



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

January 31, 2018

**DEPARTMENT MEMORANDUM**

No. 2018- 0038

**FOR :** ALL REGIONAL DIRECTORS, ASSISTANT REGIONAL DIRECTORS, REGIONAL SUPPLY OFFICERS AND ALL OTHERS CONCERNED

**SUBJECT :** Submission of Quarterly Inventory Reports starting April 2018

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In view of the Department of Health's efforts to improve its supply chain reporting and inventory monitoring of health commodities pending the 100% implementation of the National Online Stock Inventory Reporting System (NOSIRS), all Regional Supply Officers are hereby instructed to regularly submit a quarterly inventory report of commodities which shall include stocks at the Regional Office Level, Provincial Health Office, City Health Offices and Municipal Health Offices. Inventories shall indicate the source of procurement/ funds of commodities with the classification of either *Central Office* or *Regional Procurement*.

As such, all Regional Offices are expected to regularly submit the said quarterly inventories by **April 2018** and shall continue to do so thereafter until further instructions.

Attached is a sample inventory template for your information and ready reference.

For strict compliance.

By Authority of the Secretary of Health:

  
**MA. CAROLINA V. TAIÑO, CPA, MGM, CESO IV**  
Undersecretary of Health  
Office for Administration, Finance and Procurement

EXECOM DIRECTIVE	STATUS/TIMELINES	Action Plan/ REMARKS
<p><b>4. PRESENT TO THE EXECOMM THE ALLOCATION PLAN AND THE QUARTERLY PERFORMANCE OF REGIONAL DIRECTORS ON STOCK LEVELS AND PROCUREMENT STATUS AND COMPARE WITH ACTUAL NEEDS</b></p>	<p><b>LMD Concern for Compliance/ First week of February 2018</b></p>	<p><b><u>Proposed Action Plan/s:</u></b></p> <ul style="list-style-type: none"> <li>• Draft and Finalize by the first week of February 2018 a Department Memorandum (DM) addressed to the Regional Directors, Asst. Regional Directors and Regional Supply Officers re: quarterly submission of stock levels at the Regional Office, Provincial Health Offices, City Health Offices, Municipal Health Offices indicating the source of funds (Central Office, Locally Procured etc.) for the said stocks</li> <li>• Ensure that the National Online Stocks Inventory Reporting System (NOSIRS) is operational at the Regional Level</li> </ul> <p><b><u>Remarks:</u></b></p> <ul style="list-style-type: none"> <li>• Presentation of allocation plans may be coordinated with the Health Programs as the LMD can only provide the Quarterly Distribution/ Mobilization plan once the 2018 allocation plans have been received from the Programs</li> <li>• “Comparison of stock levels/procurement status with actual needs” may be coordinated with the Health Programs during the Supply Chain Management Meetings as the LMD, together with the Regional Supply Officers, can only provide stock levels and the procurement/funding source of these stocks.</li> </ul>

**SAMPLE  
INVENTORY  
TEMPLATE**



**Department of Health**  
**Regional Office \_\_\_\_\_**  
 Inventory as of \_\_\_\_\_, 2018

END-USER	P.O. / CONTRACT OF SERVICE	Source of Procurement/ Funds	DELIVERY DATE	ITEM DESCRIPTION / SPECIFICATION	EXPIRY DATE	QUANTITY	UNIT	UNIT COST	TOTAL AMOUNT (PhP)	Warehosue LOCATION	REMARKS
Specify the Health Program		Central Office/ Regional Procurement									