



BATAAN GENERAL HOSPITAL AND MEDICAL CENTER
Balanga City, Bataan
ISO-QMS 9001 CERTIFIED



AGENCY INFORMATION INVENTORY

Agency_Abbrev	Agency_Name	Title	Description	File_Format	Online_Publication	Location_or_URL	Disclosure	Original_Data_Owner	Data_Maintainer	Date_Released	Frequency_of_Update
HOSPITAL OPERATIONS AND PATIENT SUPPORT DIVISION											
ENGINEERING AND FACILITIES MANAGEMENT SECTION											
BGHMC	Bataan General Hospital and Medical Center	Monthly Inventory Report - Engineering and Maintenance Supplies	Contains monthly report on received and issued supplies with corresponding amount from beginning to ending balance	XLS	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	Every 5th of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Supplies Issuance Logbook	Contains records of supplies used daily	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Daily/ As need arises
BGHMC	Bataan General Hospital and Medical Center	Service Request Log Sheet	Contains records of service requests received daily	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Daily/ As need arises
BGHMC	Bataan General Hospital and Medical Center	Accomplishment Report for Infrastructure projects	Contains Percentage of accomplishment for every infrastructure project	Hard Copy	No	N/A	Limited	BGH - HOPS	Engineering Facilities and Management Section	Every 15th of the month/ as need arises	Every 15th of the month/ as need arises
BGHMC	Bataan General Hospital and Medical Center	Inspection and Preventive maintenance monitoring Sheet	Contains Records/ history of Preventive maintenance done for equipment	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	As need arises	As need arises
BGHMC	Bataan General Hospital and Medical Center	Inspection and Preventive Maintenance Checklist	Contains specific records of preventive maintenance done for equipment	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Maintenance of Electric Generator	Contains specific records of inspection and preventive maintenance done for generators	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Maintenance of Water Supply System	Contains specific records of inspection and preventive maintenance done for water supply system	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Daily

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BGHMC	Bataan General Hospital and Medical Center	Maintenance of Sewage Treatment plant	Contains specific records of inspection and preventive maintenance done for Sewage Treatment plant	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Preventive Maintenance and Calibration Plan of Medical Equipment	Contains Schedule of preventive Maintenance and calibration of medical Equipment	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Yearly
BGHMC	Bataan General Hospital and Medical Center	Vehicle Daily Maintenance Checklist	Contains checklist of maintenance of all ambulance and service vehicles monitored by mechanic and drivers	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Electric Reading BGHMPC	Contains monthly electricity consumption of BGH Multi Purpose Cooperative	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	Every 1st week of the month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Water Reading BGHMPC	Contains monthly water consumption water of BGH Multi Purpose Cooperative	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	Every 1st week of the month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Assessment report	Contains details of assessment and recommendations for the serviced equipment	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	As need arises	As need arises
BGHMC	Bataan General Hospital and Medical Center	Equipment Service Report	Contains details of repair done in the equipment	Hard Copy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	As need arises	As need arises
BGHMC	Bataan General Hospital and Medical Center	Self- Monitoring Report DENR -EMB	Contains specific record of waste & generator fuel consumption	Hardcopy	No	N/A	Internal	BGH - HOPS	Engineering Facilities and Management Section	N/A	Quarterly
HOUSEKEEPING SECTION											
BGHMC	Bataan General Hospital and Medical Center	Daily Inventory Report	Contains daily report on received and issued supplies with corresponding amount from beginning to ending balance	XLS	No	N/A	Internal	BGH - HOPS	Housekeeping Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Monthly Inventory Report	Contains monthly report on received and issued supplies with corresponding amount from beginning to ending balance	XLS	No	N/A	Internal	BGH - HOPS	Housekeeping Section	Every 5th of the following month	Monthly

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BGHMC	Bataan General Hospital and Medical Center	Daily Accomplishment/ Utility Checklist	Includes daily activities of iw on duty, incident report	HARDCOPY	No	N/A	Internal	BGH - HOPS	Housekeeping Section	N/A	Daily
HUMAN RESOURCE MANAGEMENT SECTION											
BGHMC	Bataan General Hospital and Medical Center	File201	Contains Personal Data Sheet, Apointment, Assumption to Duty, Oath of Office, Position Description, Hospital Orders/Memo, Medical Certificates, NBI, Licenses/Eligibilities, Transcript of Records, Diploma, Trainings Attended, Service Records, NOSA/NOSI and other documents related to permanent employees	PDF, HARDCOPY	No	N/A	Internal	BGH - HOPS	Human Resource Management Office	N/A	As needed
BGHMC	Bataan General Hospital and Medical Center	Publication of Vacant Position	Publication of unfilled positions for hiring process	XLS	YES	BGH Website/ CSC	Public	BGH - HOPS	Human Resource Management Office	As Need Arises	15 days before the 9th month of publication if not filled
BGHMC	Bataan General Hospital and Medical Center	Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Contains details of Plantilla of personnel (Item No., Position, SG, Name, TIN, Birthday, Date of Entry, Date of Promotion, Status, Eligibility)	PDF/Hard copy	No	N/A	Limited	BGH - HOPS	Human Resource Management Office	N/A	Monthly
BGHMC	Bataan General Hospital and Medical Center	Individual Performance Commitment and Review (IPCR)	Individual Performance Commitment and Review of Permanent Employees	Hardcopy, PDF	No	N/A	Limited	BGH - HOPS	Human Resource Management Office	December, July	Semi-Annual/ As need arises
BGHMC	Bataan General Hospital and Medical Center	Statement of Assets, Liabilities and Net Worth (SALN)	contains the declaration of assets and liabilities of of Permanent Employees as submitted to the Ombudsman	Hardcopy, PDF	No	N/A	Limited	BGH - HOPS	Human Resource Management Office	March- April	Yearly
BGHMC	Bataan General Hospital and Medical Center	Employee Leave Records	Contains Leave Records of Permanent Employee which shows the earned leave credits and balance	XLS/Hard Copy	No	N/A	Limited	BGH - HOPS	Human Resource Management Office	N/A	Monthly
BGHMC	Bataan General Hospital and Medical Center	Payrolls	Contains all compensation of employees	XLS/Hard Copy	No	N/A	Limited	BGH - HOPS	Human Resource Management Office	N/A	Monthly

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BGHMC	Bataan General Hospital and Medical Center	Daily Time Record	DTR of employees submitted in support to payment of salaries and other benefits	Hardcopy	No	N/A	Internal	BGH - HOPS	Human Resource Management Office	N/A	Monthly
BGHMC	Bataan General Hospital and Medical Center	PRC License Monitoring	Shows the status of the validity of PRC of Licenses of employees	XLS/Hard Copy	No	N/A	Internal	BGH - HOPS	Human Resource Management Office	N/A	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Philhealth Accreditation Monitoring	Shows the status of the validity of Monitoring of Philhealth Accreditation of Physicians	XLS/Hard Copy	No	N/A	Internal	BGH - HOPS	Human Resource Management Office	N/A	Quarterly
LINEN AND LAUNDRY SECTION											
BGHMC	Bataan General Hospital and Medical Center	Linen Monthly Inventory Report	Contains specific data on the beginning balance of all linen, transaction made addition or deduction, ending balance of all kinds of linen, staff who prepared and person noted and approved the report and different attachments.	Hard Copy	No	N/A	Internal	BGH - HOPS	Linen and Laundry Section	15th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Order of Payment	Contains the date, control no., patient name, ward, transaction details, cost of linen, OR no. and staff who process the transaction.	Hard Copy	No	N/A	Internal	BGH - HOPS	Linen and Laundry Section	As need arises	As need arises
BGHMC	Bataan General Hospital and Medical Center	Linen and Laundry Daily Consumption LogBook	Contains data of all laundry supplies, the date received from Supply, quantity received, person who received, date and quantity of supplies issued, issuing and receiving staff and balance on hand after the transaction. Contains data on date of transaction, beginning balance of supplies, quantity used, quantity received, issuing and receiving staff, balance after receiving and ending balance.	Hard Copy	No	N/A	Internal	BGH - HOPS	Linen and Laundry Section	N/A	Daily
PROCUREMENT SECTION											

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BGHMC	Bataan General Hospital and Medical Center	Procurement Status Report	Actual Implementation of Procurement Activities (Completed and On-going).	XLS / PDF	Yes	DOH Central Office through	Public	BGH - HOPS	Procurement Section	On or before the 7th day of the following	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Procurement Monitoring Report (PMR)	Actual Implementation of Procurement Activities (Completed and On-going).	XLS / PDF	Yes	GPPB-TSO	Public	BGH - HOPS	Procurement Section	On or before January 14 and July 14	Semi-Annual
BGHMC	Bataan General Hospital and Medical Center	Indicative Annual Procurement Plan	Planned schedule of procurement activities for the whole year	XLS / PDF	Yes	GPPB-TSO	Public	BGH - HOPS	Procurement Section	As per scheduled	Annually
BGHMC	Bataan General Hospital and Medical Center	Annual Procurement Plan (APP)	Planned schedule of procurement activities for the whole year	XLS / PDF	Yes	GPPB-TSO	Public	BGH - HOPS	Procurement Section	On or before January 31 and July 31	Semi-Annual
BGHMC	Bataan General Hospital and Medical Center	APP - CSE	List of common use supplies and equipment that will be purchased in the Procurement Service for the whole year, including the monthly quantity requirement per item.	XLS / PDF	Yes	DBM-PS	Public	BGH - HOPS	Procurement Section	On or before August 31	Annually
BGHMC	Bataan General Hospital and Medical Center	Agency Procurement Compliance and Performance Indicator (APCPI)	Self-assessment tool for performance of the government agency's procurement activities for the whole year.	XLS / PDF	Yes	GPPB-TSO	Public	BGH - HOPS	Procurement Section	On or before August 31	Annually
BGHMC	Bataan General Hospital and Medical Center	List of Procured and Cosigned Medicines	List of medicines procured for the whole year	XLS / PDF	Yes	NCPAM DPRI	Public	BGH - HOPS	Procurement Section	As per scheduled (January 24)	Annually
BGHMC	Bataan General Hospital and Medical Center	List of Procured and Cosigned Medicines	List of medical devices procured for the whole year	XLS / PDF	Yes	Medical Devices DOH	Public	BGH - HOPS	Procurement Section	as per schedule	Annually
BGHMC	Bataan General Hospital and Medical Center	Purchase Order/ Contract Agreement/ Job Order Contract	Contract of sale/ service between BGHMC and the winning bidder	Hard Copy	No	N/A	Limited	BGH - HOPS	Procurement Section	As need arises	n/a

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BGHMC	Bataan General Hospital and Medical Center	Notice to Proceed	Form that serves as a go signal for a specified project or any contractual obligation to commence	Hard Copy	No	N/A	Limited	BGH - HOPS	Procurement Section	As need arises	n/a
BGHMC	Bataan General Hospital and Medical Center	Notice to Award	Notice stating that the bidder has been awarded a Contract	Hard Copy	No	N/A	Limited	BGH - HOPS	Procurement Section	As need arises	n/a
BGHMC	Bataan General Hospital and Medical Center	Notice of Failed	Notice to end users that item has failed due to some reason	Hard Copy	No	N/A	Internal	BGH - HOPS	Procurement Section	As need arises	n/a
PROPERTY AND SUPPLY SECTION											
BGHMC	Bataan General Hospital and Medical Center	Stock Card	Contains details regarding the receipts and issuances of a supply item.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Inventory Custodian Slip	Form accomplished to establish accountability over semi- expendable items issued.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	As need arises	N/A
BGHMC	Bataan General Hospital and Medical Center	Property Card	Contains acquisition, issue, transfer, disposal and the description about a particular PPE item.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	N/A	N/A
BGHMC	Bataan General Hospital and Medical Center	Property Acknowledgment Report	Form accomplished to establish accountability over PPE items issued.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	As need arises	N/A

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BGHMC	Bataan General Hospital and Medical Center	Inventory Report	Reflects overall receipts and issuances of individual inventory items for a particular month, as well as the remaining balance as of that month's end.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	Every 5th of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Waste Material Report	Report accomplished to acknowledge receipt from end- unit of waste materials replaced/repared on items previously issued to them.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	As need arises	As need arises
BGHMC	Bataan General Hospital and Medical Center	Requisition and Issuance Slip	Form used by an end-unit to request supplies they need. Also, to acknowledge receipt of item/s served to them.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Report of Supplies and Materials issued	Summarizes (per stock type) items issued for a particular day.	XLS	No	N/A	Internal	BGH - HOPS	Property and Supply Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	IRRUP (INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY)	Form used to account all surrendered unserviceable equipment	XLS	No	N/A	Internal	BGH-HOPS	Property and Supply Section	As the need arises	As the need arises
SECURITY SECTION											
BGHMC	Bataan General Hospital and Medical Center	Cadaver Logbook	Includes name of cadaver, date/time of death, ward, lab staff, funeral service, date and time of release of cadaver, security guard on duty	Hard Copy	No	N/A	Internal	BGH - HOPS	Security Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Endorsement Logbook	Includes daily activities of guard on duty, incident report, property for turn-over	Hard Copy	No	N/A	Internal	BGH - HOPS	Security Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Daily Census	Includes name and bed number of patient by ward	Hard Copy	No	N/A	Internal	BGH - HOPS	Security Section	N/A	Daily

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BGHMC	Bataan General Hospital and Medical Center	Medico Legal Logbook	Includes name/address/age of patient, case, date and time of arrival, date and time of accident/incident, suspect, date, guard on duty, vehicle	Hard Copy	No	N/A	Exception	BGH - HOPS	Security Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Patient Watcher's Call Logbook	Includes Date, Name of Patient, Ward, Time of call, CSIU on duty, Patient Watchers Name, Purpose and Guard on Duty	Hard Copy	No	N/A	Limited	BGH - HOPS	Security Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Patient's Items Logbook	Includes Name of Patient, time of receive from relatives, items, ward, and time of receive of patient	Hard Copy	No	N/A	Internal	BGH - HOPS	Security Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Non-BGHMC Employees Logbook	Includes Name of non-BGHMC employees, Date, Time in, Time out, Contact Numberm, Address and Body Temperature	Hard Copy	No	N/A	Internal	BGH - HOPS	Security Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Incoming Patients Logbook	Includes Name of Patient, Date, Time in, Contact Number of watcher, Address and ward	Hard Copy	No	N/A	Internal	BGH - HOPS	Security Section	N/A	Daily
INFORMATION AND COMPLAINT DESK UNIT											
BGHMC	Bataan General Hospital and Medical Center	Clearance Log Book	Discharge with total amount of hospital bill	Hard Copy	No	N/A	Internal	BGH - HOPS	Information and Complaint Desk Unit	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Paging Logbook	daily pages calls and announcement. Received via hospital intercoms	Hard Copy	No	N/A	Internal	BGH - HOPS	Information and Complaint Desk Unit	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Mail and Parcel LogBook	List of names to whom letters and parcels to be delivered	Hard Copy	No	N/A	Internal	BGH - HOPS	Information and Complaint Desk Unit	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Lost and Found Logbook	List of details where and what item is found	Hard Copy	No	N/A	Internal	BGH - HOPS	Information and Complaint Desk Unit	N/A	Daily
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER											

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BGHMC	Bataan General Hospital and Medical Center	Office Performance Commitment Review Accomplishment	Establishment of the set target for a particular semester which is in line with the PBB Guidelines	XLS / PDF	No	N/A	Limited	BGH - HOPS	Office of the Chief Administrative Officer	Every quarter	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Budget Accountability Report/Quarterly Physical Report of Operation (BAR) 1	Health Facilities Operation Program / Operation of Regional Hospitals and Other Health Facilities on the Outcome Indicator of the hospital (Hospital Infection Rate)	XLS / PDF	Yes	DBM-URS	Limited	BGH - HOPS	Office of the Chief Administrative Officer	On or before the 15th day after the end of each quarter (4th quarter only)	Annually
FINANCE DIVISION											
ACCOUNTING SECTION											
BGHMC	Bataan General Hospital and Medical Center	Financial Statements	Provides the Financial Data and Information of the agency which includes: 1. Statement of Financial Position, 2. Statement of Financial Performance, 3. Statement of Changes in Equity, 4. Statement of Cash Flows	XLS	No	N/A	Limited	BGH - Finance Division	Accounting Section	10th day of the following month	Monthly / Annually
BGHMC	Bataan General Hospital and Medical Center	Financial Accountanbility Report (FAR) 4 (Monthly Report of Disbursements)	Provides the Disbursements of the agency	XLS, PDF	Yes	http://bataan-generalhospital.doh.gov.ph/index.php/tr	Public	BGH - Finance Division	Accounting Section	15th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Financial Accountanbility Report (FAR) 5 (Quarterly Report of Revenue and Other Receipts)	Provides the Receipts and Revenues of the agency	XLS, PDF	Yes	http://bataan-generalhospital.doh.gov.ph/index.php/tr	Public	BGH - Finance Division	Accounting Section	15th day after the end of every quarter	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Monthly MDS Utilization Report	Summary of the Notice and Cash Allocations (NCAs) with corresponding disbursements under MDS Accounts of the agency	XLS	Yes	https://docs.google.com/spreadsheets	Limited	BGH - Finance Division	Accounting Section	7th day of the following month	Monthly

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BGHMC	Bataan General Hospital and Medical Center	Aging of Cash Advances	Summary of all cash advances issued and its status if already liquidated within specified period of time	XLS	No	N/A	Limited	BGH - Finance Division	Accounting Section	15th day of the month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Status of Other Receivables	Status and Monitoring of Receivables not regularly encountered	XLS	No	N/A	Limited	BGH - Finance Division	Accounting Section	15th day after the end of every quarter	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Philhealth Reconciliation Report	Summary of Philhealth Receivables and updated payments within the period	XLS	No	N/A	Internal	BGH - Finance Division	Accounting Section	3rd day after collection breakdown	Weekly
BGHMC	Bataan General Hospital and Medical Center	Accounts Payable Subsidiary Ledger	Outstanding Payable to Suppliers	XLS	No	N/A	Limited	BGH - Finance Division	Accounting Section	10th day of the following month	Monthly
BUDGET SECTION											
BGHMC	Bataan General Hospital and Medical Center	Financial Accountability Report 1	Statement of Appropriation, Allotment, Obligation, Disbursement and Balances	PDF, XLS	Yes	http://bataangeneralhospital.doh.gov.ph/ind	Public	BGH - Finance Division	Budget Section	every 30th day after the end of every qtr	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Financial Accountability Report 1A	Statement of Appropriation, Allotment, Obligation, Disbursement and Balances by Order of Expenditures	PDF, XLS	No	N/A	Limited	BGH - Finance Division	Budget Section	every 30th day after the end of every qtr	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Financial Accountability Report 1B	List of Allotments and Sub- Allotments	PDF, XLS	No	N/A	Limited	BGH - Finance Division	Budget Section	every 30th day after the end of every qtr	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Financial Accountability Report 2	Statement of Approved Budget, Utilization, Disbursement and Balances	PDF, XLS	No	N/A	Limited	BGH - Finance Division	Budget Section	every 30th day after the end of every qtr	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Financial Accountability Report 2A	Summary of Approved Budget, Utilization, Disbursement and Balances by Object of Expenditures	PDF, XLS	No	N/A	Limited	BGH - Finance Division	Budget Section	every 30th day after the end of every qtr	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Financial Accountability Report 3	Aging of Due and Demandable Obligations	PDF, XLS	No	N/A	Limited	BGH - Finance Division	Budget Section	15th day after the end of the year	Annually

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BGHMC	Bataan General Hospital and Medical Center	Financial Plan (BED1)	DBM approved budget and targets	PDF, XLS	Yes	N/A	Public	BGH - Finance Division	Budget Section	November 29 of every year, if no changes in NEP	Annually
BGHMC	Bataan General Hospital and Medical Center	General Appropriations Act	DBM approved budget	PDF, XLS	Yes	N/A	Public	BGH - Finance Division	Budget Section	January 31	Annually
CASH OPERATION SECTION											
BGHMC	Bataan General Hospital and Medical Center	Official Receipt (OR) of the patient	Name of the patient and the corresponding amount paid	HARD COPY	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Report of Collection and Deposit (RCD)	Summary and total of all collections received and deposited	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	List of Unreleased and Cancelled Checks	Summary of unclaimed checks as of the specific period	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	every 10th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Report of Checks Issued	Summary and total of checks issued for the month	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	every 10th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	National Collection and Remittances	Summary of collections from Sale of materials, performance bonds and affiliation fees and the corresponding deposits to National Treasury	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	every 10th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Report of Disbursement	Summary of salaries, wages, allowances, and other personnel benefits of Job Order employees paid thru Cash	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	every 10th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Supplement Report of Accountable Form (Checks)	Monitoring report of quantity of checks acquired, issued and remained in the ending balance to be forwarded next month	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	every 10th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Supplement Report of Accountable Form (O.R.)	Monitoring report of quantity of Official Receipts acquired, issued and remained in the ending balance to be forwarded next month	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	every 10th day of the following month	Monthly

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BGHMC	Bataan General Hospital and Medical Center	Quantified Free Service Report	Summary and total of monthly bill of patients charged to BGH	XLS	No	N/A	Limited	BGH - Finance Division	Cash Operation Section	every 5th day of the following month	Monthly
BILLING SECTION											
BGHMC	Bataan General Hospital and Medical Center	Statement of Account	Contains data on charges and bills incurred by the patient during confinement period	PDF	No	N/A	Limited	BGH - Finance Division	Billing Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Statement of Account Philhealth Official Billing Statement	Contains summary of charges incurred per unit, provides amount of PhilHealth coverage per patient's SOA, also provides patient's PhilHealth category	XLS	No	N/A	Limited	BGH - Finance Division	Billing Section	Weekly	Weekly
BGHMC	Bataan General Hospital and Medical Center	Daily Summary of PhilHealth Patients Topsheet	Contains patients' data upon confinement period and checklist of patient's Philhealth requirements	XLS	No	N/A	Limited	BGH - Finance Division	Billing Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Billing Process Time Table	Contains the time as to when patient's discharge clearance was received, time started and finished computation, time issued to patient and time forwarded to cashier. Time of rounds, ward encoding and time PHIC requirements was received are also part of the time table.	XLS	No	N/A	Limited	BGH - Finance Division	Billing Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Promissory Note	Contains data on promissory note of patient with excess bill which was not covered by PhilHealth	XLS	No	N/A	Limited	BGH - Finance Division	Billing Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Monthly Promissory Note Receivable Report	Contains data on total account receivables of promissory note for the month	XLS	No	N/A	Limited	BGH - Finance Division	Billing Section	5th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Monthly Promissory Note Payment Report	Contains data on total payments of promissory note for the month	XLS	No	N/A	Limited	BGH - Finance Division	Billing Section	5th day of the following month	Monthly
PHILHEALTH SECTION											

Agency_Abbrev	Agency_Name	Title	Description	File_Format	Online_Publication	Location_or_URL	Disclosure	Original_Data_Owner	Data_Maintainer	Date_Released	Frequency_of_Update
BGHMC	Bataan General Hospital and Medical Center	IPAD Monthly Hospital Report	Contains monthly hospital census, quality assurance indicator, reasons for non-availing of PHIC benefits, and reasons for non-filling of claims for PHIC beneficiaries	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Before 10th of the month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Summary of Philhealth Collection	Contains breakdown of total collection for the week	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Weekly	Weekly
BGHMC	Bataan General Hospital and Medical Center	Total Income and Medicines	Contains summary of collection on income and medicines	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Weekly	Weekly
BGHMC	Bataan General Hospital and Medical Center	Total Professional Fee- For Sharing	Contains total professional fees for sharing from collection	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Weekly	Weekly
BGHMC	Bataan General Hospital and Medical Center	Philhealth Claims	Contains breakdown of reimbursement of Philhealth claims per patient	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Weekly	Weekly
BGHMC	Bataan General Hospital and Medical Center	Private Professional Fee from PF from Sharing	Contains summary of private professional fees for sharing collected from Philhealth claims	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	As the need arises	s the need arise
BGHMC	Bataan General Hospital and Medical Center	Private Professional Fee from PF from Sharing (Per Doctor Report)	Contains list of private professional fees per doctor collected from Philhealth claims	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	As the need arises	s the need arise
BGHMC	Bataan General Hospital and Medical Center	Summary of RTH Claims	Contains summary of appealable and non-appealable RTH claims	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Weekly	Weekly
BGHMC	Bataan General Hospital and Medical Center	Philhealth Claim Forms	Contains Claim Signature Form and Claim Forms 1,2,3,4 which includes member and patient's information, provider information, patient's clinical record, and clinical summary.	PDF	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Philhealth Member Registration Form (PMRF)	Contains member's information for enrolling, and updating of Philhealth record	PDF	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Daily	Daily

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BGHMC	Bataan General Hospital and Medical Center	Philhealth Benefit Eligibility Form (PBEF)	Contains patient and member's information, and eligibility to avail Philhealth benefits	PDF	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Collection Letters to Patients with Denied Claims	Contains recomputed SOA and photocopy of letter from PHIC region stating the reason of denial	DOC	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Monthly	Monthly
BGHMC	Bataan General Hospital and Medical Center	Notice of Philhealth Requirements	Contains verified patient's information, Philhealth category and list of Philhealth requirements	DOC	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Philhealth Verification Forms	Contains member and patient's information	DOC	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Claim Monitoring Form	Contains number of claims per date discharged accounted as to with deficiencies, not yet received, for processing, for scanning and for transmittal	XLS	No	N/A	Limited	BGH - Finance Division	Philhealth Section	Daily	Daily
MEDICAL DIVISION											
BGHMC	Bataan General Hospital and Medical Center	Personal Data Record	Provides Personal Information of Employee	HARD COPY	No	N/A	Limited	BGH - Medical Division - Doctors	HRMO	As Needed	As Needed
BGHMC	Bataan General Hospital and Medical Center	Sworn Statement of Assets, Liabilities and Net Worth (SALN)	Provides Information about Employee's Sworn Statement of Assets, Liabilities and Net Worth (SALN)	HARD COPY	No	N/A	Limited	BGH - Medical Division - Doctors	HRMO	Annually	Annually
BGHMC	Bataan General Hospital and Medical Center	Daily Time Record	Provides Information about Employee's Daily Time-in & Time- out Record	HARD COPY	No	N/A	Limited	BGH - Medical Division - Doctors	HRMO	Daily/ Monthly	Daily/ Monthly
ANCILLARY DIVISION											
PHARMACY											

Agency_Abbrev	Agency_Name	Title	Description	File_Format	Online_Publication	Location_or_URL	Disclosure	Original_Data_Owner	Data_Maintainer	Date_Released	Frequency_of_Update
BGHMC	Bataan General Hospital and Medical Center	PDEA Semi- Annual Report of Transactions on Dangerous Drug and	Consumption/Inventory report	XLS	No	N/A	Limited	BGH-Ancillary Division	Pharmacy Section	Every 15th of January and 15th of July	Semi Annual report
BGHMC	Bataan General Hospital and Medical Center	Special Prescription Form for Dangerous Drug	Monitoring of specialized Prescription Pads	DOC	No	N/A	Limited	BGH-Ancillary Division	Pharmacy Section	10th day of the following month	Quarterly
BGHMC	Bataan General Hospital and Medical Center	Monthly inventory report of drugs and medicines	contains the actual stocks and consumption of drugs and medicines	XLS	No	N/A	Internal	BGH-Ancillary Division	Pharmacy Section	10th day of the following month	Monthly
BLOOD BANK											
BGHMC	Bataan General Hospital and Medical Center	Donor Management	Contains the Donor's Name, Address, Birthday, Gender	DOC	Yes	NBBNETS	Limited	BGH-Ancillary Division	Blood Bank Unit	Daily	Daily
BGHMC	Bataan General Hospital and Medical Center	Blood Unit Management	Contains Monitoring of Daily inventory Of Blood stocks	DOC	Yes	NBBNETS	Limited	BGH-Ancillary Division	Blood Bank Unit	Daily	Daily
NUTRITION AND DIETETICS SECTION											
BGHMC	Bataan General Hospital and Medical Center	Diet List	It is where the daily census are based to determine number of patients to be served and provides the following information:	CSV	No	N/A	Internal	BGH-Ancillary Division	Nutrition and Dietetics Section	Daily:	Daily
			1. Nurse Station							4AM	(3 times a day)
			2. Meal Schedule							10AM	(3 times a day)
			3. Patient name							3PM	(3 times a day)
			4. Age								
			5. Religion								
			6. Diagnosis								
			7. Diet								
			8. Remarks								
9. Encoded by											

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BGHMC	Bataan General Hospital and Medical Center	Cycle Menu	Provides cycle menu for a month which consider the allotted budget, ethnic, religion and cultural background of patients and provides the following information:	DOC	No	N/A	Internal	BGH-Ancillary Division	Nutrition and Dietetics Section	15 days before the succeeding month	Monthly
			1. Month								
			2. Day1, Day 2 and day 3								
			3. Lunch, Supper and Breakfast								
			4. Menu for Pay ward and Personnel- Regular Diet								
			5. Menu for Charity ward and Personnel- Therapeutic Diet								
			6. Prepared by								
			7. Reviewed and Approved by								
8. Noted by											
BGHMC	Bataan General Hospital and Medical Center	Monthly Inventory Report	Provides data on the Monthly inventory Report of the purchases and consumption of patients and guest that provides the following information:	XLS	No	N/A	Internal	BGH-Ancillary Division	Nutrition and Dietetics Section	5th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Monthly Inventory Report	1. Month	XLS	No	N/A	Internal	BGH-Ancillary Division	Nutrition and Dietetics Section	5th day of the following month	Monthly
			2. Items and Description								
			3. Quantity, Unit Price and Total								
			4. Beginning Balance								
			5. Purchase								
			6. Consumption								
			7. Ending Balance								
			8. Prepared by								
			9. Reviewed by								
			10. Noted by								

Agency_Abbrev	Agency_Name	Title	Description	File_Format	Online_Publication	Location_or_URL	Disclosure	Original_Data_Owner	Data_Maintainer	Date_Released	Frequency_of_Update
BGHMC	Bataan General Hospital and Medical Center	Monthly Subsistence Deduction of Personnel	Monthly Deduction of Personnel based from attendance of each activity conducted in the hospital that requested food. It provides the following information:	DOC	No	N/A	Internal	BGH-Ancillary Division	Nutrition and Dietetics Section	15th day of the following month	Monthly
			1. Month								
			2. Name of Personnel								
			3. Date of Activity								
			4. Prepared by								
HEALTH INFORMATION AND RECORDS MANAGEMENT (HIRM)											
BGHMC	Bataan General Hospital and Medical Center	In-patient Medical Record	Contains patient's information, diagnosis and course in the ward during confinement in the hospital	HARD COPY	No	N/A	Limited	BGH-Ancillary Division	HIRM/Admittin g Section	Upon request of patient	Upon admission
BGHMC	Bataan General Hospital and Medical Center	Out-patient Medical Record	Contains patient's information and diagnosis during consultation or follow up check-up in the Out- Patient Department	HARD COPY	No	N/A	Limited	BGH-Ancillary Division	HIRM/Admittin g Section	Upon request of patient	Upon Consultation
BGHMC	Bataan General Hospital and Medical Center	Emergency Record	Contains patient's information and diagnosis during consultation in the Emergency Department	HARD COPY	No	N/A	Limited	BGH-Ancillary Division	HIRM/Admittin g Section	Upon request of patient	Upon Consultation
BGHMC	Bataan General Hospital and Medical Center	Medico Legal	Contains patient's information and initial check up due to external cause like mauling, vehicular accident	HARD COPY	No	N/A	Limited	BGH-Ancillary Division	HIRM/Admittin g Section	Upon request of patient	Upon Consultation
BGHMC	Bataan General Hospital and Medical Center	Admission Logbook	Contains patient's information and diagnosis during confinement in the hospital	HARD COPY	No	N/A	Limited	BGH-Ancillary Division	HIRM/Admittin g Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Emergency Record Logbook	Contains patient's information and diagnosis during consultation in the Emergency Department	HARD COPY	No	N/A	Limited	BGH-Ancillary Division	HIRM/Admittin g Section	N/A	Daily
BGHMC	Bataan General Hospital and Medical Center	Annual Hospital Statistical Report	Contains hospital statistics during the whole year. Submitted to DOH through online annually.	HARD COPY	Yes	www.ohsrs.doh.gov.ph	Internal/Limited	BGH-Ancillary Division	HIRM	on or before March 31 of the following year	Monthly/Annually

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BGHMC	Bataan General Hospital and Medical Center	Philhealth Mandatory Report	Contains hospital statistics with regards to philhealth. Submitted to Philhealth monthly.	HARD COPY	No	N/A	Internal/Limited	BGH-Ancillary Division	HIRM	on or before the 10th day of the following	Monthly
MEDICAL SOCIAL SERVICE											
BGHMC	Bataan General Hospital and Medical Center	Medical Assistance for Indigent Patients	Provide information on the amount charged to the program, demographic data, family background and medical diagnosis of patients	DOC	Yes	BGH Website	Public	BGH-Ancillary Division	MSS	5th day of the following month	Monthly/Annually
BGHMC	Bataan General Hospital and Medical Center	Worker-Patient Agreement	Includes the records of agreement, responsibility of each parties signed by agreed partakers	DOC	No	N/A	Limited	BGH-Ancillary Division	MSS	As the need arises	As the need arises
BGHMC	Bataan General Hospital and Medical Center	Women-Children Protection Unit	Provides information on the demographic data, family composition, summary of disclosed incident and the perpetrator	DOC	No	N/A	Exception	BGH-Ancillary Division	MSS	Quarterly/Annually	Quarterly/Annually
BGHMC	Bataan General Hospital and Medical Center	Inter Agency Referral	Provides information on the demographic data, socio economic background	DOC	No	N/A	Limited	BGH-Ancillary Division	MSS	As the need arises	As the need arises
DEPARTMENT OF MEDICAL IMAGING											
BGHMC	Bataan General Hospital and Medical Center	Monthly Inventory Report	Provides the Particulars, Beginning Inventory, Inventory Received for the month, Consumption for the Month and Ending Inventory	XLS	No	N/A	Internal	BGH-Ancillary Division	Medical Imaging Section	On or before the 10th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Radiological Report (X-ray, Ultrasound, Mammogram, CT- Scan)	Contains the Patient's information, Diagnostic Findings and Impression	CSV	No	N/A	Limited	BGH-Ancillary Division	Medical Imaging Section	Within 24 hours after interpretation of Result	Daily

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BGHMC	Bataan General Hospital and Medical Center	Project Procurement Management Plan (PPMP) for the following year	Contains the goods and services to be procured with the following data, Item No., Item Description, General Specification, Total Quantity, Unit, Total Amount, Breakdown per Quarter and Recommended Procurement Method/Source of Funding	XLS	No	N/A	Internal	BGH-Ancillary Division	Medical Imaging Section	May/June of the current year	Annually
BGHMC	Bataan General Hospital and Medical Center	Monthly OPD Report (X-ray, Ultrasound, Mammogram, CT- Scan)	Contains Discount of PWD or Senior Citizen, Employee Medical Benefits, Govt Employee Discount, Minority, C/O SHO/Unsettled/Total	XLS	No	N/A	Internal	BGH-Ancillary Division	Medical Imaging Section	On or before the 10th day of the following month	Monthly
BGHMC	Bataan General Hospital and Medical Center	Weekly Operations Review Monitoring	Contains the PGS Key Result Area, Target, Deliverable of the Month, Team Members, Commitment, Status by week and Remarks	XLS	No	N/A	Internal	BGH-Ancillary Division	Medical Imaging Section / OSM	Weekly	Weekly
BGHMC	Bataan General Hospital and Medical Center	Daily Scoreboard	Contains the PGS Key Result Area, Deliverable of the Month, Commitment, Status by week and Remarks	XLS	No	N/A	Internal	BGH-Ancillary Division	Medical Imaging Section / OSM	Every Monday of the following week	Weekly
DEPARTMENT OF LABORATORY AND PATHOLOGY											
BGHMC	Bataan General Hospital and Medical Center	Clinical Laboratory and Histopathology Diagnostic Results	Provides personal information (complete name, age, gender, birthday), Clinical Laboratory and Histopathology diagnostic results of both in-patients and out patients	CSV, DOC	No	N/A	With fee	BGH-Ancillary Division	Dept of Pathology and Laboratory	Daily	N/A
BGHMC	Bataan General Hospital and Medical Center	Drug Test Results	Provides personal information (complete name, age, gender, birthday) and drug test results of both in-patients and outpatients	CSV	Yes	IDTOMIS	With fee	BGH-Ancillary Division	Dept of Pathology and Laboratory	Daily	As the need arises

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NURSING SERVICE DIVISION											
BGHMC	Bataan General Hospital and Medical Center	Nursing Service Bi- Annual Report	Contains the following information: A. Nursing Service Personnel, B. Nursing Service Personal Record, C. Nursing Service Equipment and Supplies, D. Nursing Service Reports, E. Nursing Service Accomplishments	DOC	No	N/A	Limited	BGH - Nursing Service Division	Nursing Service Office	January and July	Bi-Annualy
BGHMC	Bataan General Hospital and Medical Center	Central Supplies and Sterilization Room Inventory Report	Provides complete records of receipt and issuances of all medical supplies including quantity and costs	XLS	No	N/A	Limited	BGH - Nursing Service Division	CSSR	Every 5th day of the month	Monthly