



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

June 13, 2016

**DEPARTMENT MEMORANDUM**

No. 2016 - 0283

**TO :** ALL REGIONAL DIRECTORS, NATIONAL DRUG POLICY OFFICERS, REGIONAL PROGRAM COORDINATORS AND PHARMACISTS

**SUBJECT :** MONITORING OF THE MONTHLY UTILIZATION AND INVENTORY OF ALL DOH PROCURED MEDICINES

Pursuant to Department Order No. 2016-0180 the DOH Pharmaceutical Division sub allotted funds to all Regional Offices to be used for employment of Pharmacists who will now be referred to as **Public Health Pharmacists (PHPs)**:

REGIONAL OFFICE	No. of Public Health Pharmacists
I – Ilocos Region	17
II – Cagayan Valley	9
III – Central Luzon	16
IVA – CALABARZON	13
IVB – MIMAROPA	12
V – Bicol	11
VI – Western Visayas	11
VII – Central Visayas	12
VIII – Eastern Visayas	15
IX – Zamboanga Peninsula	11
X – Northern Mindanao	11
XI – Davao	12
XII – SOCCSKSARGEN	10
XIII – CARAGA	14
CAR	16
ARMM	9
NCR	20

Included among their responsibilities is the task of the overall Supply Chain Management (SCM) of all the Public Health Programs of the DOH in the primary healthcare facilities and identified DOH Retained Hospitals nationwide. The focus of the SCM monitoring is ensuring that all supply chain indicators are reported and data moves throughout the system.

Relative thereto, all Pharmacists hired shall conduct monthly visit and monitoring of **ALL DOH Procured medicines** in their assigned Rural Health Units (RHUs), Health Centers and identified DOH Retained Hospitals in terms of the following:

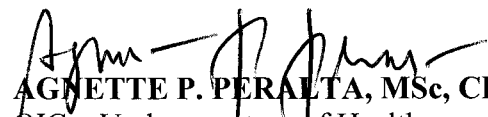
- a. Monthly Inventory Management

- i. Provide technical assistance in Inventory Management
  - ii. Consolidate monthly inventory reports from the health facilities
- b. Validation of the receipt of delivery in the health facilities
  - c. Facilitating stock transfers to other health facilities

For uniformity, all PHPs are requested to use the attached Monthly Inventory/Utilization form during their monitoring visits to the health facilities. The monthly report shall also be encoded on the online template to be provided on or before the 10<sup>th</sup> day of the succeeding month. All National Drug Policy Officer (NDPO) of the regions shall ensure that all reports are complete on or before the specified timelines.

Furthermore, all Pharmacists hired shall be reporting to the Provincial DOH Office (PDOHO) as their regular post. They shall also report to the Regional Office for monthly coordination meetings with the NDPO and to submit their Daily Time Records (DTRs) duly approved by the Regional Director and properly initialed by the DOH Provincial Health Team Leader.

By Authority of the Secretary of Health:

  
**AGNETTE P. PERALTA, MSc, CESO III**  
OIC – Undersecretary of Health  
Office for Health Regulation



Republic of the Philippines  
 Department of Health  
**OFFICE OF THE SECRETARY**

**HEALTH FACILITY MONTHLY UTILIZATION/ STOCK INVENTORY REPORT FORM**  
 for Public Health Pharmacists Inventory Notes

Name of Health Facility		Province		Date of Monitoring					
Municipality		Region							
DOH MAINTENANCE MEDICINES		Ending Inventory from the PREVIOUS Month (A)	Deliveries		Stocks Transfer (DM 2014-0317)		Monthly Consumption (E)	Expired Stocks (F)	End of Month Stocks (A+B+C) - (D+E+F)
			Quantity (B)	Date	Received (C)	Transferred (D)			
1	Amlodipine 10mg, 30 tablets/ treatment pack								
2	Losartan 50mg, 30 tablets/ treatment pack								
3	Metoprolol 50mg, 60 tablets/ treatment pack								
4	Metformin 500mg, 90 tablets/ treatment pack								
DOH COMPLETE TREATMENT PACK		Ending Inventory from the PREVIOUS Month (A)	Deliveries		Stocks Transfer (DM 2014-0317)		Monthly Consumption (E)	Expired Stocks (F)	End of Month Stocks (A+B+C) - (D+E+F)
			Quantity (B)	Date	Received (C)	Transferred (D)			
1	Amoxicillin 500mg, 21 capsule/ treatment pack								
2	Amoxicillin 250mg/5ml, 60ml susp.								
3	Cotrimoxazole 800/160mg tablet								
4	Ciprofloxacin 500mg tablet, 14 tablets per treatment pack								
5	Cloxacillin 500mg, 28 capsules per treatment pack								
6	Erythromycin 500mg, 21 tablets per treatment pack								
7	Doxycycline 100mg, 14 capsules per treatment pack								
8	Metronidazole 500mg, 21 tablets per treatment pack								
9	Gliclazide 30mg MR, 30 tablets per treatment pack								
10	Simvastatin 20mg, 30 tablets per treatment pack								
11	Aspirin 80mg, 30 tablets per treatment pack								
12	Enalapril 10mg tablet, 30 tablets per treatment pack								





NATIONAL TUBERCULOSIS PROGRAM		Ending Inventory from the PREVIOUS Month (A)	Deliveries		Stocks Transfer (DM 2014-0317)		Monthly Consumption (E)	Expired Stocks (F)	End of Month Stocks (A+B+C) - (D+E+F)
19	Clofazimine 50mg softgel capsule								
20	Clofazimine 100mg softgel capsule								
21	Co-Amoxiclav 1g tablet								
22	Clarithromycin 500mg tablet								
23	Pyridoxine 50mg tablet								
24	Bedaquiline 100mg tablet								
25	Linezolid 600mg tablet								
26	Imipinem/Cilastatin 500mg/500mg powder for solution								

**Prepared by:**

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Designation

**Noted by:**

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Designation