limited	Nursing	Nursing	N/A	Monthly
MMMHMC	Nursing Service Division	Handwashig Compliance Rate	Contains data on the percentage of compliance rate in handwashing	Hard Copy	No	N/A	Limited	Nursing	Nursing	N/A	Monthly
MMMHMC	Nursing Service Division	Sentinel Events	Contains data of all incident reports/ sentinel evetns of nursing service	Hard Copy	No	N/A	Limited	Nursing	Nursing	N/A	Semi-Annually
MMMHMC	Nursing Service Division	DOH -Nursing Accomplishment Report	Contains data on the accomplishment of nursing service.	Hard Copy	No	N/A	Limited	Nursing	Nursing	N/A	Semi-Annually