



## Warehouse Operations Manual

# COMMISSION ON POPULATION AND DEVELOPMENT (POPCOM)

Supply Chain Management (SCM)

1st Edition - 2022  
Manila, Philippines







	<b>WAREHOUSE OPERATIONS MANUAL</b>	Revision No.:	1
	POPCOM-SCM-WOM	Implementation Date:	--

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# THE POPCOM WAREHOUSE OPERATIONS MANUAL



The Commission on Population and Development (POPCOM) with assistance from the US Agency for International Development (USAID) Medicines, Technologies, and Pharmaceutical Services (MTaPS) developed the **POPCOM Supply Chain Management Warehouse Operations Manual (POPCOM-SCM-WOM)**. Specifically, the POPCOM-SCM-WOM aims to:

- 1) Ensure that there is a harmonized, and standardized implementation of warehouse operations across all POPCOM warehouses at the central and regional levels; and
- 2) Aid in the planning and design of POPCOM warehouses to ensure that the established requirements are met.

Furthermore, POPCOM together with MTaPS has likewise developed other reporting forms to ensure the uniformity in capturing and reporting of necessary information.

This manual was developed in line with the Warehouse Operations Manual of the Department of Health (DOH), given that the majority of the family planning (FP) commodities stored by POPCOM are DOH-allocated. There are currently six (6) POPCOM warehouses, one (1) central and five (5) regional (Regions II,V,IX,XI and XII), and three (3) temporary FP stock rooms (Regions I, X, and Caraga).

# FOREWORD

The Commission on Population and Development (POPCOM) is pleased to present this 1st Edition of the POPCOM-Supply Chain Management Warehouse Operations Manual (POPCOM-SCM-WOM). The Manual aims to provide guidance to warehouse staff at the central, regional, and local levels in the establishment of a system with streamlined processes. Moreover, this will also assist them to initiate and perform ideals in line with the national regulations and international standards in handling, storage, and processing of procured health commodities.

The POPCOM-SCM-WOM is also a reference in the roll-out of important activities and guidelines to all warehouses within POPCOM's jurisdiction as part of the co-management scheme with the Department of Health (DOH) in the implementation of the National Program on Population and Family Planning (NPPFP) as provided in the Joint Memorandum Circular (JMC) No. 2019-01.

The NPPFP enables more Filipinos to access Family Planning (FP) services and speed up impact to social and economic development on a wider scale. Thus, the POPCOM-SCM-WOM is a step in this direction.

As POPCOM continues to work to ensure that couples have their desired number of children, it is hoped that this Manual will contribute in such endeavor.

Tungo sa Matatag, Maginhawa at Planadong Pamilyang Pilipino.

Masayang Pamilya!

**USEC. JUAN ANTONIO A. PEREZ III, MD, MPH**  
**Executive Director V**





# Acknowledgements

The Commission on Population and Development would like to acknowledge the leadership, expertise, support, and dedication of the following persons/entities who contributed to the finalization of this Manual:

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# PART I - INTRODUCTION

## 1.1 BACKGROUND

The State is mandated to provide equitable and accessible quality healthcare for all Filipinos under Section 11, Article XIII of the Constitution. This includes healthcare programs such as the provision of reproductive health services, particularly family planning (FP), pursuant to Republic Act (RA) No. 10354, otherwise known as the Responsible Parenthood and Reproductive Health Act of 2012. The Law also specifies the Department of Health (DOH) as the lead agency in its implementation.

Also, Presidential Decree (PD) No. 79, as amended, also known as the Revised Population Act of the Philippines, allows POPCOM to establish and maintain contact with international public and private organizations relative to population challenges. The PD also specifies the utilization of clinics and pharmacies, as well as other commercial channels of distribution, for the distribution of family planning information and contraceptives.

Furthermore, Joint Memorandum Circular (JMC) No. 2019-01 among NEDA, DOH and POPCOM established a close cooperation and co-management scheme in major program areas of FP, including service delivery and logistics management.

With the foregoing, the Commission on Population and Development (POPCOM) ensures effective and efficient delivery of family planning commodities across the nation. Indeed, proper management of health commodities that the government procures is of vital importance in order to maintain the quality and potency during its storage and distribution.

As part of the strengthening of the Supply Chain Management, the POPCOM-SCM-WOM standardizes warehouse processes across all levels of the supply chain. This aims to achieve seamless operations to support health services implemented by Public Health Programs. Further, the Manual provides for the standard processes in managing logistics which facilitates the preparation for automation. This is specified in Section 36 of the Implementing Rules and Regulations of the “Universal Health Care Act,” which requires for electronic health commodities logistics management information system.

The POPCOM-SCM-WOM clarifies operational tasks per position and per function. The specific tasks for every person’s accountability in the warehouse is outlined, with the intention of harmonizing all logistics operations of the government for health commodities.





## 1.2 OBJECTIVES OF THE MANUAL

The purpose of this POPCOM-SCM-WOM is to serve as a general guide for warehouse personnel of POPCOM when carrying out their specific duties and responsibilities based on applicable local and international standards. This Manual standardizes the procedures, accountabilities, and responsibilities of warehouse staff in a step-by-step manner.

## 1.3 USERS OF THE MANUAL

Users of this manual include all personnel and managers of various warehouses/storerooms managed by POPCOM.

# PART II - GUIDING PRINCIPLES

## 2.1 THE SUPPLY CHAIN MANAGEMENT

The country's health system cannot efficiently implement health services without a well-planned and well-operated supply chain management system. Ensuring the availability and accessibility of health commodities at the point of care is optimum.

Supply chain management encompasses the planning and management of all activities involved in sourcing, procurement, and logistics. More importantly, it also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. In essence, supply chain management integrates supply and demand management within and across companies and organizations.

### THE LOGISTIC CYCLE



JSI\_supply\_chain\_managers\_handbook 2017



## 2.2 WAREHOUSE MANAGEMENT

Warehouse Management is part of the supply chain management that optimizes and controls the day-to-day operations in the warehouse to ensure that products are stored and accounted for properly from the receiving up to releasing processes<sup>1</sup>.

This manual focuses on warehouse management operations as an important part of supply management of health commodities procured by and donated to the government. The following are the recommended minimum standard processes in managing warehouses for storing health commodities:



### 1. Receiving:

This is the process of inspecting and receiving commodities upon arrival through routine delivery activities. Quantity and quality of delivered products are checked against the delivery documents, contract, technical specifications, and other legal standards prior to acceptance.



### 2. Put-Away:

Transferring the commodities from the receiving area to the identified location for storage in the warehouse is involved in this step. Received products are handled using warehouse equipment in accordance with proper techniques. This then ensures that stocks are placed on locations appropriate to their storage requirements.



### 3. Storage and warehousing:

The need for appropriate storing and warehousing commodities based on its storage requirements is critical, while waiting for shipment. Warehouse staff perform routine activities based on Good Storage Practices guidelines to maintain good condition of facility, tools and equipment associated with the daily operations of the warehouse.



### 4. Picking and Packing:

Picking and packing of items from the storage location to the staging area according to a requisition or allocation list is essential. Preparations such as generation of shipping documents, assembling, and labeling items are done prior to shipment of items to its intended recipients.



### 5. Dispatch:

Dispatch is the process of releasing commodities based on the approved shipping documents for delivery to its intended recipients. This is the process where items are properly handed over to third party logistics (3PL) courier/recipient based on the approved shipping documents.



### 6. Tracking and Monitoring:

The process of tracking and monitoring of the dispatched FP commodities is necessary to ensure that its collection, consolidation, and analysis on information of FP commodity utilization are optimum.

## 2.3 HOW TO USE THIS MANUAL

The POPCOM-SCM-WOM contains guidelines in warehouse management, and standard operating procedures arranged according to different parts of warehouse operations. This includes process flow diagrams and training guides for each process. Specific details and procedures are discussed accordingly in their specific sections of this manual. Listed below are the processes covered in the manual. Each presents the flowchart containing all the procedures and description of the workflow process.

1. Receiving
2. Put-Away
3. Storage and Warehousing
4. Picking and Packing
5. Dispatch
6. Tracking and Monitoring
  - a. From FP Hotline
  - b. Distribution/Shipping (3PL)

**Each flowchart follows a particular legend that may be useful to the reader:**



Curved rectangles signify the starting and end point of a particular process.



Rectangles contain processes that should be carried out by the responsible person(s) for a particular step.



Diamonds signify decision points, which are answerable by a YES or NO. Each answer leads to a particular instruction for that step.



## A. DEFINITION OF TERMS USED IN THIS MANUAL

**3PL** - third party logistics is an external service provider contracted by an organization to carry out business functions (i.e., delivery).

**Allocation List** - list of items with corresponding instructions on which products shall be picked from a specific location in the warehouse/storeroom to staging area for packing.

**Batch/Lot No.** - distinct group of numbers, letters, or any combination thereof, designated to identify a drug or device produced during a given cycle of manufacture.

**Bill of Lading (BL)** - refers to a form or list of goods used for the computation of payment to be rendered to the courier for the shipment of goods to the consignee.

**Calibration** - process of adjusting the output or indication on a measuring instrument to comply with values of accuracy and applied standards.

**Contamination** - the undesired introduction of impurities of a chemical or microbiological nature or, of foreign matter into or on to a starting material, intermediate or pharmaceutical product during handling, sampling, packaging/ repacking, storage and transportation.

**Delivery Documents** - refers to set of documents required upon delivery of goods to POPCOM Warehouse(s) which include but not limited to: Purchase Order (PO)/ Contract; Notice to Proceed (NTP); Delivery Receipt (DR); Sales Invoice (SI); Certificate of Product Registration (CPR); and Delivery Notification Form (DNF).

**Delivery Notification Form (DNF)** - refers to a document that describes allocated goods with corresponding quantity, volume, end-user and estimated date of delivery provided by the consignor.

**Delivery Status Database** - the database is used to track the status of the 3PL's delivery.

**Expiration/Expiry Date** - the date stated on the label of food, drug, cosmetic, device or hazardous substance after which they are not expected to retain their claimed safety, efficacy and quality or potency and after which it is no longer permissible to be utilized.

**End-user** - Pertains to the specific office which owns the commodity (i.e. Health Programs).



**FEFO** - acronym for First Expiry, First Out.

**FIFO** - acronym for First in, First Out.

**Gate Pass** - refers to the clearance on security measures indicating commodities for dispatch.

**Good Distribution and Practices (GDP)** - part of quality assurance which ensures that the quality of a pharmaceutical product is maintained through adequate control throughout the numerous activities which occur during the distribution process.

**Good Storage Practices (GSP)** - set of standards in maintaining quality, stability, and integrity of pharmaceuticals and non-pharmaceutical products during storage from the point of manufacture up to its utilization.

**Humidity** - refers to the concentration of water vapor in the air which indicates the likelihood of precipitation, dew, or fog.

**Inbound & Outbound Summary Report** - refers to the record of commodities received and dispatched within a specified period.

**Inspection and Acceptance Report (IAR)** - report generated manually or thru Warehouse Management System which describe the conduct of inspection and acceptance of the Inspection Committee.

**Inspection Committee** - the committee responsible for ensuring that the commodities delivered by the supplier meet the standards and technical specifications indicated in the Purchase Order/Contract.

**Inventory Stock Keeping Records** - set of documents (such as Bin Card, Stock Cards, Location Map, Inbound and Outbound Summary Report, and Monthly Inventory Report) containing necessary information of all commodities stored inside the warehouse/storeroom for monitoring and updating.

**Jack lift** - refers to a mechanical equipment used to lift and move items on pallets over short distances.

**Performance Evaluation Report** - a quantifiable measure used to evaluate the success of a given objective for performance.

**Location code** - distinct group of numbers, letters, colors, symbols, or any combination thereof, used to identify specific location (e.g., warehouse, shelf, shelving level, rack, pallet) of an item.



**Location Map** - refers to the blueprint of all commodities stored at various areas in the warehouse/storeroom.

**Non - Conformance Report** - report referring to non-compliance of suppliers and Forwarder to specified instructions defined by POPCOM. This report serves as justification for disapproval of any request and delivery

**Pallets** - refers to a plastic or wood material used to stack bulk items and larger cartons. They keep things off the floor and can be used with forklifts or jack lifts to move around groups of larger items.

**Pest Control** - procedure on maintaining pest and vermin free warehouse, the pest-control agents used should be safe, and there should be no risk of contamination of materials and pharmaceutical products.

**Pharmaceutical Wastes** - are damaged, expired, unused, spilt, and contaminated pharmaceutical products, drugs, vaccines, and sera that are no longer feasible for use and need to be disposed of appropriately. The category also includes discarded items used in the handling of pharmaceuticals, such as bottles or boxes with residues, gloves, masks, connecting tubing, and drug vials.

**Picking Tool/Equipment** - tool/equipment where picked items are placed such as a basket, cart, pallet, trolley, or fork/jack lift as necessary to aid in transferring products from storage location to designated area for picking and packing.

**Product Identification Label** - refers to a piece of paper or other material affixed to a commodity to easily identify stored items with information on the Purchase Order/Contract number, Delivery Receipt/SI number, product name and description, date received, end-user/program; quantity; Batch/Lot no. and Expiry Date.

**Property Transfer Report (PTR)** - form used to document the information associated with all commodity transfers from one office to another.

**Quarantine Area** - space in the warehouse in which commodities are isolated physically or by other effective means while a decision is awaited on their acceptance, rejection and/or reprocessing.

**Receiving Area** - space in the warehouse in which commodities are checked prior acceptance as to its quality and quantity in accordance with Purchase Order/Contract and other Delivery Documents.

**Requisition and Issue Slip (RIS)** - form used to document the information associated with commodity transfer within the office based on request.



**Sales Invoice (SI)** - refers to documents that describe goods with corresponding quantity and price as a basis of payment to the Supplier for the item(s)/service(s) provided.

**Shipping Documents** - documents that serve as proof of transaction of shipment or transfer of property/item/goods from one office/department to another such as Shipment Plan, PTR, BL and RIS.

**Staging Area** - space in the warehouse where packing or repacking of commodities takes place based on the provided approved Allocation List(s) prior to dispatch and distribution.

**Stock Card** - a stock keeping record which holds all information about a single product with different lot numbers/batch numbers, different expiration date and different location inside the warehouse/storeroom under a single Purchase Order/Contract. It is the consolidation of all Bin Cards of a single item placed in different areas inside the warehouse/storeroom.

**Stock Keeping Unit (SKU)** - refers to codes projected as a distinct group of numbers, letters, or any combination thereof, designated to identify commodities (Pharmaceuticals and Non-pharmaceuticals) stored inside the warehouse/storeroom.

**Storage Area** - appropriate place for the storage of pharmaceuticals and non-pharmaceuticals in accordance with the commodity's storage requirement.

**Temperature and Humidity Monitoring** - refers to the process of observing and recording of temperature and relative humidity in a specified time and duration.

**Temperature and Humidity Monitoring Sheet** - refers to a monitoring tool for consistent reading and recording of Temperature and Relative Humidity inside the warehouses/storerooms.

**Thermo hygrometer** - diagnostic measuring device used for indoor climate and environmental monitoring of both temperature and relative humidity.

**Thermo hygrometer Profile Database** - refers to a set of data maintained by the store/warehouse manager to access the description, location, and status of each thermo hygrometer inside the warehouse.

**Ventilation** - is the intentional introduction of ambient air into the warehouse and is mainly used to control indoor air quality by diluting and displacing indoor pollutants; as well as to promote thermal comfort or dehumidification.



## B. LIST OF ANNEXES

Annex #	Title
1	Location Map
2	Warehouse Capacity Chart
3	Non-Conformance Form
4	Certificate of Acceptance (COA)
5	Stock Card
6	Inventory Database (Excel)
7	Warehouse Operations Routine Checklist
8	Service Request Form
9	Waste Material Report
10	Good Storage Practice Guidelines
11	Manufacturer's/Supplier's Stacking Recommendation
12	Delivery/Shipping Document
13	Waybill/air Bill/Bill of Lading
14	Gate Pass
15	Requisition and Issue Slip
16	Property Transfer Report
17	Allocation vs. Delivery Status Report
18	Delivery Status Database (Excel)
19	Incident Report
20	Cover Letter/ memo attached to the Allocation vs Delivery Status Report
21	Performance Evaluation Report of the 3PL
22	Temperature and Relative Humidity Monitoring Sheet
23	Calibration Certificate
24	Corrective Requisition for Warehouse Operations
25	Product Identification Label
26	Inbound and Outbound Summary Report
27	Reporting Template No. 1 - List of City Health Offices (CHOs) or Municipal Health Offices (MHOs) Contacted and IOR Submission Monitoring.
28	Reporting Template No. 2 - List of Assisted CHOs/MHOs on Issues and Concerns
29	Reporting Template No. 3 - Consolidated Regional Inventory and Order Report (IOR).
30	Family Planning Inventory and Order Report
31	POPCOM Procured FP Commodities Utilization Report (IOR form)
32	Quarterly POPCOM procured FP Commodities Distribution and Utilization Report.
33	Regional POPCOM procured FP Commodities Database





- 34 Distribution List of FP Commodities (POPCOM Procured)
- 35 All FP Commodities Stock Status Report consolidated excel template.
- 36 All FP Commodities Utilization and Stock Available Report consolidated excel template.
- 37 Consolidated excel template of POPCOM procured FP Commodities Distribution and Utilization Report.
- 38 Consolidated excel template of POPCOM procured FP Commodities Database
- 39 PowerPoint presentation of All FP Commodities Stock Status Report
- 40 PowerPoint presentation of All FP Commodities Utilization and Stock Available Report at the Regional Level
- 41 PowerPoint presentation of All FP Commodities Utilization and Stock Available Report at the Regional and Provincial Level
- 42 PowerPoint presentation of Progestin-Subdermal Implant (PSI) Report
- 43 Monitoring Report/Activity Report (ISO form)
- 44 Approved Allocation List
- 45 Officially Approved Request from the Regional Offices
- 46 Delivery Notification Form (DNF)
- 47 Quarterly FP Logistics Report PowerPoint

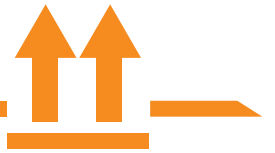


# PART III - STANDARD OPERATING PROCEDURES

This section of the manual indicates the Standard Operating Procedures as a guide to perform the minimum warehouse operations processes. This procedure promotes seamless operational and informational flow while ensuring adherence to good distribution and storage practices for health commodities procured by the government.

The objective of streamlining warehouse processes and ensuring proper documentation is to harmonize logistics processes in different levels of the supply chain. This is to obtain useful information at specific points of the process and consolidate data in a timely manner. This will also contribute to tracking commodity flow at all levels and provide stakeholders with data that are critical for decision making.

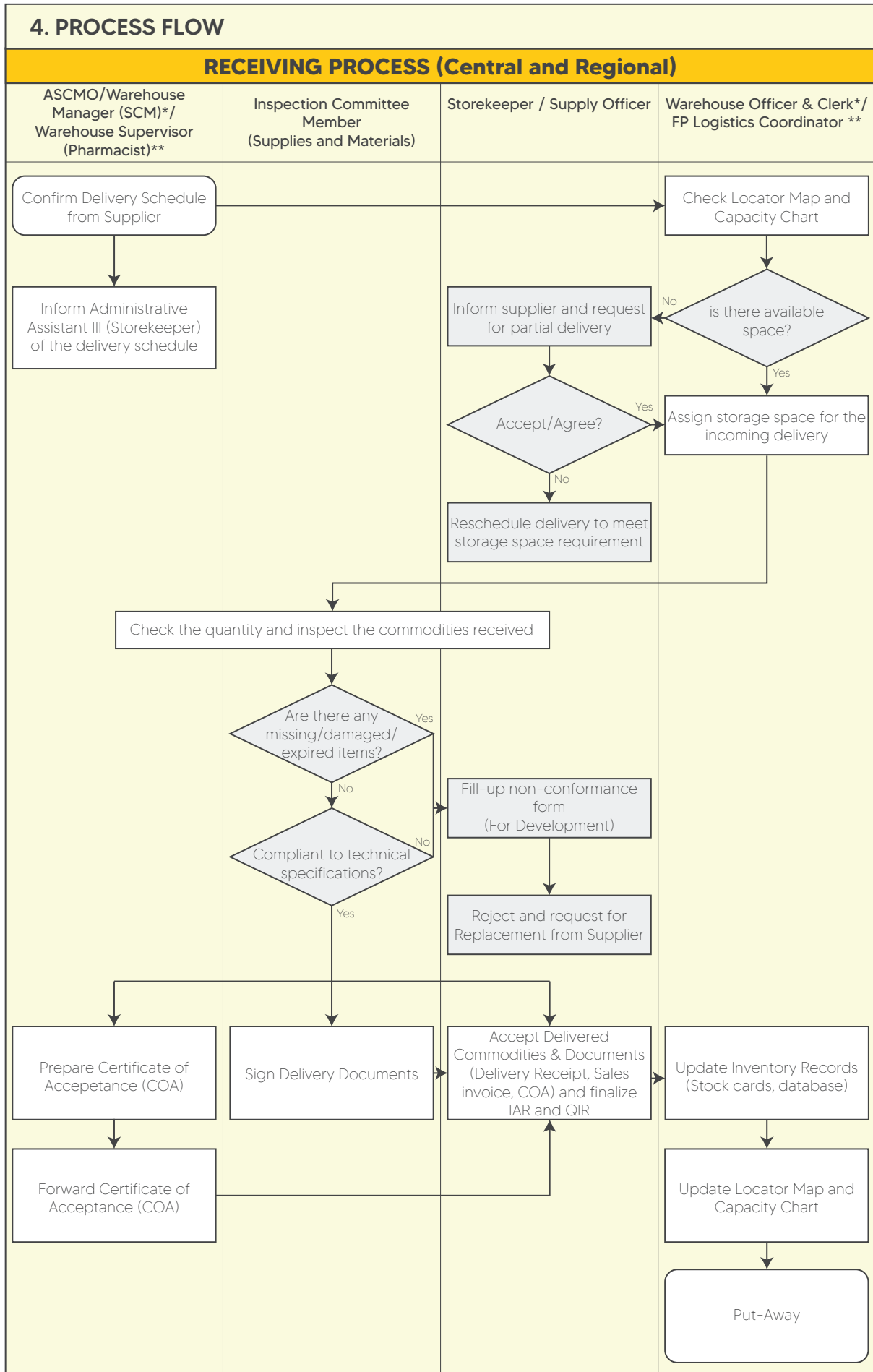
POPCOM -SCM- WOM-SOP-01	● RECEIVING OF COMMODITY FROM SUPPLIERS					
<p><b>1. PURPOSE</b> To ensure commodities are received, inspected, and processed according to legal standards and manufacturer's/supplier's requirements.</p> <p><b>2. SCOPE</b> This procedure covers the process of receiving, inspecting, and processing upon arrival through routine delivery activities including submission of documents to POPCOM.</p> <p><b>3. RESPONSIBILITY</b> This procedure covers the process of receiving, inspecting, and processing upon arrival through routine delivery activities including submission of documents to POPCOM.</p>						
<table border="1"> <thead> <tr> <th data-bbox="165 1653 555 1711">Title</th> <th data-bbox="555 1653 1369 1711">Responsibility</th> </tr> </thead> <tbody> <tr> <td data-bbox="165 1711 555 1980">Assistant Supply Chain Management Officer(ASCMO)/ Warehouse Manager (SCM)*</td> <td data-bbox="555 1711 1369 1980" rowspan="2">Confirm schedule of receiving from supplier, check and inspect the commodities, prepare Certificate of Acceptance (COA) and supervise warehouse personnel on their delegated tasks.</td> </tr> <tr> <td data-bbox="165 1980 555 2076">Warehouse Supervisor**</td> </tr> </tbody> </table>	Title	Responsibility	Assistant Supply Chain Management Officer(ASCMO)/ Warehouse Manager (SCM)*	Confirm schedule of receiving from supplier, check and inspect the commodities, prepare Certificate of Acceptance (COA) and supervise warehouse personnel on their delegated tasks.	Warehouse Supervisor**	
Title	Responsibility					
Assistant Supply Chain Management Officer(ASCMO)/ Warehouse Manager (SCM)*	Confirm schedule of receiving from supplier, check and inspect the commodities, prepare Certificate of Acceptance (COA) and supervise warehouse personnel on their delegated tasks.					
Warehouse Supervisor**						



Title	Responsibility
Inspection Committee Member (Supplies and Material)	Inspect and approve the acceptance of commodities together with the ASCMO/warehouse manager and storekeeper.
Storekeeper*  Supply Officer **	Receive/validate delivery documents and check completeness of commodities. Prepare Inspection Acceptance report (IAR) and Quantity Inspection Report (QIR).
Warehouse Officer & Clerk*  FP Logistics Coordinator**	Check and assign space available in the warehouse of the incoming delivery. Ensure proper sorting of received commodities and update Inventory Records.

\*Central Office Operation

\*\*Regional Office Operation





5. PROCEDURE:			
Ref No.	Key Step	Responsibility	Reference Document
5.1	<p>Coordinate with the supplier to confirm the receiving schedule. Confirm with Inspection Committee the availability of inspectors during the specified receiving schedule.</p> <p>If warehouse space is insufficient, perform contingency step 6.1.</p>	<p>ASCMO/ Warehouse Manager (SCM)*</p> <p>Warehouse Supervisor (Pharmacist)**</p>	<ul style="list-style-type: none"> <li>•Schedule of incoming deliveries</li> </ul>
5.2	<p>Check the availability of space in the warehouse and assign storage area for the incoming delivery</p>	<p>Warehouse Officer &amp; Clerk*</p> <p>FP Logistics Coordinator **</p>	<ul style="list-style-type: none"> <li>•Location Map (Annex 1)</li> <li>•Warehouse Capacity Chart (Annex 2)</li> </ul>
5.3	<p>Check the completeness and validity of delivery documents to verify the description/ specifications and quantity of each product received against the Purchase Order (PO) / Contract, Delivery Receipt/ Sales Invoice (DR/SI) and/or other documents related to the delivery as reference. Ensure that delivered items are suitable to be stored at the warehouse/ storeroom in accordance with its storage and temperature requirement.</p> <p>Check the details of commodities delivered as follows but not limited to:</p> <p>Pharmaceuticals (Qualification):</p> <ul style="list-style-type: none"> <li>• Generic Name (Brand Name, if any)</li> <li>• Dosage Strength</li> <li>• Dosage Form</li> </ul>	<p>ASCMO/ Warehouse Manager (SCM) &amp; Storekeeper*</p> <p>Warehouse Supervisor (Pharmacist) &amp; Supply Officer **</p> <p>Inspection Committee Member (Supplies and Materials)</p>	<ul style="list-style-type: none"> <li>•Delivery Documents (Annex 12)</li> </ul>



	<ul style="list-style-type: none"> <li>• Shelf Life upon delivery (Computed)</li> <li>• Labeling Instructions</li> <li>• Certificate of Product Registration (CPR)</li> <li>• Other Technical specifications</li> </ul> <p>Non-Pharmaceuticals:</p> <ul style="list-style-type: none"> <li>• Serial Number/s</li> <li>• Warranty Certificate/s (if applicable)</li> <li>• Brand</li> <li>• Expiration (if applicable)</li> <li>• Other Technical specifications</li> </ul> <p>If there are missing and other discrepancies on the item, perform contingency step 6.2.</p>		
5.4	<p><b>Conduct visual inspection of the received commodities</b></p> <p>If there are damages, expired, near expiry and technical non-conformance, perform contingency step 6.2.</p>	<p>ASCMO/ Warehouse Manager (SCM) &amp; Storekeeper*</p> <p>Warehouse Supervisor (Pharmacist) &amp; Supply Officer **</p> <p>Ins. Committee Member (Supplies and Materials)</p>	<ul style="list-style-type: none"> <li>• Non-Conformance Form (Annex 3)</li> </ul>
5.4	<p><b>Accept delivered commodities and relevant documents</b></p>	<p>Storekeeper*</p> <p>Supply Officer **</p>	<ul style="list-style-type: none"> <li>• Delivery Documents (Annex 12)</li> </ul>
5.5	<p><b>Prepare Certificate of Acceptance (COA)</b></p>	<p>ASCMO/ Warehouse Manager (SCM)*</p> <p>Warehouse Supervisor (Pharmacist)**</p>	<ul style="list-style-type: none"> <li>• Certificate of Acceptance (COA) (Annex 4)</li> </ul>



5.6	Sign delivery documents (DR and Invoice) and prepare Quality Inspection Report (QIR) and Inspection and Acceptance Report (IAR) documents.	Storekeeper & Inspection Committee Member	•Shipping Documents (Annex 12)
5.7	Update Inventory Records <ul style="list-style-type: none"> <li>• Produce/Update stock card for all commodities containing the following information but not limited to: <ul style="list-style-type: none"> <li>◦ Complete item description based on the PO/Contract</li> <li>◦ Unit of measurement based on the PO/Contract</li> <li>◦ PO/Contract No.</li> <li>◦ Date Received</li> <li>◦ Quantity</li> <li>◦ Lot/Batch Numbers</li> <li>◦ Expiry date(s)</li> <li>◦ Location Code (if applicable)</li> </ul> </li> </ul>	Warehouse Officer & Clerk*  FP Logistics Coordinator **	•Stock/Bin Card (Annex 5) •Inventory Database (Annex 6) •Location Map (Annex 1) •Warehouse Capacity Chart (Annex 2)
5.8	Update location map and capacity chart per pallet for all commodities inside the warehouse.	Warehouse Officer & Clerk*  FP Logistics Coordinator **	•Location Map (Annex 1) •Warehouse Capacity Chart (Annex 2)
5.9	Store/put-away the received commodities	Warehouse Officer & Clerk*  FP Logistics Coordinator **	•Location Map (Annex 1)

## 6. CONTINGENCIES AND CORRECTIVE ACTIONS

6.1 If there is insufficient space at the time of the requested delivery schedule, the Storekeeper\*/Supply Officer\*\* should notify the supplier. The Storekeeper\*/Supply Officer\*\* will also request that the delivery be rescheduled to ensure adequate storage.

6.2 Deliveries that include damaged/expired items and not meeting specifications will be rejected outright. Notify the Inspection Committee, complete the Non-Conformance Form (Annex 3), and have the delivery personnel sign the report. Inform the consignor, give a copy to the delivery personnel before departure, and instruct them to request a new delivery schedule to compensate for the rejected items and quantities. Ensure that all completed Non-Conformance Reports are filed.



**7. DOCUMENTATION AND ATTACHMENT**

- 7.1 Location Map
- 7.2 Warehouse Capacity Chart
- 7.3 Certificate of Acceptance (COA)
- 7.4 Stock/Bin Card
- 7.5 Inspection and Acceptance Report (IAR)
- 7.6 Quality Inspection Report (QIR)

POPCOM -SCM-  
WOM-SOP-02

**● PUT-AWAY**

**1. PURPOSE**

To ensure that Family Planning (FP) commodities are put away properly with respect to its storage requirements to maintain quality and integrity of the commodities received.

**2. SCOPE**

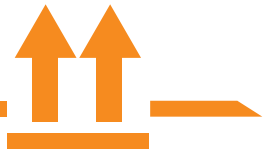
This procedure covers the process of putting away the received FP commodities to their identified location within the POPCOM warehouse.

**3. RESPONSIBILITY**

Title	Responsibility
Acting Supply Chain Management Officer (ASCMO)/Warehouse Manager*  Warehouse Supervisor**	Oversee the put away process and guarantee that commodities are properly stacked on pallets. Review and update stock cards submitted by the Warehouse Officer during the process. Facilitate direct assistance during the process if necessary.
Warehouse Officer *  FP Logistics Coordinator**	Hand-over to the Warehouse Clerk/Warehouse Utility Worker the updated location map to identify location of the commodities for put-away. Update stocks cards during the put-away process and endorse them to the ASCMO/Warehouse Manager/Warehouse Supervisor for review.
Warehouse Clerk*  Warehouse Utility Worker**	Receive updated location map from the Warehouse Officer/ FP Logistics Coordinator and check temperature requirement of each commodity. Facilitate transfer of stacked commodities to its assigned storage space based on the Location Map following proper techniques in stacking or as recommended by the manufacturer.

\*Central Office Operation  
\*\*Regional Office Operation





4. PROCESS FLOW			
PUT-AWAY PROCESS (Central and Regional)			
ASCMO/Warehouse Manager* / Warehouse Supervisor**	Warehouse Officer* / FP Logistics Coordinator**	Warehouse Clerk* / Warehouse Utility Worker**	
5. PROCEDURE:			
Ref No.	Key Step	Responsible Staff	Reference Document Record
5.1	<p><b>Stacking of Commodities - ensure that products are properly stacked.</b></p> <p>*If commodities are not properly stacked on pallets, perform Contingency Step 6.1</p>	<p>ASCMO/ Warehouse Manager*</p> <p>Warehouse Supervisor**</p>	<ul style="list-style-type: none"> <li>• Good Storage Practice Guidelines (Annex 10)</li> <li>• Manufacturer's / Supplier's Stacking Recommendation (Annex 11)</li> <li>• Delivery/Shipping Documents (Annex 12)</li> </ul>

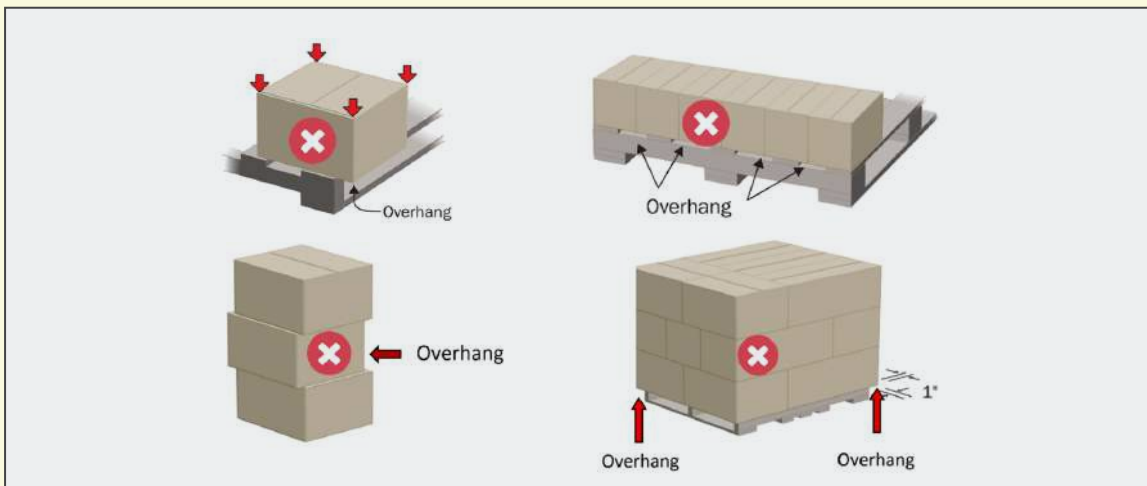


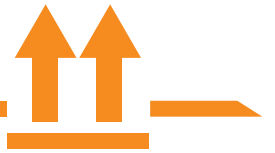
5.2	Hand over the updated Location Map to Warehouse Clerk*/ Warehouse Utility Worker**	Warehouse Officer *  FP Logistics Coordinator**	•Location Map (Annex 1)
5.3	Using the Location Map, countercheck if commodities are fit to be stored in the designated area following FEFO (for products with expiration date) and FIFO (for products without expiration date) principles.  * Perform Contingency Step 6.2 if commodities are not properly stored at the designated area determined by the Warehouse Officer */ FP Logistics Coordinator**, otherwise proceed to the next step.	Warehouse Clerk*  Warehouse Utility Worker**	•Location Map (Annex 1) •Inventory Database (Annex 6)
5.4	After counterchecking, move commodities to their designated storage space.	Warehouse Clerk*  Warehouse Utility Worker**	•Location Map (Annex 1) •Inventory Database (Annex 6)

**GENERAL RECOMMENDATION ON PROPER PALLETIZING:**

**Avoid Pallet Overhang**

This can reduce top to bottom compression resistance of corrugated cartons and might incur damages on products.





**Avoid Interlocked Pattern**

Interlocked stacking equally results in decreased compression strength of corrugated cartons.



**Observe Column Pattern or Combination Pattern**

To ensure full potential strength of corrugated cartons.



**NOTE:** Adhere to the stacking requirement based on the Manufacturer’s and/or Supplier’s recommendation (if there are any)

<p>5.5</p>	<p><b>Preparation and/or updating of Stock Cards:</b></p> <ul style="list-style-type: none"> <li>• Produce/Update Stock Card per item containing the following information but not limited to:                             <ul style="list-style-type: none"> <li>◦ Name and description of the Item</li> <li>◦ Unit of measurement</li> <li>◦ Date Received</li> <li>◦ Stock Number</li> <li>◦ Re-order point (if needed)</li> <li>◦ Quantity</li> <li>◦ Lot/Batch Numbers</li> <li>◦ Quantity Received, Quantity Issued, Ending Balance</li> </ul> </li> </ul>	<p>Warehouse Officer*</p> <p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Delivery/Shipping Documents (Annex 12)</li> <li>•Stock Card (Annex 5)</li> </ul>
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	<ul style="list-style-type: none"> <li>◦ Warehouse Clerk/FPLC prepared the stocks card and endorse to ASCMO/ Warehouse Manager*/ Warehouse Supervisor ** for review and counterchecking.</li> </ul> <p>See Annex 5 – Stock Card</p>		
5.6	<p>Oversee/supervise all activities mentioned above, ensure that tasks are efficiently performed, and counter check accuracy of all data produced by warehouse staff. Facilitate direct assistance if necessary.</p> <p>If there are discrepancy or inaccuracy on data entry, perform Contingency Step 6.3</p>	<p>ASCMO/ Warehouse Manager*</p> <p>Warehouse Supervisor**</p>	<ul style="list-style-type: none"> <li>•Delivery/ Shipping Documents (Annex 12)</li> <li>•Location Map (Annex 1)</li> <li>•Stock Card (Annex 5)</li> </ul>

## 6. CONTINGENCIES AND CORRECTIVE ACTIONS

6.1 Facilitate and ensure correct stacking based on the guidelines on proper stacking and palletization (see general palletization stated in receiving process or based on Supplier’s Recommendation) and adjust accordingly.

6.2 Inform Warehouse Officer\*/FP Logistics Coordinator\*\* to consider changing the designated storage area appropriate for the commodity to comply with the temperature requirement.

6.3 Instruct Warehouse Officer \*/FP Logistics Coordinator\*\* to correct/revise data entry, update records/documents accordingly and facilitate subtasks accurately and completely.

## 7. DOCUMENTATION AND ATTACHMENT

- 7.1. Good Storage Practice Guidelines
- 7.2. Manufacturer’s/Supplier’s Stacking Recommendation
- 7.3. Delivery/Shipping Documents
- 7.4. Location Map
- 7.5. Inventory Database
- 7.6. Stock Card



POPCOM -SCM- WOM-SOP-03	● STORAGE AND WAREHOUSING	
<p><b>1. PURPOSE</b> To ensure that health commodities are stored and protected in a manner that conforms to Good Storage Practices and manufacturer's/supplier's recommendation.</p>		
<p><b>2. SCOPE</b> This procedure covers the process of storing and warehousing of commodities in the Central and Regional warehouses/storerooms.</p>		
<p><b>3. RESPONSIBILITY</b></p>		
<p><b>Title</b></p>	<p><b>Responsibility</b></p>	
<p>Acting Supply Chain Management Officer (ASCMO)/Warehouse Manager*</p> <p>Warehouse Supervisor**</p>	<p>Monitor the overall routine warehouse management tasks and ensure Good Service Practice guidelines are always observed.</p>	
<p>Warehouse Officer *</p> <p>FP Logistics Coordinator**</p>	<p>Monitor proper stacking and labeling of all commodities. Keep assigned inventory stock keeping records (Capacity Report, Location Map) always updated.</p>	
<p>Warehouse Clerk*</p> <p>Warehouse Utility**</p>	<p>Ensure proper stacking and labelling of all commodities. Keep assigned stock keeping records (Stock Card) always updated. Perform related tasks in maintaining cleanliness and orderliness inside the warehouse.</p>	
<p>*Central Office Operation **Regional Office Operation</p>		



4. PROCEDURE:			
Ref No.	Key Step	Responsibility	Reference Document
<b>4.1 WAREHOUSE EXTERIOR</b>			
4.1.1	<p><b>Monitoring of Warehouse Exterior</b> - Ensure that ceiling, walls, floors, and vehicle access are intact and in good condition.</p> <ul style="list-style-type: none"> <li>• Ceiling, Walls, and Floors - Check for leaks, cracks, holes, and uneven portion</li> <li>• Drainage - Check for standing water</li> <li>• Lightings - Check if there are busted/burnt out light bulbs</li> <li>• Vehicle Access - Check accessibility</li> </ul> <p>*If there are any deviations, perform contingency step 5.1</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Service Request Form (Annex 8)</li> </ul>
<b>4.2 WAREHOUSE INTERIOR</b>			
4.2.1	<p><b>Monitoring of Warehouse Interior</b> - Ensure that ceiling, walls, floors, and lighting are intact and in good condition.</p> <ul style="list-style-type: none"> <li>• Ceiling, Walls, and Floors - Check for leaks, cracks, holes, and uneven portion</li> <li>• Drainage - Check for standing water</li> <li>• Lightings - Check if there are busted/burnt out light bulbs</li> </ul> <p>*If there are any deviations, perform contingency step 5.2</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Service Request Form (Annex 8)</li> </ul>
<b>4.3 GOOD STORAGE PRACTICES</b>			
4.3.1	<p><b>Monitoring of Space</b> - Ensure that there is a designated area and ample space for the following:</p> <ul style="list-style-type: none"> <li>• Receiving</li> <li>• Quarantine</li> </ul>	<p>Warehouse Manager &amp; Warehouse Officer*</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Service Request Form (Annex 8)</li> </ul>



	<ul style="list-style-type: none"> <li>• Storage</li> <li>• Staging</li> <li>• Releasing</li> <li>• Rejected/Damaged/ Pharmaceutical Wastes</li> </ul> <p>*If there are any deviations, perform contingency step 5.3.</p>	Warehouse Supervisor & FP Logistics Coordinator**	
4.3.2	<p><b>Segregation of Commodities</b></p> <p>- Ensure that items are efficiently segregated based on its proper area, considering that <b>First-Expiry-First-Out (FEFO) and First-In-First-Out (FIFO)</b> principles are observed.</p> <ul style="list-style-type: none"> <li>• Transfer batch/lot of items which are first expiring/ received in front or threshold of other batches with later expiry or later receiving date to promote ease on workflow and dispatch</li> <li>• Update Location Map whenever movement of items occur</li> </ul>	Warehouse Manager & Warehouse Officer*  Warehouse Supervisor & FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Location Map (Annex 1)</li> </ul>
4.3.3	<p><b>Stacking of Commodities</b></p> <p>- Ensure that products are consistently stacked as performed and stated during the Put-Away process.</p> <ul style="list-style-type: none"> <li>• Stack cartons on pallets at least 10 cm (4 inches) off the floor with no more than 2.5 meters (8 feet) high</li> <li>• Place liquid products on lower shelves or bottom of stacks. Fragile items shall be stacked with no more than 1.5 meters (5 feet) high</li> <li>• Stack of cartons per pallet should fit in to the standard height of rack beams</li> </ul>	Warehouse Manager & Warehouse Officer*  Warehouse Supervisor & FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Service Request Form (Annex 8)</li> <li>• Non Conformance Form (Annex 3)</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure that there is no reversed stacking of carton per pallet</li> <li>• Place cling wrap/ plastic wrap on top of the stack to maintain stability during storage and transport</li> </ul> <p>*If there are any deviations, perform contingency step 5.4.</p>		
4.3.4	<p><b>Product Quality Monitoring</b> – Observe product quality by visually and randomly inspecting for:</p> <ul style="list-style-type: none"> <li>• Broken/ripped packages</li> <li>• Missing or incomplete quantity of items</li> <li>• <b>For liquid and sterile products:</b> Moisture inside the packaging, leakage, discoloration, cloudiness, and sediment</li> <li>• <b>For tablets and capsules:</b> Stickiness, disintegration, discoloration, stain, and unusual smell</li> <li>• <b>For tubes:</b> Stickiness, leaking contents and holes</li> <li>• <b>For blister packs and foil packs:</b> perforations</li> </ul> <p>*If there are damaged and/or expired items discovered, perform contingency step 5.5, and refer to the process on Inventory and Inspection Report on Unserviceable Property.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Non Conformance Form (Annex 3)</li> <li>• Waste Material Report (Annex 9)</li> </ul>
4.3.5	<p><b>Ventilation</b> – Ensure ventilation and cooling by opening windows or air vents of the storage areas to allow air circulation and promote dehumidification. Also check if relative humidity exceeds acceptable limit inside the warehouse/storeroom.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Service Request Form (Annex 8)</li> </ul>





	<p>*If there are any broken, malfunctioning, or insufficient fans/air vents, perform contingency step 5.6.</p>		
4.3.6	<p><b>Temperature and relative humidity monitoring</b> - Ensure that thermohygrometer units are placed throughout the storage area for balanced monitoring.</p> <ul style="list-style-type: none"> <li>• Maintain Temperature and Relative Humidity Monitoring Sheet and calibration certificate hanged next to each thermo hygrometer unit</li> <li>• Update and record temperature and relative humidity (RH) readings at least twice daily (morning and afternoon)</li> <li>• Regularly check all thermohygrometers if properly functioning and calibrated</li> <li>• To keep available thermo hygrometer units in the warehouse, ensure the re-calibration date does not overlap with other thermo hygrometer units</li> </ul> <p>*If there are any broken, malfunctioning, or insufficient thermohygrometers, perform contingency step 5.7.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Temperature and Relative Humidity Monitoring Sheet (Annex 22)</li> <li>• Calibration Certificate (Annex 23)</li> <li>• Service Request Form (Annex 8)</li> </ul>
4.3.7	<p><b>Temperature Requirement</b></p> <p>- Store products based on its temperature requirement:</p> <ul style="list-style-type: none"> <li>• <b>Normal storage conditions</b> - Dry, well-ventilated premises at temperature 15 up to 30 °C. Excluding extraneous matter, contamination, and intense light.</li> </ul>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Temperature and Humidity Monitoring Chart (Annex 22)</li> </ul>



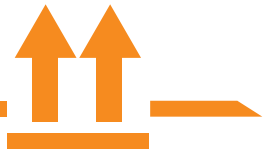
	<ul style="list-style-type: none"> <li>• <b>Defined storage conditions</b> - Drug products that must be stored under defined conditions require appropriate storage instructions.</li> <li>• <b>Do not store over 30 °C</b> - store at 2 to 30 °C</li> <li>• <b>Do not store over 25 °C</b> - store at 2 to 25 °C</li> <li>• <b>Do not store over 15 °C</b> - store at 2 to 15 °C only</li> <li>• <b>Do not store over 8 °C</b> - store at 2 to 8 °C only</li> <li>• <b>Protect from moisture</b> - no more than 60% relative humidity.</li> <li>• <b>Protect from light</b> - do not expose to intense light and sunlight.</li> </ul> <p>* Perform contingency step 5.8 if commodities are not stored in accordance with their storage temperature requirements.</p>		<ul style="list-style-type: none"> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>
4.3.8	<p><b>Protection from Sunlight</b> - Ensure that commodities are protected from direct sunlight.</p> <ul style="list-style-type: none"> <li>• Shade the windows and use curtains if commodities are likely to be exposed to sunlight</li> <li>• Keep products in sealed carton Do not store or pack products in sunlight</li> <li>• Use opaque plastic or dark glass bottles for products that require them</li> </ul>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>
4.3.9	<p><b>Product Identification</b> - Ensure all products per pallet are properly identified with readable, accurate and complete stock/bin card or product identification label at all times.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Stock/Bin Card (Annex 5)</li> </ul>



	*Perform contingency step 5.9 if there are unreadable labels and/or changes to the information per pallet.	Warehouse Supervisor & FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>•Product Identification Label (Annex 25)</li> <li>•Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>
<b>4.4 WAREHOUSE FORMS</b>			
4.4.1	<p><b>Counter Checking of Stock Cards</b></p> <ul style="list-style-type: none"> <li>• Check completeness and accuracy of data in the stock card</li> <li>• Review all attachment of stock card per pallet / location</li> <li>• Make sure that the stock cards are accessible and appropriately placed in their designated location</li> </ul> <p>*If not updated and discrepancies are discovered, perform contingency step 5.9.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Stock Card (Annex 5)</li> <li>•Warehouse Operations Routine Checklist (Annex 7)</li> </ul>
4.4.2	<p><b>Monthly Inventory &amp; Location Map</b></p> <ul style="list-style-type: none"> <li>• Check the consistency of data in monthly inventory, stock cards and actual count of commodities based on the location map</li> <li>• Ensure that warehouse staff regularly update monthly inventory and location map every transaction</li> <li>• Conduct a random or cycle physical inventory on a weekly and monthly basis</li> </ul> <p>*If not updated and discrepancies are discovered, perform contingency step 5.10–5.11.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Warehouse Operations Routine Checklist (Annex 7)</li> <li>•Location Map (Annex 1)</li> <li>•Stock Card (Annex 5)</li> <li>•Incidence Report (Annex 19)</li> </ul>



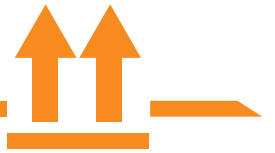
<p>4.4.3</p>	<p><b>Inbound and Outbound Summary Report</b></p> <ul style="list-style-type: none"> <li>• Check completeness and accuracy of data on the inbound and outbound summary</li> <li>• Ensure that warehouse staff regularly updates the inbound and outbound record every transaction</li> <li>• Update Capacity Report twice a month or if there is stock movement to ensure accuracy of the content and physical count</li> </ul> <p>*If not updated and/or there are discrepancies discovered, perform contingency step 5.12.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Inbound and Outbound Summary Report (Annex 26)</li> <li>• Capacity Report (Annex 2)</li> </ul>
<p>4.4.4</p>	<p><b>Warehouse Operations Routine Checklist</b></p> <ul style="list-style-type: none"> <li>• Accomplish Warehouse Operations Routine Checklist to ensure safe, efficient, and effective warehouse operations at all times</li> </ul>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> </ul>
<p><b>4.5 WAREHOUSE SIGNAGE AND LABEL</b></p>			
<p>4.5.1</p>	<p><b>Signage and Label for Safety and Precautionary Measures</b></p> <p>– Maintain precautionary measures to protect personnel and stored commodities by ensuring that floor markings and warehouse signage are complete and in place.</p> <p>*If warehouse signage and floor markings are insufficient, perform contingency step 5.13.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>



4.6 WAREHOUSE EQUIPMENT			
4.6.1	<p><b>E Equipment Maintenance -</b> Maintain necessary equipment used for the operation and preservation of all commodities stored inside the warehouse.</p> <ul style="list-style-type: none"> <li>• Check jack lifts, trolleys, forklifts, forklift safety cage and other needed equipment for any necessary maintenance</li> <li>• Check ladders if available and properly functioning</li> </ul> <p>*Perform contingency step 5.14 if warehouse equipment is broken, malfunctioning, or insufficient.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>
4.7 WAREHOUSE HOUSEKEEPING			
4.7.1	<p><b>Sanitation -</b> Clean receiving, quarantine, storage, staging, releasing and rejected areas to avoid any form of contamination.</p> <ul style="list-style-type: none"> <li>• Always keep necessary cleaning materials available</li> <li>• Sweep and mop or scrub the floors of the warehouse regularly</li> <li>• Wipe down the shelves and products to remove dust and dirt</li> <li>• Clean bins, shelves, and cupboards as necessary</li> <li>• Request rodent traps, if necessary</li> </ul> <p>*Perform contingency step 5.15 if cleaning materials are insufficient and/or do not function properly.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Service Request Form (Annex 8)</li> </ul>



<p>4.7.2</p>	<p><b>Pest Control</b></p> <ul style="list-style-type: none"> <li>• Ensure to comply with latest pest control guidelines</li> <li>• Contact details of pest control agent shall be easily accessible in case of urgent need and for regular scheduling</li> </ul> <p>*If there are any pest infestation, perform contingency step 5.16.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>
<p><b>4.8 WASTE MANAGEMENT</b></p>			
<p>4.8.1</p>	<p><b>Garbage Management -</b> Store garbage in covered receptacles and dispose of garbage regularly to avoid infestation.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> </ul>
<p><b>4.9 WAREHOUSE SAFETY AND SECURITY</b></p>			
<p>4.9.1</p>	<p><b>Security Monitoring -</b> Observe store security and safety of items.</p> <ul style="list-style-type: none"> <li>• Identify and provide increased security for products which are at risk of theft and abuse or have the potential for addiction (e.g., Narcotic, strong analgesics, psychotropic drugs, medicines and supplies that are scarce, expensive and with high demand) by keeping them in a separate locked room or cabinet with appropriate signage, precautions and restricted access for unauthorized personnel</li> <li>• Other corrosives, flammable and cytotoxic materials shall also be separated in a secured and isolated area</li> </ul>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>



	<ul style="list-style-type: none"> <li>• Entry to the location of the access - controlled products must be limited to the Manager and one other senior staff member only</li> <li>• Limit the number of keys made for the controlled location and keep a list of people who have keys</li> <li>• Always ensure availability and accessibility of logbook to be filled up by the authorized personnel whenever access to the secured area/room is made</li> <li>• Request to install security bars or metal bars to windows and doors that can be an access point for possible theft or pilferage inside the facility</li> <li>• Ensure that there are sufficient number of CCTVs inside and outside the warehouse to cover efficient and balanced monitoring and review as necessary</li> </ul> <p>*If there are any missing items, perform contingency step 5.11.</p>		
<p>4.9.2</p>	<p><b>Safety and Precautionary Measures</b>                  – Maintain precautionary measures to protect personnel and ensure that protective personal equipment is complete and in place.</p> <p>*If personal protective equipment is insufficient, perform contingency step 5.17.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>



<p>4.7.2</p>	<p><b>Fire Protection</b></p> <ul style="list-style-type: none"> <li>• Make standard fire extinguishers available in every storage facility according to national regulations</li> <li>• Visually inspect fire extinguishers every two (2) to three (3) months to ensure that pressures are maintained, and the extinguisher is ready for use</li> <li>• Service fire extinguishers at least every 12 months</li> <li>• Contact details for fire-fighting department should be easily accessible in case of emergencies</li> <li>• Ensure availability of smoke detectors throughout the storage facility and check them every two (2) to three (3) months to ensure that they are working properly</li> <li>• Strictly prohibit smoking in the store</li> <li>• Clearly mark emergency exits and check regularly to be sure that they are not blocked or inaccessible.</li> </ul> <p>*Perform contingency step 5.18 if there are broken, malfunctioning, or insufficient fire-fighting units and smoke detectors.</p>	<p>Warehouse Manager &amp; Warehouse Officer*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Warehouse Operations Routine Checklist (Annex 7)</li> <li>• Corrective Requisition for Warehouse Operations (Annex 24)</li> </ul>
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**5. CONTINGENCIES AND CORRECTIVE ACTIONS**

5.1 Take photos of the broken or malfunctioning ceiling, drainage, lighting, and vehicle access. Request necessary repairs and interventions to ensure continuous warehouse operations, as well as renovation to complement the ideal vehicle access layout. Fill out the Service Request Form (See Annex 8) and submit for approval to the SCMO and/or Assets Management Section (AMS) - Administrative Division for corrective actions.





5.2 Take photos of the broken or malfunctioning ceiling, drainage, and lighting. Request necessary repairs and interventions to ensure continuous and safe warehouse operations, as well as renovation to complement the ideal warehouse facility interior. Fill out the Service Request Form (See Annex 8) and submit for approval to the Supply Officer and/or Assets Management Section (AMS) - Administrative Division for corrective actions.

5.3 Take photos of the current situation of the warehouse and report by filling up the Service Request Form (See Annex 8) to be submitted to the Supply Officer. In case of warehouse congestion and/or stock completion for picking and packing, recommend facilitating stock transfer to another available warehouse if necessary.

5.4 Instruct the storekeeper and store helper to correct and observe proper stacking in accordance with the guidelines for proper palletization and make any necessary adjustments.

5.5 Take photos of the damaged and/or expired item and facilitate investigation on its occurrence. Fill out the Waste Material Report form (See Annex 9) and submit to the Assets Management Section (AMS) or General Services Unit (GSU) for proper documentation and corrective actions in accordance with the most recent issuance/guidelines on pharmaceutical and equipment waste management.

5.6 Take photos of the broken or malfunctioning unit and request an additional unit if one is already insufficient to promote ventilation throughout the warehouse. Fill out the Service Request form (See Annex 8) and submit it to the Assets Management Section or General Services Unit to report the findings/deviation.

5.7 Take photos of the broken or malfunctioning temperature and humidity monitoring device and request an additional unit if the current one is insufficient to cover the entire warehouse. Fill out the Service Request form (See Annex 8) and submit it to the Assets Management Section or General Services Unit to report the findings/deviation.

5.8 Ensure that air conditioners and fans are always operational, and that the storeroom is properly ventilated. If not, immediately request air-conditioning maintenance/repair and facilitate the transfer of commodities to an appropriate location/area in accordance with their storage temperature requirements. If there are no other places in the warehouse where the commodity can be stored in accordance with its temperature and humidity requirements, initiate stock transfer to another warehouse suitable for the commodity's storage as needed while air-conditioning maintenance/repair is being performed.



5.9 Request that the Warehouse Clerk\*/Logistic Officer\*\* create or update Stock Cards and/or product labeling per pallet.

5.10 Investigate if there are discrepancies between inventory and stock cards. If it is confirmed that the quantities are still intact, make the necessary adjustments. Refer to contingency step 5.11 if any items are missing.

5.11 Conduct a physical inspection of the warehouse in order to locate products. Instruct warehouse staff to update the documents if products are found. If not, investigate, review all close circuit television (CCTVs) if necessary, and produce an Incident Report (See Annex 19) and notify the SCMO/Warehouse Supervisor for proper documentation. Submit Incident Report to Asset Management Section/General Services Unit for corrective actions in accordance with the most recent Commission on Audit and Accounting Unit.

5.12 Instruct warehouse personnel to correct any incorrect data entries in the outbound/inbound summary report and capacity report and to fill in any missing data (if there are any).

5.13 Determine the quantity of warehouse signage and floor markings required. Create a Corrective Requisition for Warehouse Operations (See Annex 24) to be requested by the SCMO\*/Warehouse Supervisor\*\* and approved by Asset Management Section\*/ General Services Unit\*\* for corrective actions.

5.14 Take photos of the broken or malfunctioning jack lift, forklift, trolley, and ladder. Request an additional unit if the current one is insufficient to promote smooth and safe warehouse operations, and if necessary, request renovation to complement the ideal warehouse/storeroom layout. Fill out the Corrective Requisition for Warehouse Operations form (See Annex 24) to be requested by the Supply Officer/Warehouse Manager and approved by Asset Management Section/ General Services Unit for corrective actions.

5.15 Inform Supply Officer/Warehouse Manager of the needed cleaning materials and fill out the Service Request form (See Annex 8) approved by Asset Management Section/ General Services Unit for corrective actions.

5.16 Notify the Supply Officer/Warehouse Manager and Asset Management Unit/General Services unit work with the appropriate office/agency to schedule pest control.

5.17 Determine the necessary personal protective equipment, including the quantity. Fill out the Requisition and Issue Slip (See Annex 15) to be submitted to Asset Management Section\*/ General Services\*\* for approval.

5.18 Determine the number of firefighting units and smoke detectors that are required. Fill out the Service Request form (See Annex 8) to be submitted to the Asset Management Unit/General Services Unit.



## 6. DOCUMENTATION AND ATTACHMENT

- 6.1. Warehouse Operations Inspection Checklist
- 6.2. Location Map
- 6.3. Product Identification Label
- 6.4. Inventory Label Form
- 6.5. Stock/Bin Card
- 6.6. Incident Report
- 6.7. Service Request Form
- 6.8. Non-Conformance Form
- 6.9. Inbound and Outbound Summary Report
- 6.10. Temperature and Relative Humidity Monitoring Sheet

POPCOM -SCM-  
WOM-SOP-04

### ● PICK AND PACK

#### 1. PURPOSE

To ensure that family planning (FP) commodities are properly assembled based on the approved Allocation List / Requisition Issuance Slip (RIS) and/or Property Transfer Report (PTR) prior to dispatch/shipment.

#### 2. SCOPE

This procedure covers the process of picking and packing the commodities in the warehouse including associated documentation.

#### 3. RESPONSIBILITY

Title	Responsibility
Acting Supply Chain Management Officer (ASCMO)/Warehouse Manager*	For the central Warehouse Officer, prepare and sign shipping documents based on the allocation list and signed Delivery Notification Form (DNF). Countercheck and approve assembled items. Coordinate with 3PL the schedule of pick-up. Facilitate direct assistance during the process, if necessary.
Warehouse Supervisor **	
Technical Action Officer (TAO)/ Administrative Officer V (AMS)*	Approve and sign shipping documents based on the allocation.
Supply Officer/ Regional Director (RD)/Assistant Regional Director (ARD) **	
Warehouse Officer *	Facilitate picking of the items based on the allocation list, updating of the locator map, and the stock cards. Confirm and verify orders that are for dispatching.

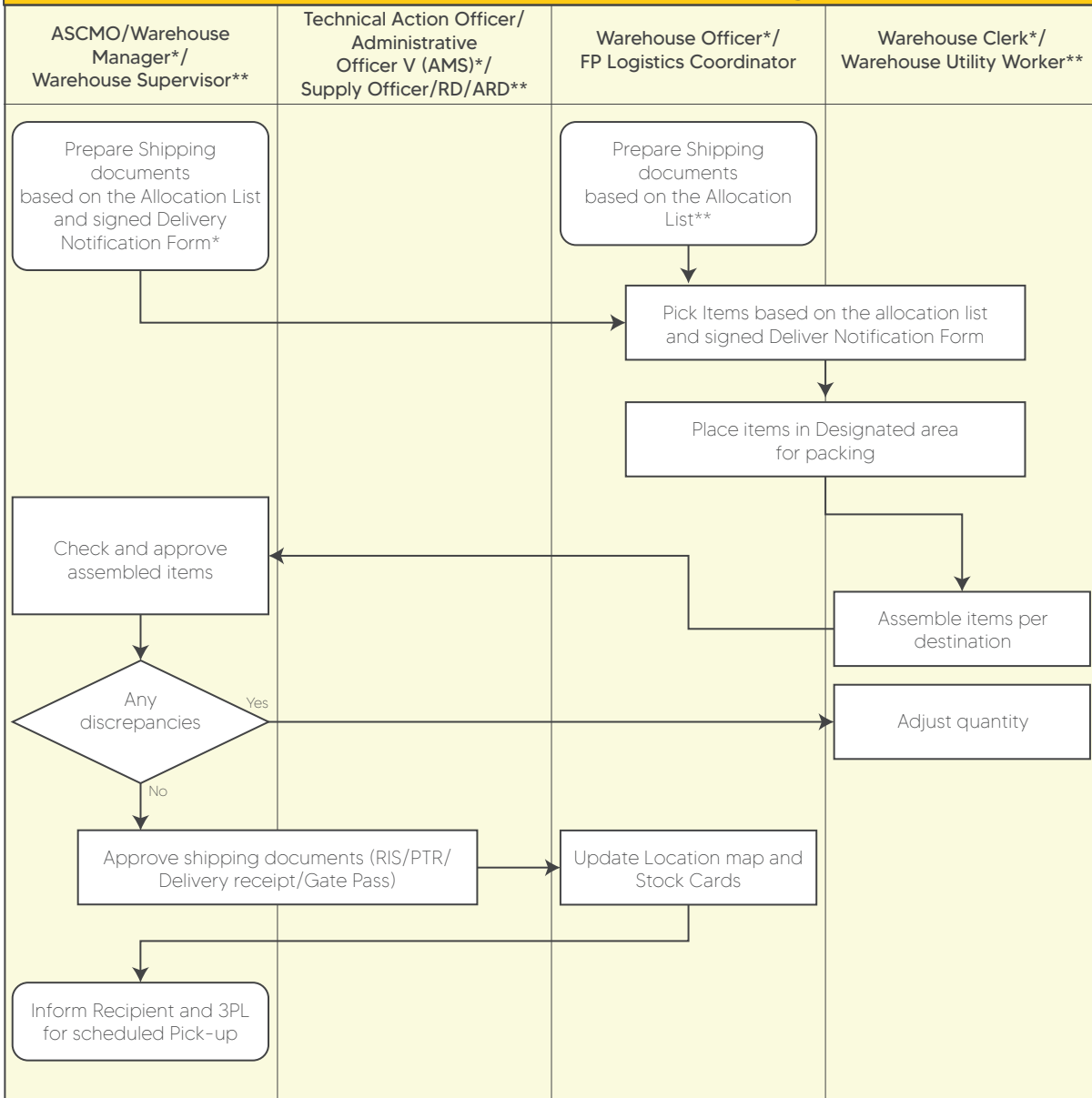


FP Logistics Coordinator**	Facilitate picking of the items based on the allocation list, updating of the locator map, and the stock cards. Confirm and verify orders that are for dispatching.
Warehouse Clerk* Warehouse Utility Worker**	Pick items based on the allocation list and assemble commodities for shipment.

\*Central Office Operation  
\*\*Regional Office Operation

#### 4. PROCESS FLOW

##### PICK AND PACK PROCESS (Central and Regional)





<b>5. PROCEDURE:</b>			
<b>Ref No.</b>	<b>Key Step</b>	<b>Responsibility</b>	<b>Reference Document</b>
5.1	<p>Generate/prepare shipping documents (PTR/BL/RIS) based on Approved Allocation List, Officially Approved Requests from the Regional Offices and signed Delivery Notification Form (DNF).</p> <p>Endorse to Authorized Personnel for signature.</p> <p>See Annex 16 – PTR See Annex15 – RIS</p>	<p>ASCMO/ Warehouse Manager*</p> <p>FP Logistics Coordinator*</p>	<ul style="list-style-type: none"> <li>•Approved Allocation List (Annex 44)</li> <li>•Officially Approved Request from the Regional Offices (Annex 45)</li> <li>•Signed Delivery Notification Form (DNF) (Annex 46)</li> </ul>
5.2	<p>Pick items in the allocation list. Proceed with the picking and packing of the order using appropriate packing materials and equipment.</p> <p>If the item stated on the Allocation List is not present in the warehouse, perform Contingency Step 6.1.</p>	<p>Warehouse Officer &amp; Warehouse Clerk*</p> <p>FP Logistics Coordinator &amp; Warehouse Utility Worker **</p>	<ul style="list-style-type: none"> <li>•Approved Allocation List (Annex 44)</li> <li>•Officially Approved Request from the Regional Offices (Annex45)</li> </ul>
5.3	<p>Place the products in the designated area</p> <p>If the designated area for picking and packing is not available, perform Contingency Step 6.2</p>	<p>Warehouse Officer &amp; Warehouse Clerk*</p> <p>FP Logistics Coordinator &amp; Warehouse Utility Worker **</p>	<ul style="list-style-type: none"> <li>•Approved Allocation List (Annex 44)</li> <li>•Location Map (excel database) (Annex 1)</li> <li>•Signed Delivery Notification Form (DNF) (Annex 46)</li> </ul>
5.4	<p>Assemble the commodities per destination according to the approved allocation list and signed Delivery Notification Form (DNF)</p>	<p>Warehouse Officer &amp; Warehouse Clerk*</p>	<ul style="list-style-type: none"> <li>•Approved Allocation List (Annex 44)</li> <li>•Location Map (Annex 1)</li> </ul>



		FP Logistics Coordinator & Warehouse Utility Worker **	<ul style="list-style-type: none"> <li>•Signed Delivery Notification Form (DNF) (Annex 46)</li> </ul>
5.5	<p>Check and approve assembled orders for shipment/dispatch.</p> <p>If there are discrepancies, perform Contingency Step 6.3</p>	<p>ASCMO/ Warehouse Manager *</p> <p>Warehouse Supervisor**</p>	<ul style="list-style-type: none"> <li>•Approved Allocation List (Annex 44)</li> <li>•Shipping Documents (Annex 12)</li> <li>•Signed Delivery Notification Form (DNF) (Annex 46)</li> </ul>
5.6	Approve and sign shipping documents.	<p>ASCMO/ Warehouse Manager &amp; Technical Action Officer (TAO)*</p> <p>Warehouse Supervisor/ Administrative Officer V (AMS)&amp; Supply Officer/ Regional Director/Assistant Regional Director**</p>	<ul style="list-style-type: none"> <li>•Requisition and Issue Slip (RIS) (Annex 15)</li> <li>•Property Transfer Report (PTR) (Annex 16)</li> <li>•Delivery/Shipping Document (Annex 12)</li> <li>•Gate Pass (Annex 14)</li> <li>•Approved Allocation List (Annex 44)</li> <li>•Signed Delivery Notification Form (DNF) (Annex 46)</li> </ul>
5.7	Update Location map and stock card	<p>Warehouse Officer*</p> <p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Approved Allocation List (Annex 44)</li> <li>•Shipping Documents (Annex 12)</li> </ul>
5.8	Inform recipient and 3PL for the scheduled pick-up.	<p>ASCMO/ Warehouse Manager *</p> <p>Warehouse Supervisor**</p>	<ul style="list-style-type: none"> <li>•Requisition and Issue Slip (RIS) Annex 15)</li> <li>•Property Transfer Report (PTR) (Annex 16)</li> </ul>



		<ul style="list-style-type: none"> <li>•Delivery/Shipping Document (Annex 12)</li> <li>•Gate Pass (Annex 14)</li> </ul>
<p><b>6. CONTINGENCIES AND CORRECTIVE ACTIONS</b></p> <p>6.1 Perform a physical inspection of the warehouse to locate commodities. If the commodities are located, update the documents accordingly. If there are missing quantities or damaged items, report to ASCMO/Warehouse Manager*/Warehouse Supervisor** and produce Incident Report (See Annex 19) and inform the Supply Officer for proper documentation and corrective actions.</p> <p>6.2 If the picking and packing area is congested, facilitate the transfer of stocks to a tentative vacant area in the warehouse to be used for assembling items.</p> <p>6.3 Instruct the Warehouse Clerk*/Warehouse Utility Worker ** to correct the discrepancy and return excess or add deficient items if there are any.</p> <p><b>7. DOCUMENTATION AND ATTACHMENT</b></p> <ul style="list-style-type: none"> <li>7.1. Approved Allocation List</li> <li>7.2. Officially Approved Request from the Regional Offices</li> <li>7.3. Location Map (excel database)</li> <li>7.4. Shipping Documents</li> <li>7.5. Requisition and Issue Slip (RIS)</li> <li>7.6. Property Transfer Report (PTR)</li> <li>7.7. Delivery Receipt (DR)</li> <li>7.8. Gate Pass</li> <li>7.9. Delivery Notification Form (DNF)</li> </ul>		
POPCOM -SCM- WOM-SOP-05	<b>● DISPATCH</b>	
<p><b>1. PURPOSE</b></p> <p>To ensure accurate and timely dispatch of health commodities to 3PL courier/recipients based on the approved shipping documents following appropriate handling techniques.</p> <p><b>2. SCOPE</b></p> <p>This procedure covers the releasing of commodities from the warehouse ensuring proper documentation.</p>		



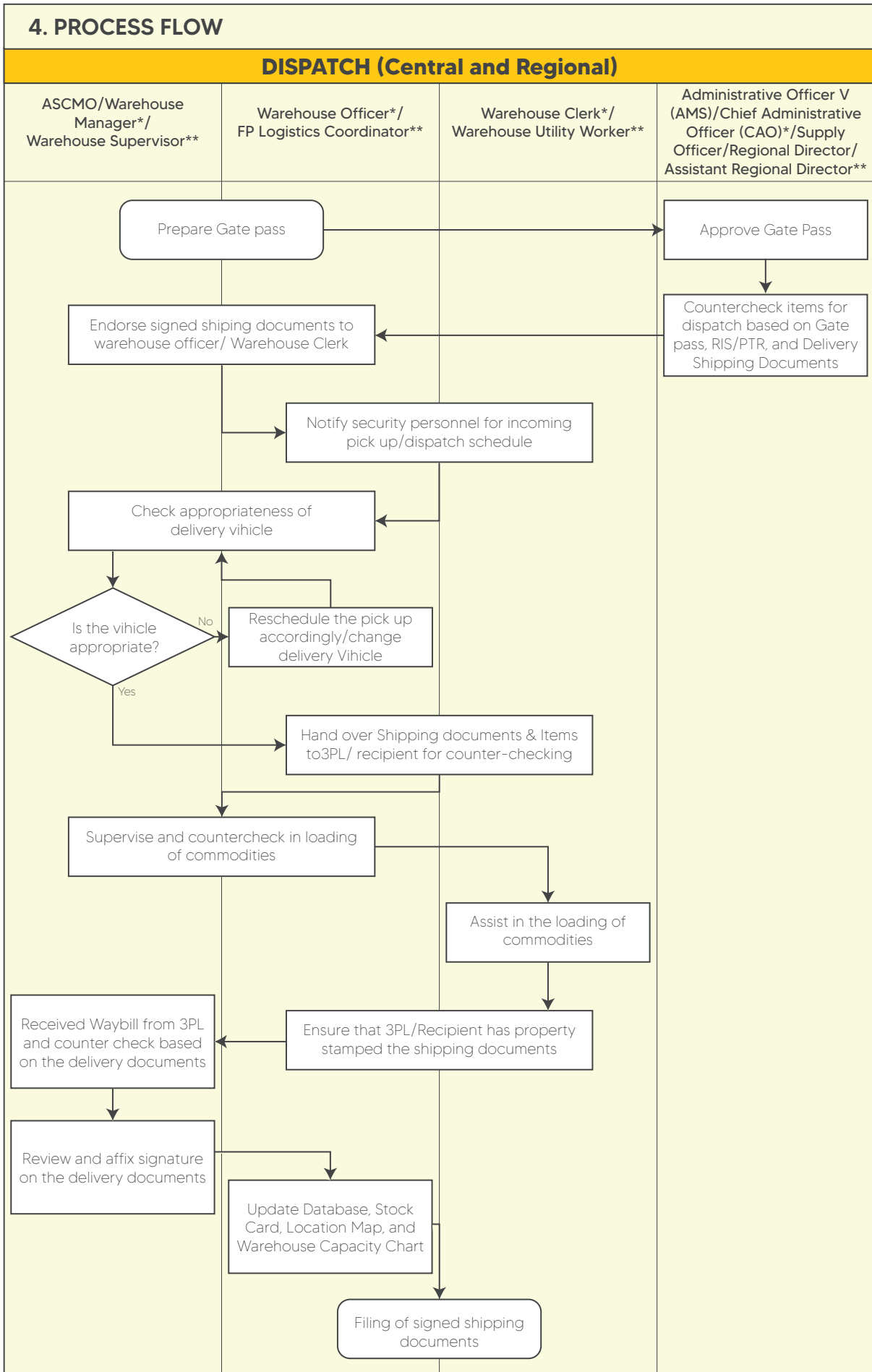
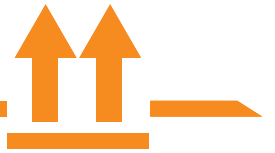
### 3. RESPONSIBILITY

Title	Responsibility
Acting Supply Chain Management Officer (ASCMO)/ Warehouse Manager*  Warehouse Supervisor**	Oversee and supervise warehouse staff in their tasks during and after the dispatch process. Countercheck Inventory Stock Keeping Records. Consolidate and file carbon copy of stamped Shipping Documents and ensure to send original copy to Payment Section and/or Accounting.
Warehouse Officer*  Family Planning (FP) Logistics Coordinator**	Endorse assembled items and signed Shipping Documents for dispatch to 3PL/recipient. Prepare a Gate Pass, ensure that Shipping Documents are properly stamped and received by the 3PL/recipient. Update Monthly Inventory and Outbound Records accordingly.
Warehouse Utility Worker*	Assist in handing over items for dispatch to the 3PL/recipient, endorse gate pass, and update inventory stock keeping records.
Administrative Officer V (Asset Management Section)/Chief Administrative Officer*  Supply Officer/Regional Director/Assistant Regional Director**	Hand over items for dispatch to the 3PL/recipient.

\*Central Office Operation

\*\*Regional Office Operation







5. PROCEDURE:			
Ref No.	Key Step	Responsibility	Reference Document
5.1	<p>Prepare gate pass to secure the outbound transactions and ensure proper managing inventory.</p> <p>Information needed for Gate Pass are as follows:</p> <ul style="list-style-type: none"> <li>•Plate Number</li> <li>•Type/Make of vehicle</li> <li>•Actual load</li> <li>•Name of driver and utility</li> </ul>	<p>ASCMO/ Warehouse Manager*</p> <p>Warehouse Supervisor**</p>	<ul style="list-style-type: none"> <li>•Gate Pass (Annex 14)</li> </ul>
5.2	<p>Approve gate pass</p>	<p>Administrative Officer V (AMS)/ CAO*</p> <p>Supply Officer/RD/ARD**</p>	<ul style="list-style-type: none"> <li>•Gate Pass (Annex 14)</li> <li>•Requisition Issue Slip (Annex 15)</li> </ul>
5.3	<p>Prior communication with 3PL on shipping details and check appropriateness of delivery vehicle and ensure the following:</p> <ul style="list-style-type: none"> <li>•Check for leaks and sharp edges which could damage commodities during transport</li> <li>•If commodities for dispatch require controlled temperature storage, ensure that the vehicle is well air-conditioned. Check that the vehicle has temperature and relative humidity measuring units to maintain its temperature requirement during transportation.</li> </ul>	<p>Warehouse Officer*</p> <p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Gate pass (Annex 14)</li> <li>•Requisition Issue Slip (Annex 15)</li> <li>•Delivery/Shipping Document (Annex 12)</li> </ul>



	<p>•If applicable, ensure <b>Global Positioning System (GPS) and transportation monitoring mechanism are well-functioning.</b></p> <p>If the vehicle is unfit to transport the allocated items, perform Contingency Step 6.1. Otherwise, proceed to the next step.</p>		
5.4	<p><b>Hand over shipping documents and items to 3PL/recipient for counter checking.</b></p> <p>*If there are missing items discovered during checking of 3PL/recipient, perform Contingency Step 6.2 (proceed to the next step).</p> <p>*If there are damaged items discovered during checking of 3PL/recipient, perform Contingency Step 6.3</p>	<p>Warehouse Officer*</p> <p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Requisition Issue Slip (Annex 15)</li> <li>•Property Transfer Report (PTR) (Annex 16)</li> <li>•Delivery/Shipping Document (Annex 12)</li> <li>•Gate Pass</li> </ul>
5.5	<p><b>Supervise and counter check loading of commodities</b></p>	<p>Warehouse Officer*</p> <p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Requisition Issue Slip (Annex 15)</li> <li>•Delivery/Shipping Document (Annex 12)</li> <li>•Property Transfer Report (PTR) (Annex 16)</li> <li>•Gate Pass (Annex 14)</li> </ul>
5.6	<p><b>Ensure that 3PL/Recipient has properly stamped the shipping documents</b></p>	<p>Warehouse Officer*</p> <p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Requisition Issue Slip (Annex 15)</li> <li>•Delivery/Shipping Document (Annex 12)</li> <li>•Property Transfer Report (PTR) (Annex 16)</li> <li>•Gate Pass (Annex 14)</li> </ul>



5.7	Update database, stock card, location map and warehouse capacity chart	Warehouse Officer*  FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>•Inventory database (Annex 6)</li> <li>•Stock Card (Annex 5)</li> <li>•Location Map (Annex 1)</li> <li>•Warehouse Capacity Chart (Annex 2)</li> </ul>
5.8	Filing of signed shipping documents	Warehouse Utility Worker*  FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>•Requisition Issue Slip (Annex 15)</li> <li>•Property Transfer Report (PTR) (Annex 16)</li> <li>•Delivery/Shipping Document (Annex 12)</li> <li>•Gate Pass (Annex 14)</li> </ul>

**6. CONTINGENCIES AND CORRECTIVE ACTIONS**

6.1 Inform the warehouse manager and report to the courier pertaining to the incident. Reschedule the releasing accordingly and provide supporting reports for the Key Performance Indicators (KPI) monitoring of the 3PL.

6.2 Perform physical inspection of the warehouse to locate products. If products are located, update the documents accordingly. If not, investigate, review all Closed Circuit Television (CCTV) if necessary and produce Incident Report and inform Warehouse Operations Head for proper documentation and corrective actions.

6.3 Take photos of the damaged item/s and facilitate investigation on its occurrence. Produce Incident Report and inform Warehouse Operations Head for proper documentation and corrective actions.

**7. DOCUMENTATION AND ATTACHMENT**

- 7.1. Bill of Lading (BL)
- 7.2. Gate Pass
- 7.3. Inventory Stock Keeping Record
- 7.4. Stock Card
- 7.5. Inventory Database
- 7.6. Location Map
- 7.7. Warehouse Capacity Chart
- 7.8. Property Transfer Report (PTR)
- 7.9. Requisition and Issue Slip
- 7.10. Delivery/Shipping Document

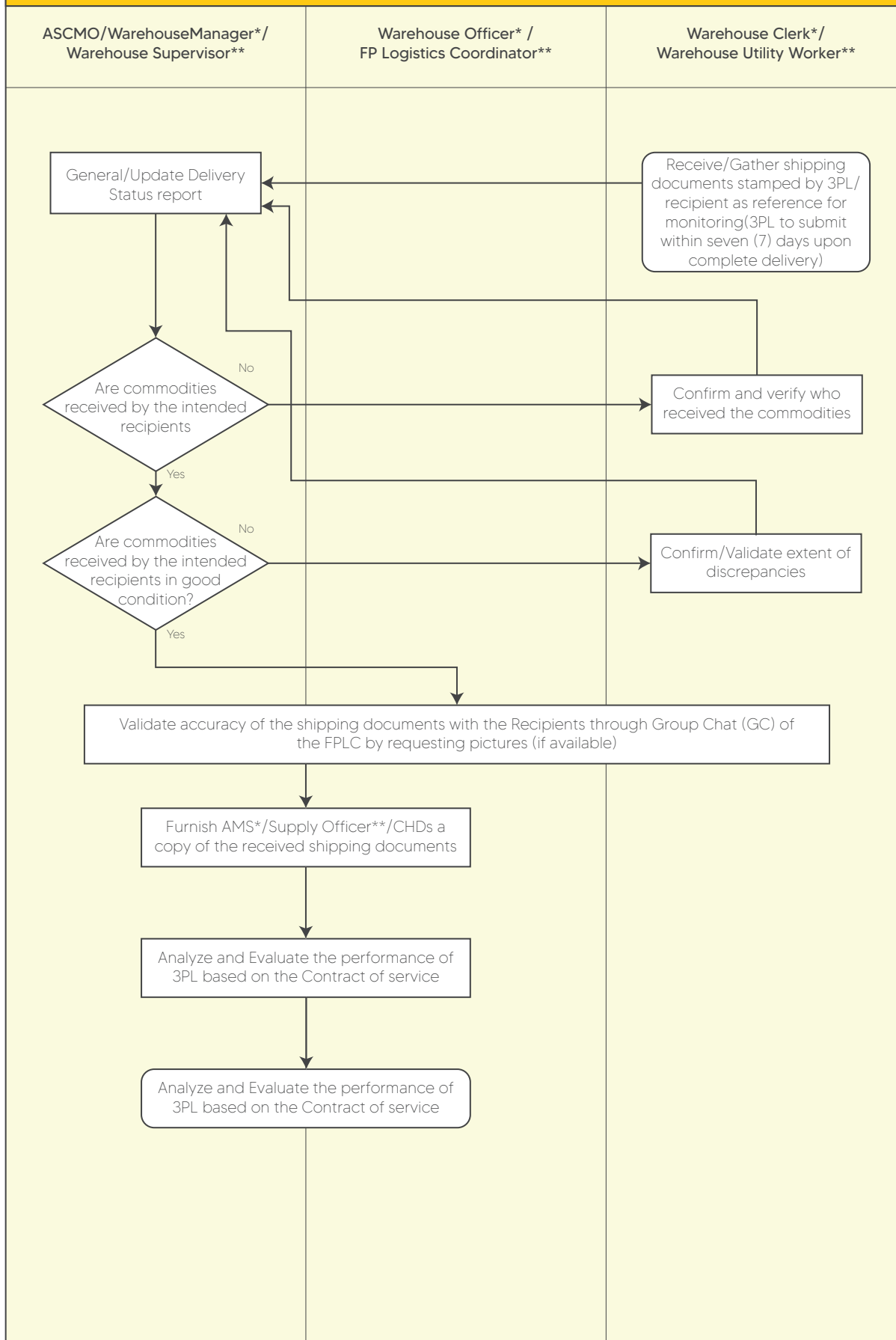


POPCOM -SCM- WOM-SOP-6-A	<b>TRACKING AND MONITORING</b> <b>(Distribution of Commodities)</b>	
<p><b>1. PURPOSE</b> To gather accurate information on the delivery status of allocated commodities and monitor the performance of the third-party logistics (3PL) on the distribution of commodities.</p>		
<p><b>2. SCOPE</b> This procedure covers the coordination with the intended recipient of allocated commodities including necessary documentation for filing, recording, and coordination with the courier.</p>		
<p><b>3. RESPONSIBILITY</b></p>		
<p><b>Title</b></p>	<p><b>Responsibility</b></p>	
<p>Acting Supply Chain Management Officer (ASCMO)/Warehouse Manager*</p> <p>Warehouse Supervisor**</p>	<p>Generate and update status reports based on the shipping documents. Verify if the commodities were received by the intended recipients and were received without discrepancies. Validate the accuracy of the shipping documents. Analyze and evaluate the performance of the 3PL based on the Contract Agreement.</p>	
<p>Warehouse Officer*</p> <p>Family Planning (FP) Logistics Coordinator**</p>	<p>Validate the accuracy of the shipping documents.</p> <p>Furnish the Asset Management Section (AMS)* / Supply Officer ** / Department of Health-Center for Health and Development of the copy of the received shipping documents for recording purposes.</p> <p>Analyze and evaluate the performance of the 3PL based on the Contract Agreement.</p> <p>Submit a summary of reports to the top management and the DOH-Central Office.</p>	
<p>Warehouse Officer*</p> <p>Family Planning (FP) Logistics Coordinator**</p> <p>Warehouse Clerk*</p> <p>Warehouse Utility Worker**</p>	<p>Receive and gather shipping documents stamped by 3PL/ recipient as reference for monitoring (3PL to submit within seven (7) days upon complete delivery). Perform contingency measures in case of discrepancies with 3PL or recipient.</p>	
<p>*Central Office Operation **Regional Office Operation</p>		



**4. PROCESS FLOW**

**TRACKING AND MONITORING (Distribution)**





5. PROCEDURE:			
Ref No.	Key Step	Responsibility	Reference Document
5.1	Receive and consolidate shipping documents stamped by 3PL/recipient for monitoring purposes (3PL to submit within seven (7) days upon complete delivery).	Warehouse Clerk* Warehouse Utility Worker**	<ul style="list-style-type: none"> <li>•Waybill/air Bill/Bill of Lading (Annex 13)</li> <li>•Delivery Receipt (DR) (Annex 14)</li> <li>•Requisition and Issue Slip (RIS) (Annex 15)</li> <li>•Property Transfer Report (PTR) (Annex 16)</li> </ul>
5.2	Update delivery status report based on the following: <ul style="list-style-type: none"> <li>• Quantity of allocation vs quantity received</li> <li>• Date shipped and received</li> <li>• Remarks (i.e., in transit)</li> </ul>	ASCMO/ Warehouse Manager*  Warehouse Supervisor**	<ul style="list-style-type: none"> <li>•Allocation vs. Delivery Status Report (Annex 17)</li> <li>•Delivery Status Database (Excel) (Annex 18)</li> </ul>
5.3	Validate the accuracy of the shipping documents with the recipients via the Family Planning Logistics Coordinator's (FPLC) digital platforms (messenger, email, group chat) by requesting pictures (if available)  The shipping documents should contain the following information: <ul style="list-style-type: none"> <li>• Name of recipient</li> <li>• Date and time of receipt</li> <li>• Quantity received</li> <li>• Condition of the commodities received</li> </ul> *If there are discrepancies as to the recipient, perform contingency step 6.1	ASCMO/ Warehouse Manager/ Warehouse Officer*  Warehouse Supervisor**	<ul style="list-style-type: none"> <li>•Waybill/Air Bill/Bill of Lading (Annex 13)</li> <li>•Delivery Receipt (Annex 14)</li> <li>•Requisition and Issue Slip (Annex 15)</li> <li>•Property Transfer Report (Annex 16)</li> <li>•Incident Report (Annex 19)</li> </ul>



	If there are discrepancies in the condition of the commodities, perform contingency step 6.2		
5.4	Furnish AMS*/Supply Officer** and CHDs a copy of the received shipping documents	Warehouse Manager & Warehouse Officer*  Warehouse Supervisor & FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>•Requisition and Issue Slip (Annex 15)</li> <li>•Property Transfer Report (Annex 16)</li> </ul>
5.5	Submit a summary of the shipment report to concerned offices and personnel (POPCOM Management and Department of Health)	ASCMO/ Warehouse Manager/ Warehouse Officer*  Warehouse Supervisor**	<ul style="list-style-type: none"> <li>•Allocation vs. Delivery Status Report</li> <li>•Cover Letter/ memo attached to the Allocation vs Delivery Status Report (Annex 20)</li> <li>•Performance Evaluation Report of the 3PL (annual) (Annex 21)</li> </ul>

**6.CONTINGENCIES AND CORRECTIVE ACTIONS**

6.1. If the commodities were not received by the intended recipients, ASCMO/Warehouse Manager\*/Warehouse Supervisor\*\* will return the document to the Warehouse Clerk\*/Warehouse Utility Worker \*\* and perform validation and confirmation of the discrepancies. An incident report may be requested from the intended beneficiaries.

6.2 If the commodities were received by the intended recipients but not in good condition, ASCMO/Warehouse Manager\*/Warehouse Supervisor\*\* will return the document to the Warehouse Clerk\*/Warehouse Utility Worker \*\* and perform validation and confirmation of the discrepancies. An incident report may be requested from the intended beneficiaries.

**7.DOCUMENTATION AND ATTACHMENT**

- 7.1 Waybill/Air Bill/Bill of Lading
- 7.2 Delivery Receipt
- 7.3 Requisition and Issue Sip





- 7.4 Property Transfer Report
- 7.5 Allocation vs Delivery Status Report
- 7.6 Delivery Status Database (Excel)
- 7.7 Incident Report
- 7.8 Cover Letter/ Memo attached to the Allocation vs Delivery Status Report
- 7.9 Performance Evaluation Report of the 3PL

POPCOM -SCM-  
WOM-SOP-6-B

**TRACKING AND MONITORING**  
● **(FP Logistics Hotline)**

**1. PURPOSE**

To gather, consolidate and analyze information on family planning (FP) commodities utilization from the Municipal/City Health Offices (MHOs/CHOs).

**2. SCOPE**

This procedure covers the process of gathering, consolidating, and analyzing the accuracy of information of FP commodities utilization.

**3. RESPONSIBILITY**

Title	Responsibility
Acting Supply Chain Management Officer (ASCMO)/Warehouse Manager*	Receive and review the consolidated reports from the FP Logistics Hotline. Provide assistance and supervise the consolidation of the reports.
Warehouse Supervisor**	In collaboration with the Administrative Assistant I, perform spot-checking, field validation, and monitoring as the need arises.
FP Logistics Coordinator (FPLC)**	Collect and prepare regional reports to be submitted to the central office for consolidation. The FPLC may also conduct spot-checking, validation, and monitoring as the need arises.
Admin. Assistant I* (FP Hotline)	Receive, consolidate, review, and validate regional reports.  In collaboration with the ASCMO, perform spot-checking, field validation, and monitoring as the need arises.

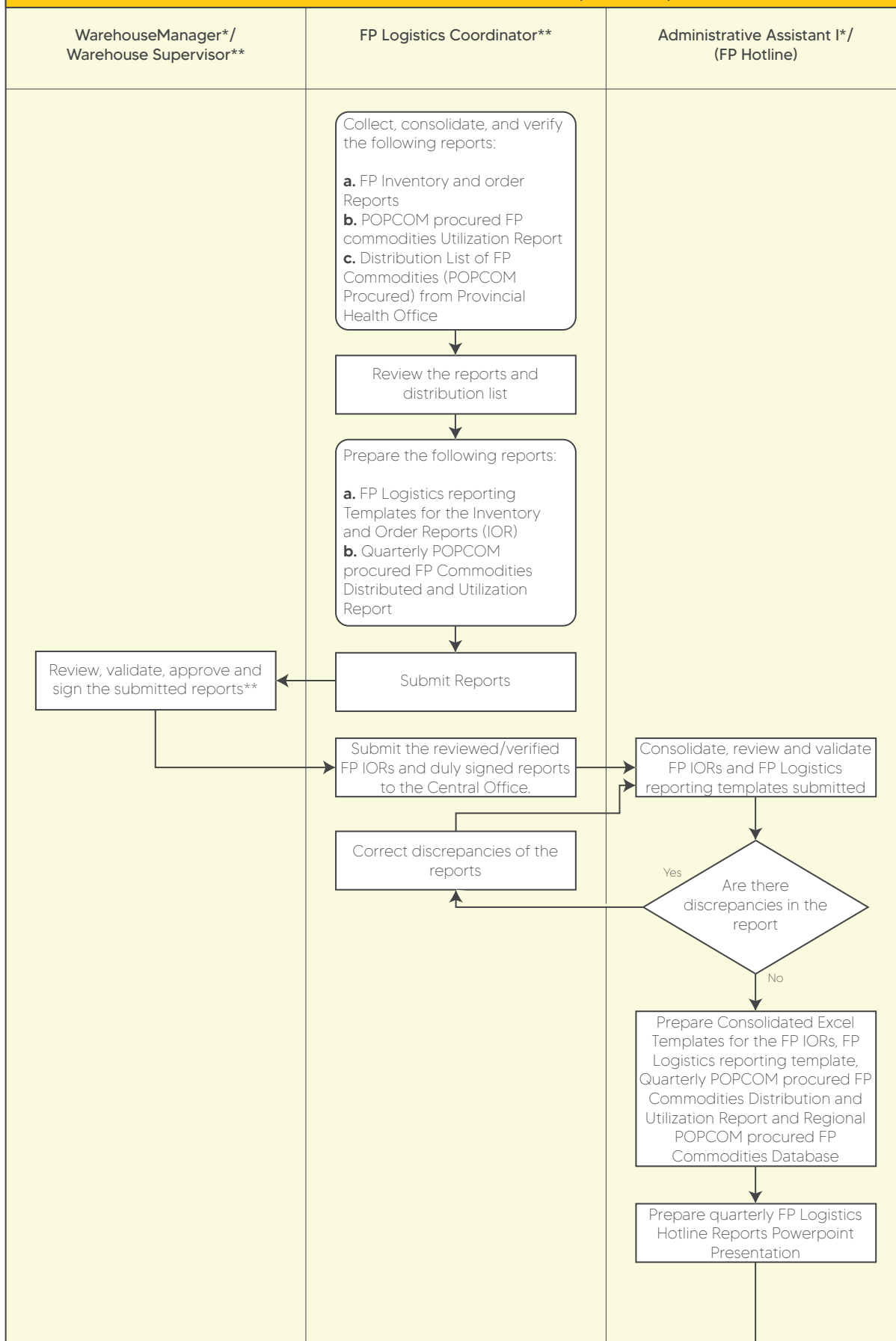
\*Central Office Operation

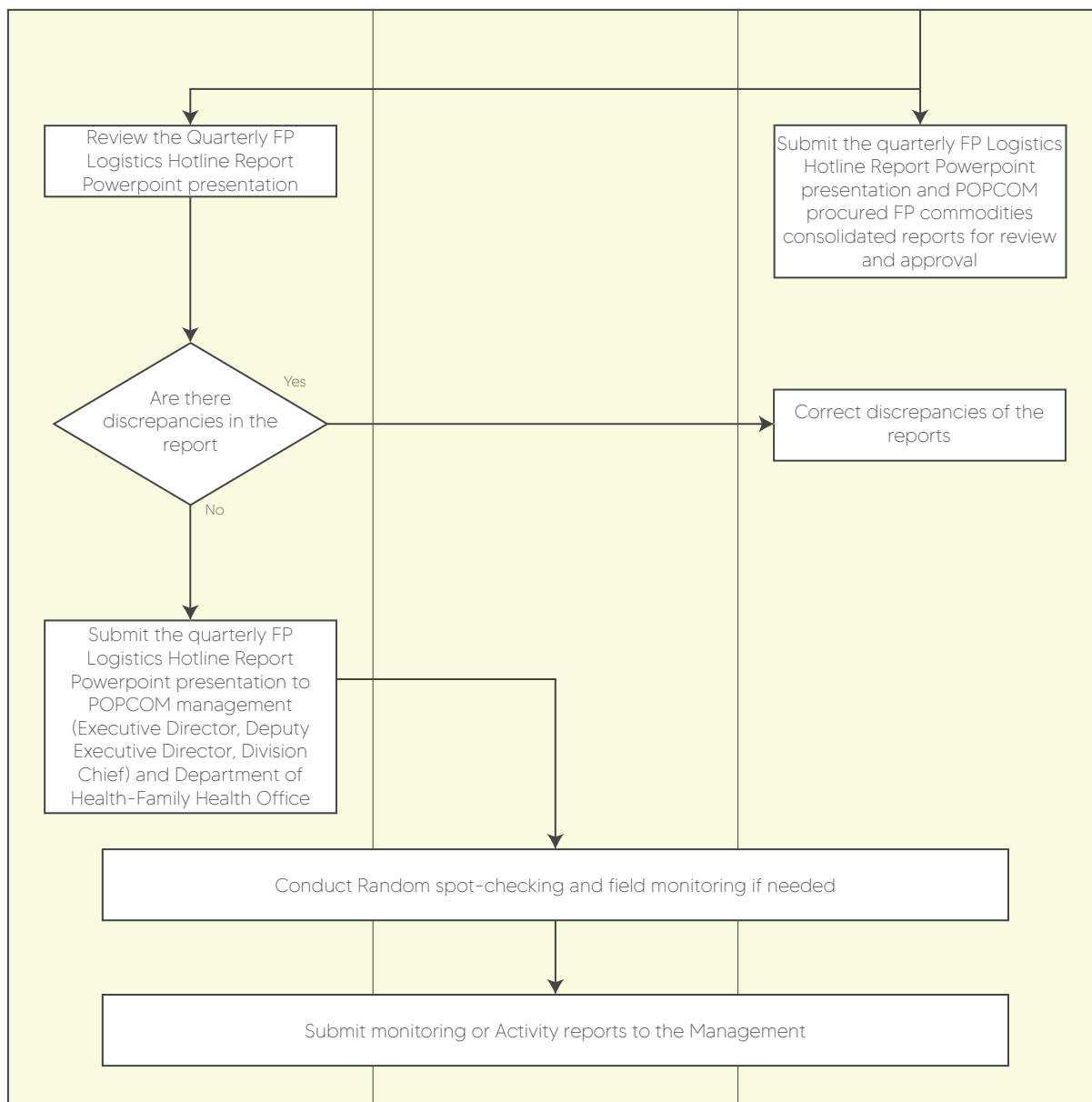
\*\*Regional Office Operation



### 4. PROCESS FLOW

#### TRACKING AND MONITORING (Hotline)





**5. PROCEDURE:**

Ref No.	Key Step	Responsibility	Reference Document
5.1	Collect, consolidate, and verify the following documents: ✓ FP Inventory and Order Reports (IOR) from the city/municipal health offices (C/MHO) or rural health units (RHU). ✓ Duly signed POPCOM Procured FP Commodities Utilization Reports from civil society organizations (CSOs), hospitals, private clinics and	FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>•FP Inventory and Order Reports (Annex 30)</li> <li>•POPCOM Procured FP Commodities Utilization Report (Annex 31)</li> <li>•Distribution List of FP Commodities (POPCOM Procured) from</li> </ul>



	<p>POPCOM family wellness clinic(PFWC).</p> <p>✓ Distribution lists from provincial health offices (PHOs) for POPCOM procured commodities.</p>		<p>provincial health office (Annex 34)</p>
5.2	<p>Review the reports and distribution list based on the following:</p> <ul style="list-style-type: none"> <li>• Accuracy and completeness of the gathered data.</li> <li>• The FP IOR should be duly signed by the IOR In-Charge (nurse or midwife) and city/municipal health officer.</li> </ul>	<p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•FP Inventory and Order Reports (Annex 30)</li> <li>•POPCOM Procured FP Commodities Utilization Report (Annex 31)</li> <li>•Distribution List of FP Commodities (POPCOM Procured) from provincial health office (Annex 34)</li> </ul>
5.3	<p>Prepare the following reports, accordingly:</p> <ul style="list-style-type: none"> <li>✓ FP Logistics Reporting Templates for the IORs</li> <li>✓ Quarterly POPCOM Procured FP Commodities Distribution and Utilization Report</li> <li>✓ Updating of the Regional POPCOM procured FP commodities database</li> </ul>	<p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•Template No. 1 - List of MHOs/ CHOs Contacted and IOR Submission Monitoring (Annex 27)</li> <li>•Template No. 2 - List of Assisted MHOs/CHOs on Issues and Concerns (Annex 28)</li> <li>•Template No. 3 - Consolidated Regional Inventory &amp; Order Report (IOR) (Annex 29)</li> <li>•Quarterly POPCOM procured FP Commodities</li> </ul>



			<p>Distribution and Utilization Report (Annex 32)</p> <ul style="list-style-type: none"> <li>•Regional POPCOM procured FP Commodities Database (Annex 33)</li> </ul>
5.4	Submit reports to the Warehouse Supervisor	FP Logistics Coordinator**	<ul style="list-style-type: none"> <li>•Template No. 1 - List of MHOs/CHOs Contacted and IOR Submission Monitoring (Annex 27)</li> <li>•Template No. 2 - List of Assisted MHOs/CHOs on Issues and Concerns (Annex 28)</li> <li>•Template No. 3 - Consolidated Regional Inventory &amp; Order Report (IOR) (Annex 29)</li> <li>•Quarterly POPCOM procured FP Commodities Distribution and Utilization Report (Annex 32)</li> <li>•Regional POPCOM procured FP Commodities Database (Annex 33)</li> </ul>



<p>5.5</p>	<p>Review, validate, approve and sign the submitted reports.</p>	<p>Warehouse Supervisor** &amp; Regional Director **</p>	<ul style="list-style-type: none"> <li>•Template No. 1 - List of MHOs/CHOs Contacted and IOR Submission Monitoring (Annex 27)</li> <li>•Template No. 2 - List of Assisted MHOs/CHOs on Issues and Concerns (Annex 28)</li> <li>•Template No. 3 Consolidated Regional Inventory &amp; Order Report (IOR) (Annex 29)</li> <li>•Quarterly POPCOM procured FP Commodities Distribution and Utilization Report (Annex 32)</li> <li>•Regional POPCOM procured FP Commodities Database (Annex 33)</li> </ul>
<p>5.6</p>	<p>Submit the reviewed/verified FP IORs and duly signed reports to the central office.</p>	<p>FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>•FP Inventory and Order Reports (IOR) (Annex 30)</li> <li>•Template No. 1 - List of MHOs/CHOs Contacted and IOR Submission Monitoring (Annex 27)</li> </ul>



	<p>POPCOM family wellness clinic.</p> <p>✓ Distribution lists from provincial health offices (PHOs) for POPCOM procured commodities.</p>		<ul style="list-style-type: none"> <li>• Template No. 2 - List of Assisted MHOs/CHOs on Issues and Concerns (Annex 28)</li> <li>• Template No. 3 Consolidated Regional Inventory &amp; Order Report (IOR) (Annex 29)</li> <li>• Quarterly POPCOM procured FP Commodities Distribution and Utilization Report (Annex 32)</li> <li>• Regional POPCOM procured FP Commodities Database (Annex 33)</li> </ul>
5.7	<p>Consolidate, review and validate the FP IORs and FP Logistics reporting templates submitted, based on the following:</p> <p><b>For FP IORs:</b></p> <ul style="list-style-type: none"> <li>• Formula used to generate total stock available beginning balance, total issuance, stock on hand ending balance, average monthly usage, available months of supply, authorized stock level, quantity required.</li> <li>• Data input from FP IOR-In Charge from Cities and Municipalities</li> </ul>	Administrative Assistant I*	<ul style="list-style-type: none"> <li>• FP Inventory and Order Reports (IOR) (Annex 30)</li> <li>• Template No. 1 - List of MHOs/CHOs Contacted and IOR Submission Monitoring (Annex 27)</li> <li>• Template No. 2 - List of Assisted MHOs/CHOs on Issues and Concerns (Annex 28)</li> <li>• Template No. 3 - Consolidated</li> </ul>



	<ul style="list-style-type: none"> <li>◦ Stock available beginning balance</li> <li>◦ Quantity received (DOH central office &amp; others)</li> <li>◦ Adjustments (transfer from other city municipalities, loss, damages and expired)</li> <li>◦ Total quantity issued (three (3) months issuance).</li> </ul> <p>• Remarks</p> <p><b>For Reporting Templates:</b></p> <ul style="list-style-type: none"> <li>• Quarterly Consolidated FP commodities Monitoring template should reflect the same data with the FP IOR submitted.</li> <li>• List of C/MHOs Contacted and IOR Submission Monitoring template should be updated based on the actual visited and contacted city/municipal health offices and Rural Health Unit (RHU) in every quarter.</li> <li>• List of C/MHOs Assisted Issues/Concerns template should reflect all assistance, adjustments, distribution, and requests made in every quarter.</li> <li>• POPCOM Procured FP Commodities Distribution and Utilization Report             <ul style="list-style-type: none"> <li>◦ For Distribution, POPCOM regional warehouses stock status report</li> <li>◦ Utilization report of all service delivery points</li> </ul> </li> </ul> <p>*If there are discrepancies found, perform contingency step 6.1.</p>		<p><b>Regional Inventory &amp; Order Report (IOR) (Annex 29)</b></p> <ul style="list-style-type: none"> <li>• Quarterly POPCOM procured FP Commodities Distribution and Utilization Report (Annex 32)</li> <li>• Regional POPCOM procured FP Commodities Database (Annex 33)</li> </ul>
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5.8	<p>Prepare Consolidated Excel Templates for the FP IORs, FP Logistics reporting templates, Quarterly POPCOM procured FP Commodities Distribution and Utilization Report and Regional POPCOM procured FP Commodities Database.</p>	Admin. Assistant I*	<ul style="list-style-type: none"> <li>•All FP Commodities Stock Status Report Consolidated Excel Template (Annex 35)</li> <li>•All FP Commodities Utilization and Stock Availability Report Consolidated Excel Template (Annex 36)</li> <li>•Consolidated excel template POPCOM procured FP Commodities Distribution and Utilization Report (Annex 37)</li> <li>•Consolidated excel template Regional POPCOM procured FP Commodities Database (Annex 38)</li> </ul>
5.9	<p>Prepare quarterly FP Logistics Hotline Reports Powerpoint Presentation.</p> <p><b><u>FP Logistics Hotline Reports Powerpoint Presentation should include data from the following documents:</u></b></p> <ul style="list-style-type: none"> <li>• All FP Commodities Stock Status Report Consolidated Excel Template</li> <li>• All FP Commodities Utilization</li> </ul>	Admin. Assistant I*	<ul style="list-style-type: none"> <li>•FP Commodities Stock Status Report (Annex 39)</li> <li>•All FP Commodities Utilization and Stock Availability Report - Regional (Annex 40)</li> <li>•All FP Commodities Utilization and</li> </ul>



	and Stock Availability Report Consolidated Excel Template		<p>Stock Availability Report – Regional and Provincial (Annex 41)</p> <ul style="list-style-type: none"> <li>• Progestin Subdermal Implant (PSI) Utilization and Stock Availability Report – Regional (Annex 42)</li> </ul>
5.10	Submit the quarterly FP Logistics Hotline Reports PowerPoint presentation and POPCOM Procured FP Commodity Consolidated Reports for review and approval.	Admin. Assistant I*	<p>FP Logistics Hotline Reports:</p> <ul style="list-style-type: none"> <li>• FP Commodities Stock Status Report (Annex 39)</li> <li>• All FP Commodities Utilization and Stock Availability Report – Regional (Annex 40)</li> <li>• All FP Commodities Utilization and Stock Availability Report – Regional and Provincial (Annex 41)</li> <li>• PSI Utilization and Stock Availability Report – Regional (Annex 42)</li> </ul> <p>POPCOM Procured FP Commodity Consolidated Reports</p> <ul style="list-style-type: none"> <li>• Consolidated excel template POPCOM procured FP Commodities Distribution and</li> </ul>



			<p>Utilization Report (Annex 37)</p> <ul style="list-style-type: none"> <li>• Consolidated excel template Regional POPCOM procured FP Commodities Database (Annex 38)</li> </ul>
5.11	<p>Review the quarterly FP Logistics Hotline Report Powerpoint presentation based on the following:</p> <ul style="list-style-type: none"> <li>• Accuracy and completeness of the gathered data</li> <li>• Correctness of the formula used</li> </ul> <p>*If there are discrepancies found, perform contingency step 6.2.</p>	ASCMO/ Warehouse Manager*	<ul style="list-style-type: none"> <li>• Quarterly FP Logistics Report PowerPoint (Annex 47)</li> </ul>
5.12	<p>Submit the quarterly FP logistics hotline report PowerPoint presentation to the management (Executive Director/ Deputy Executive Director) and DOH-FHO for planning and decision-making.</p>	ASCMO/ Warehouse Manager*	<ul style="list-style-type: none"> <li>• Quarterly FP Logistics Report PowerPoint (Annex 47)</li> </ul>
5.13	<p>Conduct random spot-checking and field monitoring as needed</p>	<p>ASCMO/ Warehouse Manager &amp; Administrative Assistant I*</p> <p>Warehouse Supervisor &amp; FP Logistics Coordinator**</p>	<ul style="list-style-type: none"> <li>• Monitoring Report/Activity Report (ISO form) (Annex 43)</li> </ul>



5.14	Submit monitoring or activity reports to management.	ASCMO/ Warehouse Manager & Administrative Assistant I*  Warehouse Supervisor & FP Logistics Coordinator**	•Monitoring Report/Activity Report (ISO form) (Annex 43)
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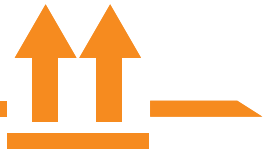
**6. CONTINGENCIES AND CORRECTIVE ACTIONS**

6.1 If there are any discrepancies with the data or figures submitted by the Regional FPLC, the Administrative Assistant I will revert the report to the FP Logistics Coordinator for revision.

6.2 If there are any discrepancies or adjustments on the consolidated report, the ASCMO/Warehouse Manager will inform the Administrative Assistant I with corrections or revisions.

**7. DOCUMENTATION AND ATTACHMENT**

- 7.1 Template No. 1 - List of City Health Offices (CHOs) or Municipal Health Offices (MHOs) Contacted and IOR Submission Monitoring
- 7.2 Template No. 2 - List of Assisted CHOs/MHOs on Issues and Concerns
- 7.3 Template No. 3 - Consolidated Regional Inventory and Order Report (IOR)
- 7.4 Family Planning Inventory and Order Report
- 7.5 POPCOM Procured FP Commodities Utilization Report (IOR form)
- 7.6 Quarterly POPCOM procured FP Commodities Distribution and Utilization Report
- 7.7 POPCOM procured FP Commodities Database
- 7.8 Distribution List of FP Commodities (POPCOM Procured)
- 7.9 All FP Commodities Stock Status Report Consolidated Excel Template
- 7.10 All FP Commodities Utilization and Stock Availability Report Consolidated Excel Template
- 7.11 Consolidated Excel Template POPCOM procured FP Commodities Distribution and Utilization Report
- 7.12 Consolidated Excel Template POPCOM procured FP Commodities Database
- 7.13 PowerPoint Template All FP Commodities Stock Status Report
- 7.14 PowerPoint Template All FP Commodities Utilization and Stock Availability Report - Regional Level
- 7.15 PowerPoint Template All FP Commodities Utilization and Stock Availability Report - Regional and Provincial Level
- 7.16 PowerPoint Template Progestin-Subdermal Implant (PSI) Report
- 7.17 Monitoring Report/Activity Report (ISO form)
- 7.18 Quarterly FP Logistics Report PowerPoint



## LIST OF REFERENCES

1. Republic Act No. 10354 otherwise known as the “The Responsible Parenthood and Reproductive Health Act of 2012”
2. Republic Act No. 11223 otherwise known as the “Universal Health Care Act”
3. Administrative Order No. 2013-0027 - Good Distribution and Good Storage Practice
4. Commission on Audit Government Accounting Manual
5. Republic Act 9711 - Food and Drug Administration Act of 2009
6. John Snow, Inc. 2017. The Supply Chain Manager’s Handbook, A Practical Guide to the Management of Health Commodities. Arlington, Va.: John Snow, Inc.
7. World Health Organization, Technical Report Series, No. 957, 2010 - Annex 5
8. Guidelines for Warehousing Health Commodities. Arlington, Va.: USAID | DELIVER PROJECT, Task Order 4. Second edition
9. Joint Memorandum Circular No. 2019-01 Policy guidelines for the Intensified Implementation of the National Program on Family Planning (NFP) towards Better Health Outcomes, Poverty Reduction, and Socio-Economic Development
10. POPCOM Guidelines No. GL-AD-18-008 Property and Supply Management System of the Commission on Population
11. POPCOM Memorandum No. 2020-965 Addendum to Property and Supply Management System of the Commission on Population and Development
12. POPCOM Memorandum No. 2018-398 FP Logistics Concerns and Modified FP Logistics Reporting Template
13. Department of health Department Memorandum No. 2015-0384 dated November 10, 2015 Establishment of the Family Planning Logistics Hotline



**POPCOM**  
Empowering Filipino Families

# WAREHOUSE OPERATIONS MANUAL

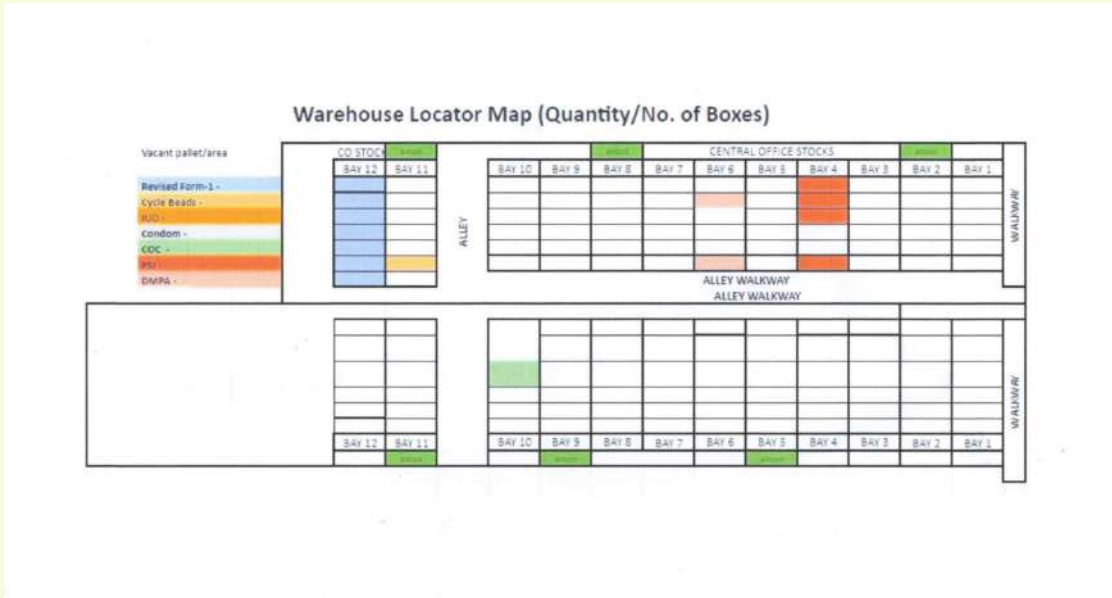
1ST EDITION -2022



**Manila, Philippines**

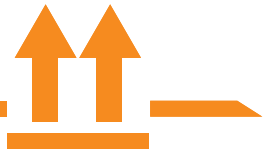


**ANNEX #1** - Location Map



**ANNEX #2** - Warehouse Capacity Chart

	Warehouse A												Warehouse B												TOTAL PHARMA				TOTAL COMBINED			
	Non-Pharma						Pharma						Non-Pharma						Pharma						TOTAL		TOTAL					
Date	Cap-Rep	EST/CA p-NC3	Act-NP	NP	Cap-Ph	EST/CA p-Phar	Act-Ph	Phar	Phar	Cap-NP	EST/CA p-NP	Act-NP	NP	Cap-Ph	EST/CA p-Phar	Act-Ph	Phar	Phar	TOT	TOT	EST/CA	ACTUAL	TOT	EST/CA	ACTUAL	TOT	EST/CA	ACTUAL				
8-Feb	12	10	8	-4	60	51	17	-43	10	9	-3	60	51	9	-51	22	18	15	-7	120	102	26	-94	142	121	41	-101					
8-Mar																																
8-Apr																																
8-May																																
8-Jun																																
8-Jul																																
8-Aug																																
8-Sep																																
8-Oct																																
8-Nov																																
8-Dec																																
AVERAGE			8			17				7			9							1			1			2						



**ANNEX #3** - Non-Conformance Report



Republic of the Philippines  
**Commission on Population and Development**  
 Welfareville Compound, Brgy. Addition Hills  
 Mandaluyong City

**NON-CONFORMANCE REPORT**

I. DETAILS OF SUPPLIER / SOURCE			
Supplier / Source:			
Supplier / Source Address:			
Email Address:			
Contact Number:			
No.:			
Tracking			
II. TYPE OF NON-CONFORMANCE			
A. Before Delivery		B. Before Delivery	
RSD No.:		RSD No.:	
DNF No. / Pre alert reference:		DNF No.:	
Incomplete document		Incorrect Warehouse Location	
Incorrect document		Arrived beyond cut-off time	
Others: _____		Incorrect Dimension and Volume of Quantity / UOM: _____	
		Incomplete document submitted	
		Incorrect document submitted	
		Invalid date of delivery	
		Incomplete/No samples submitted	
		With Findings/Discrepancy against	
		Damaged -	
		Expired - Quantity/UOM: _____	
		Inappropriate handling during	
		Excess quantity delivered against the Quantity / UOM: _____	
		Others: _____	
III. COMPLETE DESCRIPTION OF ABOVE-SELECTED CELL(S)			
	Prepared By:	Validated By:	Acknowledge By:
Signature:			
Name:			
Designation:			
Date:			



**ANNEX #4** - Certificate of Acceptance (COA)

Republic of the Philippines

**COMMISSION ON POPULATION AND DEVELOPMENT**  
*Empowering Filipino Families*

COA No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

**CERTIFICATE OF ACCEPTANCE**

This is to certify that \_\_\_\_\_ has submitted the following outputs on \_\_\_\_\_ as partial fulfillment of the Contract of Service/Job Order No. \_\_\_\_\_:

1. \_\_\_\_\_
2. \_\_\_\_\_

Further, this is to certify that the abovementioned outputs were checked, inspected, reviewed and found to have satisfactorily complied with agreed specifications and requirements cited in the contract and terms of reference.

Hence, the outputs are hereby accepted and due for the second tranche of payment for a total amount of \_\_\_\_\_ (PhP \_\_\_\_\_) representing 50% of the total contract price.

Recommending Approval:

Approved by:

\_\_\_\_\_  
Division Chief\_\_\_\_\_  
Executive Director

Form No. COA-AD-FM032

Version No. 02

Effectivity Date: April 1, 2019

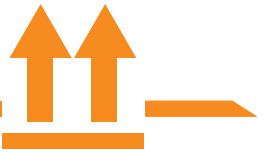
Welfareville Compound, Acacia Lane, Barangay Addition Hills, Mandaluyong City, Philippines, 1550  
Tel: (632) 531-7051 \* (632) 531-6805 Fax: 533-5122 Website: [www.popcom.gov.ph](http://www.popcom.gov.ph)



commissiononpopulation



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## ANNEX #5 - Stock Card

Appendix 58



**POPCOM**  
Empowering Filipino Families

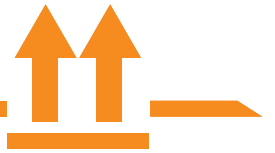
### STOCK CARD

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Item :		Stock No. :				
Description :		Re-order Point :				
Unit of Measurement :						
Date	Reference	Receipt	Issue		Balance	No. of Days to Consume
		Qty.	Qty.	Office	Qty.	





39	Storage equipment (shelves, racks, pallets) is in good condition and shows signs of cleaning?				
40	Number of shelves, pallets, racks is sufficient?				
41	Cartons are properly and safely placed on shelves, piled up on pallets?				
42	There are no boxes on the floor?				
43	There is a segregation between medical and non medical products (to avoid cross contamination with Abrasive, cleaning detergent etc.)?				
44	Products are stored in their secondary packaging?				
45	Products are stored in appropriate conditions (temperature & humidity)?				
46	Are products stored and recorded in locator cards?				
47	Locator cards are accurate and updated?				
48	Products are stored according to FEFO method and by batch no?				
49	Are products and commodities stored orderly, packed in the warehouse layout plan?				
50	Are the commodities properly labeled? (PO# , item description, supplier, etc.)				
51	Are products and commodities stacked properly on pallets or dunnage?				
52	Minimum gaps between stacks, walls and below roof is defined and respected?				
53	Are single items stacked no more than 1.5 feet?				
54	Are liquid products and heavy items placed on lower shelves or bottom of stacks?				
55	Are visual quality inspection of products conducted?				
56	Semi-annual physical inventory conducted?				
<b>2.3 Waste Management</b>		<b>Yes</b>	<b>No</b>	<b>Initial Action Taken</b>	<b>Corrective Action / Recommendation</b>
57	Are SOPs in place for the safe disposal of expired or damaged products including hazardous waste?				
58	Presence of waste/dust bins?				
59	Presence of accumulated waste inside the warehouse?				

<b>2.4 Distribution and Transport</b>		<b>Yes</b>	<b>No</b>	<b>Initial Action Taken</b>	<b>Corrective Action / Recommendation</b>
60	Written procedures specify the type of distribution system to be used to distribute products?				
61	Is there a documented distribution schedule for all levels? Are orders delivered as scheduled (e.g. quantity, time and date)?				
<b>3. Additional Documentation</b>					
		<b>Yes</b>	<b>No</b>	<b>Initial Action Taken</b>	<b>Corrective Action / Recommendation</b>
62	Stock cards are available and updated?				
63	Stock cards are kept in an organized manner?				
64	Stock card tracks reconciliations of issues and adjustments with appropriate signatures?				
65	Physical inventory count and stock card balance matches?				
66	Are SOPs available where required?				
67	Does the warehouse maintain records of incidents or near miss picked-up during pharmaceuticals processes process?				

- Additional Recommendation:**
1. Building Situation on rainy days (leakage from roof, walls, ceiling)
  2. Emergency light
  3. CCTV

Inspected by:

JOHNA MEE G. BALLESTEROS  
PO R/Section Head -CDPOD FOS

DONNIE R AY G. CRUZ  
Warehouse Clerk

**ANNEX #8 - Service Request Form**

**POPCOM SERVICE REQUEST FORM**  
Form No. SRF-AD-FM054 | Version No. 02 | Effectivity Date: April 1, 2019

SRF No. \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST FOR SPECIFIC SERVICE/ASSISTANCE**

Type of Service/s Requested: \_\_\_\_\_

Requesting Division/Office: \_\_\_\_\_

Service requested from (Division): \_\_\_\_\_

Date service is needed: \_\_\_\_\_

Requested by:	Action on Request:
_____	___ Approved
Signature over printed name	___ Disapprove due to _____
_____	_____
Division Chief	Division Chief

**FEEDBACK ON SERVICE RENDERED**  
(To be filled-up by requesting Office)

Description of actual service rendered: \_\_\_\_\_

Service rendered by: \_\_\_\_\_

Date service is rendered: \_\_\_\_\_

Please rate the quality of actual service rendered (5-Outstanding; 4-V. Good; 3-Good; 2-Poor; 1- Very Poor)

	5	4	3	2	1

Remarks: \_\_\_\_\_

Rated by: \_\_\_\_\_

Signature over printed name

**POPCOM SERVICE REQUEST FORM**  
Form No. SRF-AD-FM054 | Version No. 02 | Effectivity Date: April 1, 2019

SRF No. \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST FOR SPECIFIC SERVICE/ASSISTANCE**

Type of Service/s Requested: \_\_\_\_\_

Requesting Division/Office: \_\_\_\_\_

Service requested from (Division): \_\_\_\_\_

Date service is needed: \_\_\_\_\_

Requested by:	Action on Request:
_____	___ Approved
Signature over printed name	___ Disapprove due to _____
_____	_____
Division Chief	Division Chief

**FEEDBACK ON SERVICE RENDERED**  
(To be filled-up by requesting Office)

Description of actual service rendered: \_\_\_\_\_

Service rendered by: \_\_\_\_\_

Date service is rendered: \_\_\_\_\_

Please rate the quality of actual service rendered (5-Outstanding; 4-V. Good; 3-Good; 2-Poor; 1- Very Poor)

	5	4	3	2	1

Remarks: \_\_\_\_\_

Rated by: \_\_\_\_\_

Signature over printed name



### ANNEX #9 - Waste Material Report

		<b>WASTE MATERIALS REPORT</b>		Form No. WMR-FMD-FM062	
				GAM-Appendix 65	
				Effectivity Date: April 1, 2019	

Entity Name : _____			Fund Cluster : _____		
Place of Storage : _____			Date : _____		

Item	Quantity	Unit	Description	Record of Sales		
				No.	Date	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>TOTAL</b>						

Certified Correct: \_\_\_\_\_ Disposal Approved: \_\_\_\_\_  
 Signature over Printed Name of Supply and/or Property Custodian      Signature over Printed Name of Head of Agency/Entity or his/her Authorized Representative

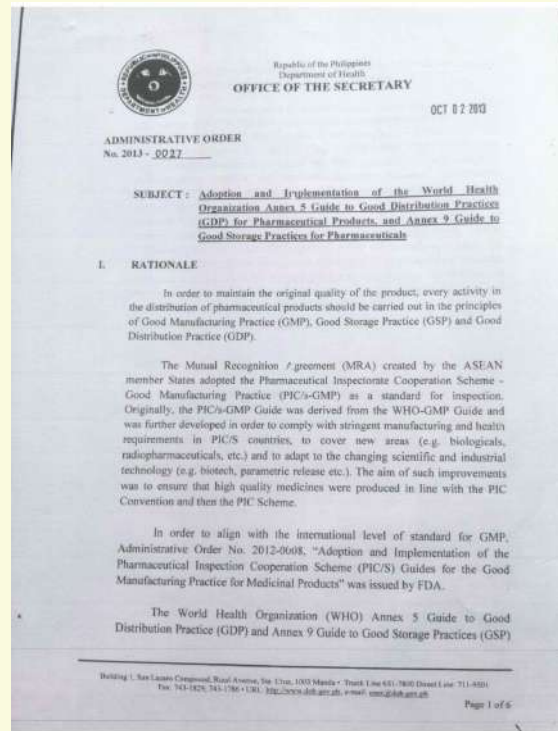
**CERTIFICATE OF INSPECTION**

I hereby certify that the property enumerated above was disposed of as follows:

Item \_\_\_\_\_ Destroyed  
 Item \_\_\_\_\_ Sold at private sale  
 Item \_\_\_\_\_ Sold at public auction  
 Item \_\_\_\_\_ Transferred without cost to \_\_\_\_\_ (Name of the Agency/Entity)

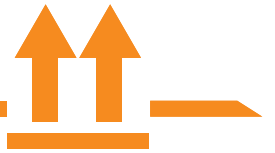
Certified Correct: \_\_\_\_\_ Witness to Disposal: \_\_\_\_\_  
 Signature over Printed Name of Inspection Officer      Signature over Printed Name of Witness

### ANNEX #10 - Good Storage Practice Guidelines



### ANNEX #11 - Manufacturer's/Supplier's Stacking Recommendation





**ANNEX #12** - Delivery/Shipping Document



**Delivery Receipt**

<b>DR NO.</b>		
Shipper (Entity/Name):	<b>POPCOM Central Office</b>	Destination (Entity/Name):
	<b>Supply Chain Management</b>	
Address:	<b>Welfareville Compound, Addition Hills, Mandaluyong City</b>	Address:
Shipment Date:		Contact Detail(s):
Contact Detail(s):	<b>(02) 531-6502</b>	
<b>Item (Description)</b>	<b>Package Dimension (Weight/Size)</b>	<b>Quantity</b>
		<b>Remarks</b>
Received by: _____ Signature over printed Name		
Received date: _____		

**ANNEX #13** - Waybill/Air Bill/Bill of Lading

**EMR COURIER SERVICES INTERNATIONAL INC.**  
"WE KEEP MOVING!"  
**BILL OF LADING**

EMR 44914  
This is your Tracking No.

Date:	Shipper's Account Number:	Package Number (Very Important):	Fax Number (Very Important):	<b>CHARGES</b>
Shipper's Name (Please Print):	Consignee's Name (Please Print):			
Company:	Company:			Freight Charge:
Exact Street Address:	Exact Street Address (If P.O. Box please verify to our customer service):			Doc. Va. Chg.:
City / Province:	City / Province:	Postal Zip Code:		Fuel Surcharge:
E-mail Address:	E-mail Address:			Others:
DOMESTIC: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Parcel		INTERNATIONAL: <input type="checkbox"/> Documents <input type="checkbox"/> Parcel		Crating:
Place Count:	Total Weight (kg) Dimension (L/W/H) in cm:	Payment Mode:	Mode of Transportation:	Service Mode:
Declared Value:		<input type="checkbox"/> Cash <input type="checkbox"/> Collect <input type="checkbox"/> Others	<input type="checkbox"/> Air <input checked="" type="checkbox"/> Land <input type="checkbox"/> Sea	<input checked="" type="checkbox"/> Door-to-Door <input type="checkbox"/> Port-to-Door
Dangerous Goods:	General Description:	Special Instructions (if any):		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>PROGESTIN SUB-DISAL</b>	Consignee's Name & Signature: _____ Relationship: _____ ID Presented: _____ Date / Time: _____		
Sender's Signature: _____ Date / Time: _____		Courier's Name & Signature: _____ Date / Time: _____		

**VALID FOR PAYMENT UNLESS ACCOMPANIED BY OFFICIAL RECEIPT**

White - Sender's Copy    Yellow - Operation's Copy    Pink - Invoice Copy    Blue - Accounting's Copy    Green - Consignee's Copy



### ANNEX #14 - Gate Pass

### ANNEX #15 - Requisition and Issue Slip

**POP COM** **GATE PASS**  
Form No. GTP-AD-FM012 | Version No. 02 | Effectivity Date: April 1, 2019

Gate Pass No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

**THE SECURITY GUARD ON DUTY**  
Commission on Population  
Welfareville Compound  
Mandaluyong City

This is to authorize Mr./Ms. \_\_\_\_\_ of the \_\_\_\_\_ to bring out from POPCOM premises/building the following equipment/materials/supplies for the purpose stated below:

Quantity	Unit	Name and Description	Serial Number	Condition upon Return*

\*GC - In Good Condition / MID - with minor damage / MID - with major damage / NR - not returned

Purpose: \_\_\_\_\_  
Expected date of return: \_\_\_\_\_  
Remarks: \_\_\_\_\_

Authorized Bearer	Recommending Approval	Approved by:
Signature over printed name	Division Head / Facility Custodian	Chief Admin Officer

**Inspected by Guard on Duty:**

Name of Guard	Date Inspected	Time Inspected	Location of Inspection	Signature

For Out-Going Item/s: \_\_\_\_\_  
For In-Coming/Returned Item/s: \_\_\_\_\_

**NOTICE TO BEARER:**  
1. Please accomplish 3 copies (for control copy, for bearer/personal copy, for the guard on duty)  
2. Please surrender approved GATE PASS upon return together with the items to the Guard on Duty

**POP COM** **REQUISITION AND ISSUE SLIP**  
Form No. RES-FMD-FM030 | Version No. 03 | Effectivity Date: April 1, 2019

Entity Name: \_\_\_\_\_ Fund Cluster: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Stock Available?		Issue	Remarks
				Yes	No		

Purpose: \_\_\_\_\_

Requested by:	Approved by:	Issued by:	Received by:
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Division: _____	Division: _____	Division: _____	Division: _____
Date: _____	Date: _____	Date: _____	Date: _____

### ANNEX #16 - Property Transfer Report

### ANNEX #17 - Allocation vs. Delivery Status Report

**POP COM** **PROPERTY TRANSFER REPORT**  
Form No. PTR-FMD-FM014 | Version No. 01 | Effectivity Date: April 1, 2019

Entity Name: \_\_\_\_\_ Fund Cluster: \_\_\_\_\_

From: Accountable Officer/Specs/Fund Owner  
To: Accountable Officer/Specs/Fund Cluster

Transfer Type (check only one):  
 Donation  Robbery  
 Management  Others (Specify): \_\_\_\_\_

Date Acquired	Property No.	Description	Amount	Condition of PPE

Reason for Transfer: \_\_\_\_\_

Approved by: \_\_\_\_\_ | Recommended by: \_\_\_\_\_ | Received by: \_\_\_\_\_

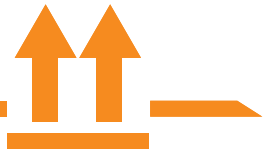
Signature: \_\_\_\_\_ / Printed Name: \_\_\_\_\_ / Designation: \_\_\_\_\_ / Date: \_\_\_\_\_

*Status vs Delivery Status Report*

**Status of DOH Allocation List vs. POPCOM Shipped-Out Commodities**

Combined Oral Contraceptive-COC Pills (Cycle)				
Region	1st Quarter 2021 (DOH Allocation)	Quantity Shipped	Date of Shipment	Remarks

Region	2nd Quarter 2021 (DOH Allocation)	Quantity Shipped	Date of Shipment	Remarks



**ANNEX #18** - Deliver Status Database (Excel)

**ANNEX #19** - Incident Report

Status of DOH Allocation List vs. POPCOM Shipped-Out Commodities

Region	2nd Quarter 2021(DOH Allocation)	Quantity Shipped	Date of Shipment	Remarks
1	69,000	69,000		RECEIVED
2	73,000	73,000		RECEIVED
3	58,000	58,000		RECEIVED
4A	0	0		
4B	19,000	19,000		RECEIVED
5	0	0		
6	0	0		
7	0	0		
8	45,000	-	June 28, 2021	NO DNF
9	78,000	78,000		RECEIVED
10	28,000	28,000		RECEIVED
11	78,000	78,000		RECEIVED
12	0	0		
13	15,000	15,000		RECEIVED
BARMM	9,000	9,000		RECEIVED
CAR	25,000	25,000		RECEIVED
NCR	0	0		
<b>TOTAL</b>	<b>497,000</b>	<b>452,000</b>		

**NAME OF WAREHOUSE OFFICE**

**LOCATION OF WAREHOUSE OFFICE**

**INCIDENT REPORT**  
No. \_\_\_\_\_

Incident Type:		
Location:		
Specifics:		
Person Involved:		
Chronology of Events:		
Please attach evidences ( Pictures, Documents, etc.)		
Follow-up Action (s)		
Witness (es) & Designation (if any):		
Contact Details:		

Signature:	Prepared by:	Submitted to:
Name:		
Designation:		
Date:		

**ANNEX #20** - Cover Letter/memo attached to the Allocation vs. Delivery Status Report

Republic of the Philippines  
National Economic and Development Authority  
**COMMISSION ON POPULATION AND DEVELOPMENT**  
Empowering Filipino Families

January 21, 2021

**MYRNA C. CABOTAJE, MD, MPH, CESO III**  
Undersecretary of Health  
Public Health Services Team  
Department of Health  
Sta. Cruz, Manila

Dear **Usec Cabotaje**:

Greetings!

We are pleased to submit to you the attached Status Report of Allocation vs Delivery for the 2020 Logistics Operation of POPCOM Central Office.

Further, we would like to request for the Allocation List for distribution and delivery this 1<sup>st</sup> quarter of 2021 as we can prepare our shipment plan.

Thank you and we look forward to a continuous partnership with the Department of Health in empowering the Filipino families.

Very truly yours,

**DR. JUAN ANTONIO A. PEREZ III, MD, MPH**  
Executive Director

Wellsville Compound, Actia Lane, Bantigue Addition Hills, Mandaluyong City, Philippines, 1550  
Tel: (629) 531-7051 • (629) 531-6805 Fax: 531-5122 Website: <http://www.popc.com.gov.ph/>  
commission.or | @officialPOPCOM


STATUS OF DOH Allocation List vs. POPCOM Shipped-Out Commodities as of January 21, 2021

Region	2nd Qtr 2020 DOH Allocation	Quantity Shipped	Date of Shipment	Remarks
1	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
2	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
3	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
4A	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
4B	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
5	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
6	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
7	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
8	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
9	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
10	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
11	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
12	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
13	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
BARMM	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
CAR	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
NCR	1,000,000	1,000,000	Jan. 19, 2021	RECEIVED
<b>TOTAL</b>	<b>10,000,000</b>	<b>10,000,000</b>		





## ANNEX #21 - Performance Evaluation Report of the 3PL



**POPCOM**  
Philippine Operations and Procurement Commission

**3rd Party Logistics (3PL) Performance Evaluation Form**

**Supplier Information**

Supplier Name:	
Project Title:	
Review Period:	

**EVALUATION**

Kindly rate by checking the appropriate box based on the percentage of work accomplished. Five (5) being the highest and One (1) being the lowest.

	Below 79%	80%-84%	85%-89%	90%-94%	95%-100%
	1	2	3	4	5
<b>Part 1</b>					
1. Percentage (%) of time items delivered in full during the given review period over delivery schedule required.					
2. Percentage (%) of the family planning commodities/materials dispatched within 15-30 days upon pick-up from the designated Department of Health (DOH) warehouse over confirmed delivery notification.					
3. Percentage (%) of delivery to all Regional Offices made within 15-30 days upon pick from the DOH warehouse over allocation list provided.					
4. Percentage (%) of Proof of Deliveries (POD) returned to POPCOM within seven (7) days upon complete deliveries of the commodities over no. of deliveries made.					
<b>Rating</b>					

		YES	NO
<b>Part 2</b>			
5	Has provided packing materials and human resource in hauling & repacking, including labels of the boxes which was provided by the Commission on Population and Development (POPCOM).		
6	Has made no deliveries on weekends, holidays and beyond 5:00 PM on Mondays to Fridays.		
7	Has notified POPCOM Central Office (CO) Field Operations Section (FOS) and point person of destination of the Estimated Time of Arrival (ETA) one (1) day before the ETA.		
8	Has updated the POPCOM CO FOS Head and Regional focal person of the status of shipping once commodities are in transit.		
9	Has practiced Good Distribution and Storage Practices in the course of the deliveries.		
	9.1. Personnel involved in the distribution activity/ies has training on Good Distribution Practice.		
	9.2. Personnel involved in distribution activity/ies is equipped with Personal Protective Equipment (PPE).		
	9.3. Storage area of the Third-party Logistics' (3PL) is clean and dry and within acceptable temperature.		
	9.4. Vehicles and equipment used to distribute are suitable for the product.		
	9.5. Vehicles and equipment are well-maintained to avoid contamination, build-up of dust or dirt and or any.		

adverse effect on the quality of the products distributed.		
9.6. Vehicles and container are of sufficient capacity to allow orderly storage of various commodities.		
9.7. Sufficient security was provided to prevent theft and misappropriation of the commodities.		
9.8. Delivery schedules were established and route plan/s were submitted to POPCOM CO FOS prior to dispatch.		
9.9. Has provided reverse logistics (free of charge) to safely transport returned/rejected commodities.		
<b>Other comments and recommendations:</b>		

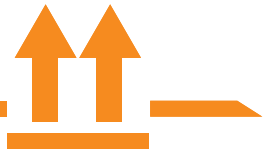
Evaluated by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Warehouse Manager /Pharmacist \_\_\_\_\_ Section Head: Field Operations Section \_\_\_\_\_


Noted: \_\_\_\_\_

Division Chief-Capacity Development and Field Operations Section (CDFOS) \_\_\_\_\_

Conforms: \_\_\_\_\_  
Third Party Logistics



**ANNEX #22** - Temperature and Relative Humidity Monitoring Sheet



**POPCOM**  
Philippine Overseas Processing Corporation


**TEMPERATURE AND HUMIDITY MONITORING CHART**

Month: \_\_\_\_\_  
Year: \_\_\_\_\_

Date	8:00 AM	Signature	11:00 AM	Signature	1:00 PM	Signature	3:00 PM	Signature	6:00 AM
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Checked by: \_\_\_\_\_ Validated/ Approved by: \_\_\_\_\_

**ANNEX #23** - Calibration Certificate



**NATIONAL METROLOGY LABORATORY**  
OF THE PHILIPPINES

Preserving International Traceability by Dissemination of the Constants

**CALIBRATION CERTIFICATE**  
No. 09-2020-RH-0201

Date of Calibration: December 3, 2020  
Calibration Item: Digital Thermo-Hygrometer  
Resolution (Thermometer): 0.1 °C  
Resolution (Hygrometer): 1 %rh  
Make: K12 Thermo  
Model: TA318  
Serial No: 00000000  
Customer: CHAMPION BIOTECH & PHARMA CORPORATION  
52 Simoun cor. Kailan, Brgy. Lourdes, Quezon City

**MEASUREMENT RESULTS**

**A. Thermometer**

Standard Temperature, °C	Thermo-Hygrometer Mean Reading, °C	Uncertainty, °C
20.38	20.1	0.31
25.34	25.2	0.40
30.39	29.7	0.93

**B. Hygrometer**




Standard Humidity at 23 °C, %rh	Thermo-Hygrometer Mean Reading		Uncertainty, %rh
	Humidity, %rh	Temperature, °C	
39.0	42	23.2	1.5
58.8	59	23.3	1.2
78.0	76	23.4	2.3

**UNCERTAINTY OF MEASUREMENT**

The uncertainty stated is the expanded uncertainty obtained by multiplying the standard uncertainty by the coverage factor  $k = 2$ . It has been determined in accordance with the "JCGM 100:2008 Evaluation of measurement data - Guide to the expression of uncertainty in measurement". The value of the measured lies within the assigned range of values with a probability of approximately 95 %.

Page 1 of 2

NATIONAL METROLOGY LABORATORY OF THE PHILIPPINES  
 Metrology Building, 1000 University Ave., Science Center  
 Bldg., Tagaytay City, Marikina Branch, Alabang Branch  
 Manila: +63 2 877 8071 Fax: 877 8072  
 Website: www.nml.gov.ph

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 of the National Metrology Laboratory, Industrial Technology Development Institute.

**STANDARDS USED**

Name of Standard	Make / Model	Calibration Certificate No.	Traceability
Desi Point Hygrometer with Chilled Mirror	G.E. / Optica OPA10ACTA0	09-2020-RH-0206	Traceable to the SI through National Metrology Laboratory (NML - ITDI)
Desi Point Hygrometer with RTD probe		09-2020-DT-0141	Traceable to the SI through National Metrology Laboratory (NML - ITDI)

**CALIBRATION PROCEDURE**

The thermo-hygrometer was calibrated by comparison with a standard thermometer and standard hygrometer in a temperature/humidity controlled chamber. Procedure No. TP-THSS-RH-01 version 1 "Calibration of RH Meters and other RH Indicating Instruments".

**MEASUREMENT CONDITION**

The hygrometer was calibrated at 23 °C air temperature conditions.

**ENVIRONMENTAL CONDITIONS**

Ambient Air Temperature: (25 ± 2) °C  
Ambient Air Humidity: (60 ± 5) %rh

**REMARKS**

- The above results were those obtained at the time of calibration and refer only to the thermo-hygrometer calibrated.
- No adjustments were performed on the thermo-hygrometer. The user should determine suitability of the thermo-hygrometer for its intended use.

  
**JEFFREY M. BATANG**  
 Science Research Technician III  
 Thermometry and Hygrometry Standards Section

For the Chief, National Metrology Laboratory

  
**MONALIS W. RAGAY-ENOT**  
 Section Head

Page 2 of 2  
Calibration Certificate No. 09-2020-RH-0201

10308

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## ANNEX #24 - Corrective requisition for Warehouse Operations



**POPCOM**  
Empowering Filipino Franchises

NAME OF WAREHOUSE/OFFICE \_\_\_\_\_  
LOCATION OF WAREHOUSE/OFFICE \_\_\_\_\_

**CORRECTIVE REQUISITION ON WAREHOUSE OPERATIONS**  
No. \_\_\_\_\_

I. WAREHOUSE OPERATIONS SCOPE	
<input type="checkbox"/> A. Warehouse Exterior	<input type="checkbox"/> G. Warehouse Equipment
<input type="checkbox"/> B. Warehouse Interior	<input type="checkbox"/> H. Warehouse Housekeeping
<input type="checkbox"/> C. Warehouse Layout	<input type="checkbox"/> I. Waste Management
<input type="checkbox"/> D. Good Storage Practices	<input type="checkbox"/> J. Distribution and Transport
<input type="checkbox"/> E. Warehouse Processes and Forms	<input type="checkbox"/> K. Safety and Security
<input type="checkbox"/> F. Warehouse Signage and Label	<input type="checkbox"/> L. Others: _____ (office supplies, etc.)

**II. SPECIFICS OF THE ABOVE-SELECTED CELL(S)**

\*narrative

RECOMMENDATION / REQUEST	STATUS		
	Target Date Fulfilled	Actual Date Fulfilled	Reasons for delay (if any)

- ii. Thermohygrometers - No. of units for repair, replacement, or recalibration for balanced monitoring of temperature and relative humidity within the warehouse and storerooms.
- iii. Pallets - No. of damaged pallets for replacement and additional units if necessary.
- iv. Space between pallets and proper stacking - specify the space needed to free-up to promote GSP prior accepting additional commodities.
- v. Others that may be appropriate with GSP concerns.

e. Warehouse Processes and Forms

- i. FIFO/PEFO - specify the space needed to free-up the space and maintain FIFO and PEFO principles.
- ii. Others that may be appropriate with warehouse processes and forms concerns.

f. Warehouse Signage and Label - Specify additional signage and label needed to be posted in conspicuous areas for information and part of precautionary measures.

g. Warehouse Equipment

- i. Ladders / Trolleys / Jack lifts / Palletlift - Specify if additional units are necessary and request for replacement if units are already not working properly.
- ii. Others that may be appropriate with warehouse equipment concerns.

h. Warehouse Housekeeping

- i. Cleaning Materials - Gather all needed materials for housekeeping from utility staffs and ensure sufficient stocks in a monthly basis.
- ii. Rodent Traps - Request if necessary.
- iii. Pest Control Measures - Maintain regular visit of service provider(s) to ensure pest-free environment within the warehouse.
- iv. Others that may be appropriate with warehouse housekeeping concerns.

i. Waste Management

- i. Trash Bins - Ensure sufficient No. of trash receptacles (inside and outside the warehouse/store) to promote proper segregation of wastes.
- ii. Unserviceable items and hazardous wastes - Ensure to request proper disposal of unserviceable items and hazardous wastes (Batteries, broken lamps, etc.) according to appropriate guidelines.
- iii. Others that may be appropriate with waste management concerns.

j. Distribution and Transport - Refer to TOR/Contract with Third Party Logistics if necessary.

h. Safety and Security

- i. Doors/Windows Integrity - Specify the type and quantity of lock needed to be replaced. Request additional units if needed. Consider installation of security bars if necessary.
- ii. Protective Personal Equipment (PPE) - Specify needed protective gears and quantity for personnel and visitors such as: Apron, Warehouse hand

	Prepared By:	Validated by:	Received by:
Signature:			
Name:			
Designation:			
Date:			

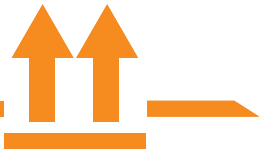
**Fill-up Corrective Requisition on Warehouse Operations with the following information:**

1. Control Number indicated for the Corrective Requisition on Warehouse Operations.
2. Tick the appropriate box in which scope of warehouse operations the request is being made based on the Quality Checklist.
3. Narrate comprehensive details of the issue(s) and request(s) on the selected scope:
  - a. Warehouse Exterior examples:
    - i. Wall/s Integrity - No. of holes and whereabouts of leaks for repair.
    - ii. Drainage Status - Specify the whereabouts of standing water and impaired drainage for troubleshooting.
    - iii. Lightings - No. of additional lights needed or units for replacement.
    - iv. Vehicle access space - Specify needed space for smooth receiving, dispatch and parking of vehicles.
    - v. Others that may be appropriate with warehouse exterior concerns.
  - b. Warehouse Interior examples:
    - i. Wall/ Roof/ Ceiling integrity - No. of holes and whereabouts of leaks for repair.
    - ii. Floor integrity - No. and whereabouts of cracks and uneven floor portion for repair.
    - iii. Ventilation - Specify sufficient number of fans and air-conditioners needed to facilitate proper ventilation inside the warehouse/storeroom(s).
    - iv. Fans and Air-conditioners - No. of Fans (Stand fan, wall fan, Exhaust fan) and Air-conditioning units needed to be repaired and/or replaced.
    - v. Lightings - No. of additional lights needed or units for replacement.
    - vi. Others that may be appropriate with warehouse interior concerns.
  - c. Warehouse Layout examples:
    - i. Segregation of Areas - Specify the space needed and other requirements for the following areas: Receiving, Quarantine, Storage, Staging, Releasing and Damaged areas to promote smooth workflow and orderliness inside the storeroom/warehouse.
    - ii. Others that may be appropriate with warehouse layout concerns.
  - d. Good Storage Practices (GSP) examples:
    - i. Sealing and labeling of items - No. of needed packing tape, paper and marker for labeling, Cling/Plastic wrap for each pallet.

- gloves, Protective Shoes, Hard Hat and Reflective Vests, Request additional if necessary. Ensure that PPEs are always worn by staff during warehouse operations.
- iii. Cabinet for PPE - If not yet available, request for PPE Cabinet and maintain accordingly.
- iv. First Aid Box - Maintain availability of First Aid Box with sufficient content at all times.
- v. Fire Extinguishers - No. of units for maintenance, and No. of additional units if necessary. Ensure one (1) Fire extinguisher is placed each rack in the warehouse.
- vi. Others that may be appropriate with safety and security concerns.

4. State your recommendations and requests.
5. Monitor the progress of your request until fulfilled.
6. Signature over printed name, date prepared and designation of requestor (Store Manager).
7. Signature over printed name, date validated and designation (Supply Officer).
8. Signature over printed name, date received and designation (Head of Office).

**\*NOTE: Take corresponding photos and related documents as attachment for each request (if applicable)**



**ANNEX #25** - Product Identification Label

**ANNEX #26** - Inbound and Outbound Summary Report

**POPCOM**  
Product Identification Label

PO Contract No.:	SI No.:	DR No. / Stock Transfer No.:
Complete Item Description:		
Date Received:		
End User Program:		
Quantity:		
Barcode No. (Put N/A if not applicable)		
Expiry Date (Put N/A if not applicable)		
Inspection Date:		

Note: Do not leave a blank space. Put N/A in the parenthesis that is not applicable.

POPCOM Procured PSI Summary of Shipment					
Region	Quantity (units)	Date of Shipment		Status	Remarks
		Date Received	Date Received		
1	4,500	July 9, 2020	July 14, 2020	DELIVERED	RECEIVED
	1,451	June 23, 2021	July 01, 2021	DELIVERED	RECEIVED
	1,620	Feb. 16, 2022	Feb. 16, 2022	DELIVERED	RECEIVED
2	1,800	March 24, 2022	March 24, 2022	DELIVERED	RECEIVED
	9,000	July 9, 2020	July 17, 2020	DELIVERED	RECEIVED
	1,770	May 22, 2021	August 5, 2021	DELIVERED	RECEIVED
3	770	Dec. 01, 2020	Dec. 4, 2020	DELIVERED	RECEIVED
	400	May 6, 2022	May 6, 2022	DELIVERED	RECEIVED
	1,000	July 9, 2020	July 9, 2020	PICKED UP	RECEIVED
4A	60	Nov. 19, 2020	Dec. 15, 2020	PICKED UP	RECEIVED
	100	Nov. 23, 2020	Nov. 23, 2020	PICKED UP	RECEIVED
	80	Nov. 26, 2020	Nov. 26, 2020	PICKED UP	RECEIVED
4B	2,000	July 9, 2020	July 9, 2020	PICKED UP	RECEIVED
	1,700	July 9, 2020	July 13, 2020	DELIVERED	RECEIVED
	1,700	Dec. 10, 2020	Dec. 20, 2020	DELIVERED	RECEIVED
6	2,000	July 9, 2020	July 13, 2020	DELIVERED	RECEIVED
	1,210	June 23, 2021	July 13, 2021	DELIVERED	RECEIVED
	10,000	July 9, 2020	July 15, 2020	DELIVERED	RECEIVED
7	5,324	June 23, 2021	July 13, 2021	DELIVERED	RECEIVED
	8,000	July 9, 2020	July 13, 2020	DELIVERED	RECEIVED
	1,800	July 9, 2020	July 13, 2020	DELIVERED	RECEIVED
9	420	July 9, 2020	July 16, 2020	DELIVERED	RECEIVED
	11,770	July 9, 2020	August 1, 2020	DELIVERED	RECEIVED
	1,890	July 9, 2020	July 14, 2020	DELIVERED	RECEIVED
11	400	Nov. 11, 2020	Jan. 15, 2021	DELIVERED	RECEIVED
	1,800	July 9, 2020	July 15, 2020	DELIVERED	RECEIVED
	490	Nov. 11, 2020	Jan. 15, 2021	DELIVERED	RECEIVED
13	4,500	July 9, 2020	July 13, 2020	DELIVERED	RECEIVED
	1,770	July 9, 2020	July 13, 2020	DELIVERED	RECEIVED
	1,770	July 9, 2020	July 13, 2020	DELIVERED	RECEIVED
CAR	310	July 9, 2020	July 14, 2020	DELIVERED	RECEIVED
	1,500	July 9, 2020	July 9, 2020	DELIVERED	RECEIVED
	700	July 23, 2021	July 23, 2021	DELIVERED	RECEIVED
NCR	1,200	Nov. 23, 2020	Nov. 23, 2020	DELIVERED	RECEIVED
	100	April 26, 2022	April 26, 2022	DELIVERED	RECEIVED
	3,800	July 21, 2020	July 21, 2020	PICKED UP	RECEIVED
LIRAKA	1,500	July 18, 2021	July 18, 2021	DELIVERED	RECEIVED
	1,500	July 9, 2020	July 9, 2020	PICKED UP	RECEIVED
	700	Sept. 8, 2021	Sept. 8, 2021	PICKED UP	RECEIVED
<b>SIOR Control Office</b>					
Total by Dispatching Office					
Stock of PSI					
Total Stock of PSI					

**ANNEX #27** - Reporting Template No. 1 - List of City Health Offices (CHOs) or Municipal Health Offices (MHOs) Contracted and IOR Submission Monitoring

**FP Logistics Hotline Reporting Template No. 1**  
**List of CHOs/ MHOs Contracted and IOR Submission Monitoring**  
\_\_\_\_ Quarter & Year  
Region \_\_\_\_

Region	Contacted (Outgoing and Incoming Call) / Visited		Name of CHO/MHOs Staff	Designation	Contact details		Reasons for non-contacted / Visited of CHOs/MHOs	Submitted IOR		Date Submitted	Reasons for non-submission of IOR	Remarks and other issues and concerns	
	Yes	No			Contact number	Email Address		Yes	No				
	a	b						c	d				e
<b>PROVINCE 1</b>													
DUMARAN RHU 1													
DUMARAN RHU 2													
DUMARAN RHU 3													
MHO/CHO 2													
Subtotal													
<b>PROVINCE 2</b>													
MHO/CHO 1													
MHO/CHO 2													
Subtotal													
<b>PROVINCE 3</b>													
MHO/CHO 1													
MHO/CHO 2													
Subtotal													
<b>PROVINCE 4</b>													
MHO/CHO 1													
MHO/CHO 2													
Subtotal													
<b>TOTAL</b>													
			Percentage (Total No. of Contacted or Visited/ Total No. of CHOs/MHOs):					Percentage (Total No. of Submitted IOR/ Total No. of Contacted or Visited):					

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 FP Logistics Coordinator Supervisor Regional Director



**ANNEX #28** - Reporting Template No. 2 - List of Assisted CHOs/MHOs on Issues and Concerns

FP Logistics Hotline Reporting Template No. 2  
Quarterly Consolidated FP Commodities Monitoring  
\_\_\_\_ Quarter & Year  
Region \_\_\_\_

Date of when Assistance was Requested	Province	CHOs/ MHOs/ RHUs	Origin of Concern (Please Indicate if Call/ Text/ FB Post/ Email)	Issues and Concerns	Action Taken by FP Logistics Coordinator	Date Action Was Taken	Concerned Office	Action Taken by the Concerned Office	Date Action Was Taken	Indicate "Yes" if the issues& concerns were addressed and "No" if not addressed	Date when the issue was addressed	If the issue on the stock out addressed (Indicate the quantity and type of commodities received by the concerned CHOs/MHOs)	Remarks
Province													
Province													
Province													
Province													
Province													

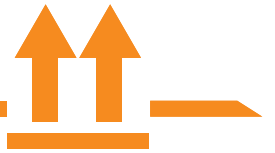
Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
FP Logistics Coordinator Supervisor Regional Director

**ANNEX #29** - Reporting Template No. 3 - Consolidated Regional Inventory and Order Report (IOR)

FP Logistics Hotline Reporting Template No. 3  
Quarterly Consolidated FP Commodities Monitoring  
\_\_\_\_ Quarter and Year  
Region \_\_\_\_

Province	Type of FP Commodity	M/CHO 1	M/CHO 2	M/CHO 3	M/CHO 4	M/CHO 5	M/CHO 6	M/CHO 7	M/CHO 8	M/CHO 9	M/CHO 10	M/CHO 11	M/CHO 12	M/CHO 13	M/CHO 14	TOTAL
Inventory Status / Stock Available	EOC (Order)															0
	POP (Order)															0
	DMPA (Vial)															0
	IMP (IP)															0
	IMPLANT (Bead)															0
Other Supply	EOC (Order)															0
	POP (Order)															0
	DMPA (Vial)															0
	IMP (IP)															0
	IMPLANT (Bead)															0
Adjustment (Inventory)	EOC (Order)															0
	POP (Order)															0
	DMPA (Vial)															0
	IMP (IP)															0
	IMPLANT (Bead)															0
Total Inventory	EOC (Order)															0
	POP (Order)															0
	DMPA (Vial)															0
	IMP (IP)															0
	IMPLANT (Bead)															0
Billing Inventory	EOC (Order)															0
	POP (Order)															0
	DMPA (Vial)															0
	IMP (IP)															0
	IMPLANT (Bead)															0
Monthly Average Stock	EOC (Order)															0
	POP (Order)															0
	DMPA (Vial)															0
	IMP (IP)															0
	IMPLANT (Bead)															0

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
FP Logistics Coordinator Supervisor Regional Director



**ANNEX #30** - Family Planning Inventory and Order Report

**FAMILY PLANNING INVENTORY AND ORDER FORM**

NAME OF FACILITY (MHO/CHO): \_\_\_\_\_ NAME OF PROVINCE: \_\_\_\_\_  
 DATES COVERED (3 MONTHS): \_\_\_\_\_ REGION: NCR  
 DATE ACCOMPLISHED: \_\_\_\_\_

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
COMMODITY	STOCK AVAILABLE/ BEGINNING BALANCE	DISTRICT OFFICE	CENTRAL OFFICE	OTHERS	ADDITION (+)	SUBTRACTION (-)	TOTAL AVAILABLE (B+C+D+E-F)	Month 1	Month 2	Month 3	TOTAL ISSUANCE (H+I+J)	STOCKS ON HAND/ ENDING BALANCE (G-K)	AVERAGE MONTHLY USAGE/ USE ANCE (L/M)	AVAILABLE MONTHS OF SUPPLY (N/O)	AUTHORIZED STOCK LEVEL (P-Q)	QUANTITY REQUIRED (R-M)	REMARKS
Pills (COC) (cycle)																	
Pills (POP)																	
Contraceptive																	
DMFA																	
Implant																	
Male Condoms																	

PREPARED BY: \_\_\_\_\_ NOTED BY: \_\_\_\_\_  
 Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ANNEX #31** - POPCOM Procured FP Commodities Utilization Report (IOR Form)

**POPCOM Procured FP Commodities Utilization Report**  
**FAMILY PLANNING INVENTORY AND ORDER FORM (IOR)**

NAME OF FACILITY (MHO/CHO/CSO)/Organization/CSO: \_\_\_\_\_ NAME OF PROVINCE: \_\_\_\_\_  
 DATES COVERED : \_\_\_\_\_ REGION: \_\_\_\_\_  
 DATE ACCOMPLISHED: \_\_\_\_\_

A	B	C	D	E	F	G	H
COMMODITY	STOCK AVAILABLE/ BEGINNING BALANCE	TOTAL QUANTITY ISSUED			TOTAL ISSUANCE (C+D+E)	STOCKS ON HAND/ ENDING BALANCE (B-F)	REMARKS
		Month 1	Month 2	Month 3			

PREPARED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_ Contact No.: \_\_\_\_\_



**ANNEX #32** - Quarterly POPCOM Procured FP Commodities Distribution and Utilization Report

**Quarterly POPCOM Procured FP Commodities Distribution and Utilization Report**  
 Dates Covered: \_\_\_\_\_

*Ex. Prosestin Sub-dermal Implant(PSI)*

POPCOM Regional Office/ Warehouse Distribution Report							
POPCOM Region _____ Office/ Warehouse	Received Allocation	Total Quantity Distributed			Total Distribution (C+D+E)	Stocks on Hand (B-F)	Remarks
		Month 1	Month 2	Month 3			
					0	0	

Health Facilities' Utilization Report							
Health Facilities v/c POPCOM Regional Office/CSOs, PHUs, M/CHOs and CSOs	Stock Beginning Balance (Discontinued FP Commodities)	Total Quantity Utilized			Total Utilization (C+D+E)	Stocks on Hand (B-F)	Remarks
		Month 1	Month 2	Month 3			
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
<b>Total</b>		0	0	0	0	0	

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 FP Logistics Coordinator                              Supervisor                              Regional Director

**ANNEX #33** - Regional Data for POPCOM Procured Family Planning Commodities

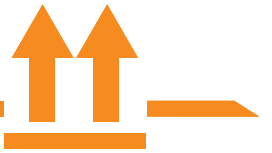
**Regional POPCOM Procured FP Commodities Database**  
 Dates Covered: \_\_\_\_\_  
 Region: \_\_\_\_\_


Allocation/s Received as of: \_\_\_\_\_

Allocated to Civil Society Organization (CSO)					Allocated to POPCOM Activities					Allocated to Service Delivery Points										Total Utilization	Stock on Hand in the Regional Office/ Warehouse	Remarks																							
Name of CSO	Quantity Received	Utilization	Stock on Hand	Remarks	Name of Activity	Quantity Received	Utilization	Stock on Hand	Remarks	Name of Provincial Health Office (PHO) & Municipal Health Office (MHO)/ City Health Office (CHO)	Quantity Received	Utilization	Stock on Hand	Remarks	Name of HRHs/CHOs/CPUs/PPCs (Delivered Directly by POPCOM Regional Office/Warehouse or Pick-up directly in POPCOM Regional Office/Warehouse)	Quantity Received	Utilization	Stock on Hand	Remarks				Name of Hospital/Clinic	Quantity Received	Utilization	Stock on Hand	Remarks																		
<b>Total</b>																																													

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 FP Logistics Coordinator                              Supervisor                              Regional Director


**ANNEX #34** - Distribution List of FP Commodities (POPCOM Procured)

 <b>POPCOM</b> <small>Empowering Filipino Families</small>		<b>DISTRIBUTION LIST</b>		<b>ANNEX B</b>	
		Form No.	DL-MU-17-FM001		
		Version No.	01		
		Effective Date	April 1, 2019		
		Page	1 of 1		
<b>PROSPECT BENEFICIARIES OF PROGESTIN SUB-DERMAL IMPLANT (PSI)</b>					
For the Month of _____ & Year _____					
Region _____					
Name of Organization/CSO: <b>Provincial Health Office, Negros Occidental</b>					
Title of Activity	Target Beneficiaries	Date of Activity	Location	Remarks	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Prepared by: \_\_\_\_\_ Certified Correct: \_\_\_\_\_ Approved: \_\_\_\_\_

\_\_\_\_\_

FP Coordinator Provincial Health Officer Regional Director

File Name: distribution list of fp commodities (popcom procured).docx\_RPPF TOT in Subic





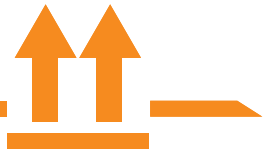
**ANNEX #35** - All Family Planning (FP) Commodities Stock Status Report consolidated excel template

\_\_\_\_\_ 2022 FP Commodities STOCKOUTS/OVER STOCK based on the Submitted Consumption Report per Region as of \_\_\_\_\_, 2022

REGION	PROVINCE	MUNICIPALITY / RHU	SUBMITTED IORs	STOCK OUT	OVERSTOCK
ILOCOS REGION	ILOCOS NORTE	ADAMS			
ILOCOS REGION	ILOCOS NORTE	BACARRA			
ILOCOS REGION	ILOCOS NORTE	BADOC			
ILOCOS REGION	ILOCOS NORTE	BANGUI			
ILOCOS REGION	ILOCOS NORTE	BAMBA (ESPIRITU)			
ILOCOS REGION	ILOCOS NORTE	BURGOS			
ILOCOS REGION	ILOCOS NORTE	CAPASI			
ILOCOS REGION	ILOCOS NORTE	CITY OF BATAC			
ILOCOS REGION	ILOCOS NORTE	CLIPPAO			
ILOCOS REGION	ILOCOS NORTE	DINGRAS			
ILOCOS REGION	ILOCOS NORTE	DUMALNEG			
ILOCOS REGION	ILOCOS NORTE	LADAG CITY (Capital)			
ILOCOS REGION	ILOCOS NORTE	MARCOS			
ILOCOS REGION	ILOCOS NORTE	NUEVA ERA			
ILOCOS REGION	ILOCOS NORTE	PAGUDPLUD			
ILOCOS REGION	ILOCOS NORTE	PACAY			
ILOCOS REGION	ILOCOS NORTE	PASUGUN			
ILOCOS REGION	ILOCOS NORTE	PODIG			
ILOCOS REGION	ILOCOS NORTE	FRUJ			
ILOCOS REGION	ILOCOS NORTE	SAN NICOLAS			
ILOCOS REGION	ILOCOS NORTE	SARRAT			
ILOCOS REGION	ILOCOS NORTE	SOLSONA			
ILOCOS REGION	ILOCOS NORTE	VINTAR			

\_\_\_\_\_ 2022 FP Commodities Zero Stock (Stock Out / Overstock) based on the submitted Consumption Report of Main MHOs/CHOs per Region as of \_\_\_\_\_ 2022

Regions	No. of Main MHOs/CHOs	No. of Main MHOs/CHOs Submitted Reports	No. of Main MHOs/CHOs with Stockout of specific FP Commodities	[% percentage of Main MHOs/CHOs with Zero Stock / Stock Outs	No. of Main MHOs/CHOs with Zero Stock / Stock Out of specific FP Commodities					REMARKS	% of IOR SUBMITTED	No. of IOR Not Submitted
					COC	POP	DMPA	IUD	IMPLANT			
Luzon	179	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 1	125	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 2	93	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 3	130	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 4A	142	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 4B	73	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 5	114	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
CAR	77	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
NCR	17	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Visayas	309	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 6	133	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 7	132	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 8	143	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Mindanao	131	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 9	72	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 10	93	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 11	49	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 12	50	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Region 13	73	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
BARMM	118	0	0	#DIV/0!	0	0	0	0	0	0	0%	0
Overall Total	4,434	0	0	#DIV/0!	0	0	0	0	0	0	0%	0



**ANNEX #36** - All FP Commodities Utilization and Stock Available Report consolidated excel template

\_\_\_ Quarter 202, Total Utilization and Stock Available Report of All Regions

**17 Regions (1,634 Mais MHOs/CHOs; \_\_\_ Reports Submitted)**

Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 1				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 2				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 3				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 4A				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 4B				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 5				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 6				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 7				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 8				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 9				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 10				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 11				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 12				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

REGION - 13				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

BARMM				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

LAR				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0

NCR				
Commodity	Total Beginning Balance	Adjustment (Subtraction)	Total Commodity Issuance	Total Ending Balance
CDC	0	0	0	0
POP	0	0	0	0
DMPA	0	0	0	0
IUD	0	0	0	0
IMPLANT	0	0	0	0
CONDOM	0	0	0	0



**ANNEX #37** - Consolidated Excel Template of POPCOM procured FP Commodities Distribution and Utilization Report

**Consolidated POPCOM Procured FP Commodities Distribution Report**

Dates Covered: \_\_\_\_\_

POPCOM Regional Offices/ Warehouses	Received Allocation	Total Quantity Distributed			Total Distribution	Stocks on Hand	Percentage of Quantity Distributed	Remarks
		Month 1	Month 2	Month 3				
Region 1								
Region 2								
Region 3								
Region 4A								
Region 4B								
Region 5								
Region 6								
Region 7								
Region 8								
Region 9								
Region 10								
Region 11								
Region 12								
Region 13								
BARMM								
CAR								
NCR								
<b>TOTAL</b>								

Prepared by:

Reviewed by:

Approved by:

**Consolidated POPCOM Procured FP Commodities Utilization Report**

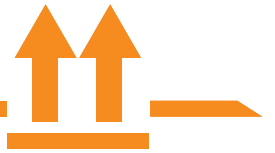
Dates Covered: \_\_\_\_\_

Regions	Delivered Quantity to Facilities	Total Quantity Utilized			Total Utilization	Stocks on Hand	Percentage of Quantity Utilized	Remarks
		Month 1	Month 2	Month 3				
Region 1								
Region 2								
Region 3								
Region 4A								
Region 4B								
Region 5								
Region 6								
Region 7								
Region 8								
Region 9								
Region 10								
Region 11								
Region 12								
Region 13								
BARMM								
CAR								
NCR								
<b>TOTAL</b>								

Prepared by:

Reviewed by:

Approved by:



**ANNEX #38** - Consolidated excel template of POPCOM procured FP Commodities Database

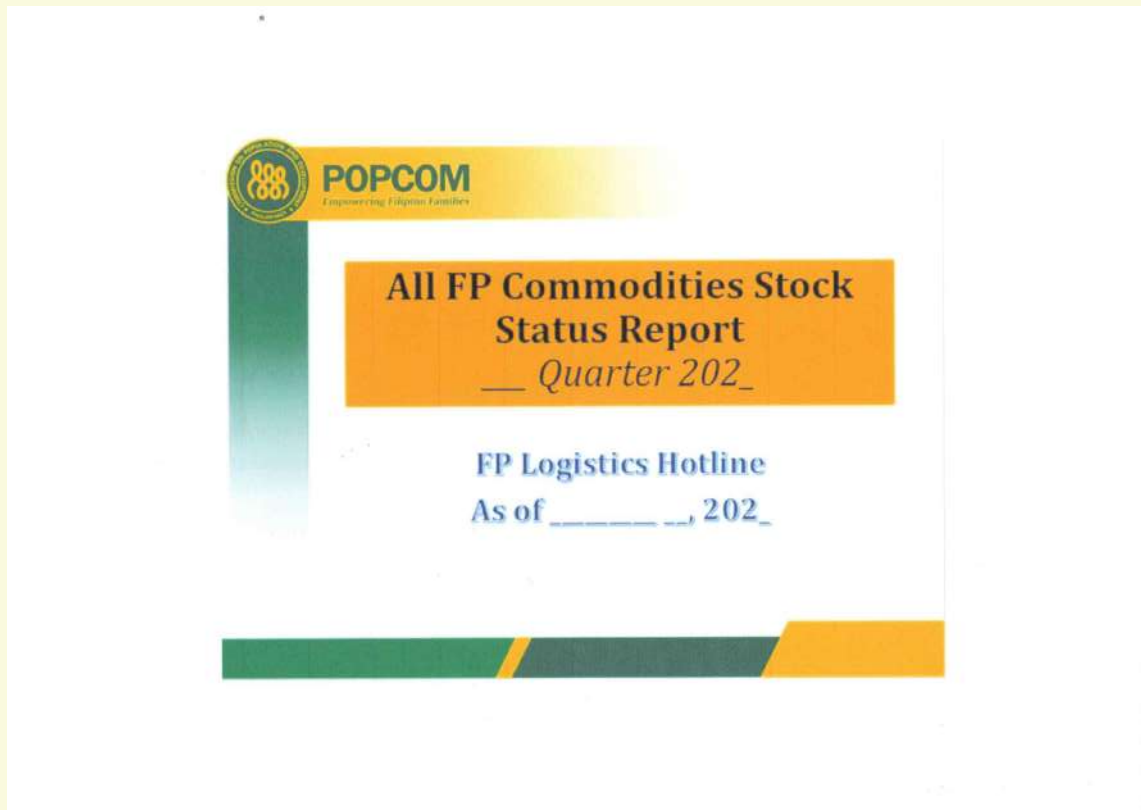
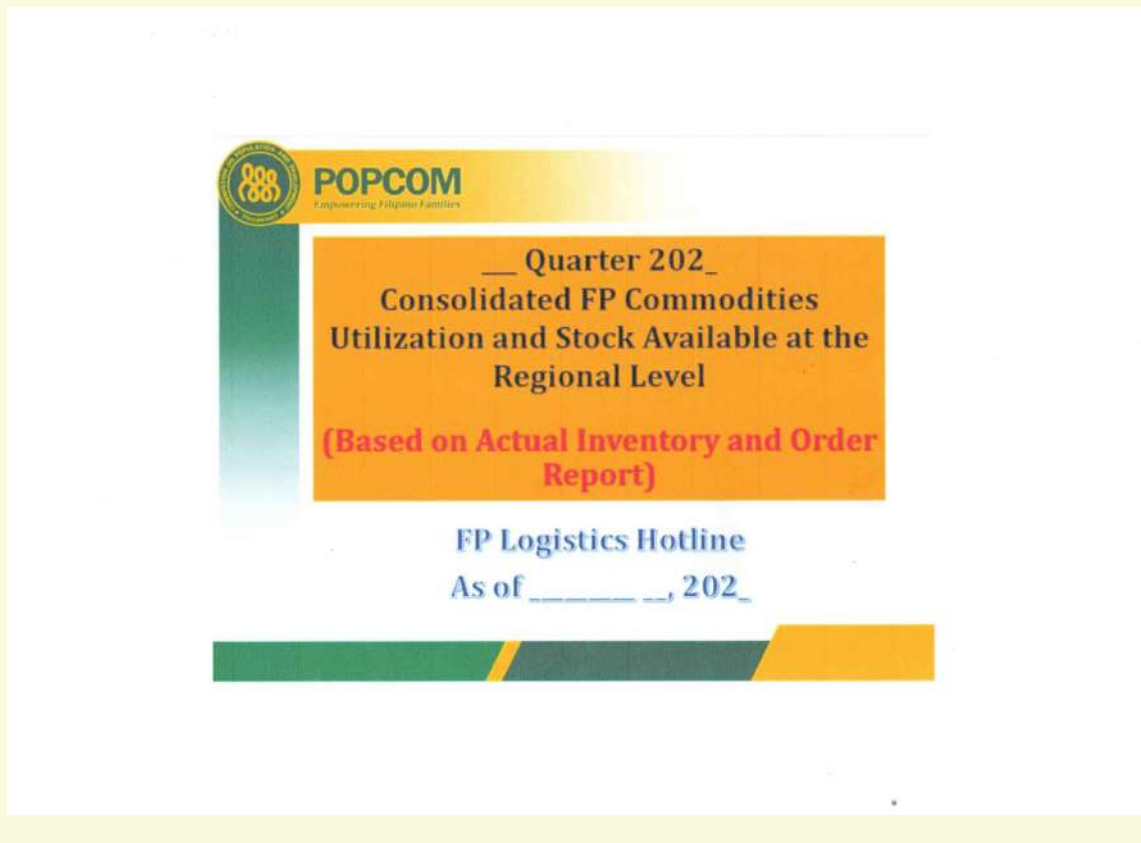
**Consolidated POPCOM Procured FP Commodities Database**  
Dates Covered: \_\_\_\_\_

Allocated to CSO					Allocated to POPCOM Activities and POPCOM Family Wellness Clinic					Allocated to DOH Regional Office - Counterpart			
REGIONS	Quantity Received	Utilization	Stock on Hand	Remarks	REGIONS	Quantity Received	Utilization	Stock on Hand	Remarks	Quantity Issued	Utilization	Stock on Hand	Remarks
REGION 1					REGION 1								
REGION 2					REGION 2								
REGION 3					REGION 3								
REGION 4A					REGION 4A								
REGION 4B					REGION 4B								
REGION 5					REGION 5								
REGION 6					REGION 6								
REGION 7					REGION 7								
REGION 8					REGION 8								
REGION 9					REGION 9								
REGION 10					REGION 10								
REGION 11					REGION 11								
REGION 12					REGION 12								
REGION 13					REGION 13								
BARMM					BARMM								
CAR					CAR								
NCR					NCR								
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	

**Consolidated POPCOM Procured FP Commodities Database**  
Dates Covered: \_\_\_\_\_

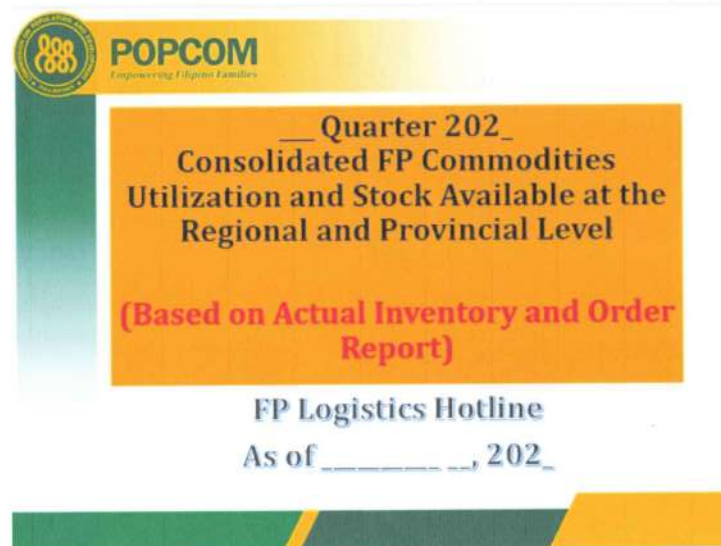
Allocated to Service Delivery Points												
PHOs/MHOs/CHOs (POPCOM Region Offices/Warehouses delivered to PHOs)					RHUs/MHOs/CHOs/ CPOs/ PPOs (POPCOM Regional Offices/Hubs Delivered Directly to Health Facilities or Health Facilities Pick-up PSI in POPCOM Regional Offices/Hubs)				Hospital/Clinics			
POPCOM Regional Offices/Warehouses	Quantity Received	Utilization	Stock on Hand	Remarks	Quantity Received	Utilization	Stock on Hand	Remarks	Quantity Received	Utilization	Stock on Hand	Remarks
REGION 1												
REGION 2												
REGION 3												
REGION 4A												
REGION 4B												
REGION 5												
REGION 6												
REGION 7												
REGION 8												
REGION 9												
REGION 10												
REGION 11												
REGION 12												
REGION 13												
BARMM												
CAR												
NCR												
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

**ANNEX #39** - PowerPoint presentation of All FP Commodities Stock Status Report**ANNEX #40** - PowerPoint presentation of All FP Commodities Utilization and Stock Available Report at the Regional



**ANNEX #41** - PowerPoint presentation of All FP Commodities Utilization and Stock Available Report at the Regional and Provincial Level



**ANNEX #42** - PowerPoint presentation of Progestin-Subdermal Implant (PSI) Report





**ANNEX #43** - Monitoring Report/Activity Report (ISO form)

<b>ACTIVITY REPORT</b> (For Activities Conducted by POPCOM)		
Form No. ARA-PMED-FM008	Version No. 02	Effectivity Date: April 1, 2019
Title of Activity:		
Implementing Partner/s		
Venue:	Date & Time:	
Type of Participants:	No. of Fac:	
<b>A. HIGHLIGHTS OF ACTIVITY/DISCUSSION</b>		
<b>B. MAJOR AGREEMENTS (With specific Timeline)</b>		
<b>Agreements</b>	<b>Responsible</b>	<b>Timeline</b>
<b>C. OBSERVATIONS &amp; RECOMMENDATIONS</b>		
<b>Observations</b>	<b>Recommendations</b>	
<i>Please see attached Building Inspection Report</i>		
Prepared by:		Reviewed by:
Approved by:		

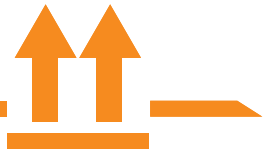
**ANNEX #44** - Approved Allocation List

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

**2nd Quarter**  
**Regional Allocation of Family Planning Commodities and Supply for Delivery**

Regions	Combined Oral Contraceptives (COC) Pills	Progestin Only Pills (POP)	Male Condom	Injectables	Intrauterine Device (IUD)	Progestin Subdermal Implants (PSI)	PSI Ancillary Kits	Cycle Beads	Family Planning Form I	Sympto-Thermal Charts	Basal Body Temperature Chart	Cervical Mucous Method Charts	Thermo meter
NCR	-	-	-	-	-	1,152	1,152	-	-	-	-	-	-
CAR	25,000	28,800	100,800	-	-	2,304	2,304	500	100,000	-	-	-	200
Region 1	69,000	33,600	54,000	-	-	288	288	500	-	-	-	-	-
Region 2	73,000	84,000	43,200	-	7,000	-	-	-	-	-	-	-	-
Region 3	58,000	-	-	-	-	2,808	2,808	-	-	-	-	-	300
Region 4A	-	14,400	-	-	500	1,512	1,512	500	60,000	-	-	-	-
Region 4B	19,000	-	75,600	-	3,500	1,224	1,224	-	5,000	-	-	-	-
Region 5	-	105,600	320,400	-	1,500	6,336	6,336	1,000	100,000	500	500	500	500
Region 6	-	-	32,400	-	-	-	-	-	-	-	-	-	-
Region 7	-	9,600	100,800	-	-	5,688	5,688	1,000	100,000	500	500	500	-
Region 8	45,000	55,200	14,400	-	-	6,120	6,120	-	-	-	-	-	-
Region 9	78,000	50,400	100,800	-	-	-	-	-	50,000	-	-	-	100
Region 10	28,000	45,600	115,200	-	10,000	3,096	3,096	-	50,000	-	-	-	-
Region 11	78,000	-	144,000	-	-	7,816	7,816	-	50,000	1,000	1,000	1,000	-
Region 12	-	12,000	205,200	-	10,000	11,448	11,448	-	300,000	200	200	200	50
Region 13	15,000	24,000	226,800	-	1,000	1,152	1,152	-	50,000	100	100	100	-
BARMM	9,000	9,600	82,800	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>497,000</b>	<b>472,800</b>	<b>1,616,400</b>	-	<b>33,500</b>	<b>50,944</b>	<b>50,944</b>	<b>3,500</b>	<b>865,000</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>1,400</b>

Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila • Trunk Line 651-7800 local 1113, 1118, 1135  
Direct Line: 711-9502; 711-9503 Fax: 743-4829 • URL: <http://www.doh.gov.ph>, e-mail: [fdupaqui@doh.gov.ph](mailto:fdupaqui@doh.gov.ph)



**ANNEX #45** - Officially Approved Request from the Regional Offices

Control No. OMD-21-21-925  
Form No. MEM-010-13010  
Version No. 02  
Effectivity Date: April 1, 2022  
Page: 1 of 1

**POPCOM MEMORANDUM**

MEMO NO. 2021-251

To: ERMA R. YAPIT  
Regional Director- POPCOM Regional Office I

From: *[Signature]*  
USFC. JUAN ANTONIO A. FERNANDEZ III, MD, MPH  
Executive Director V

Date: March 9, 2021

Subject: RESPONSE TO REQUEST FOR RE-SUPPLY OF PSI COMMODITIES

This refers to your letter dated March 5, 2021 requesting for re-supply of PSI to ensure availability of commodities in the health facilities.

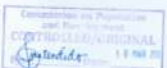

Based on the report submitted by your FP Logistics Coordinator, you still have 827 rods on hand of PSI as of March 5, 2021.

In view of this, may we request that you utilize first the remaining stocks on hand for any FP mission/program that you will conduct.

Furthermore, DOH Central Office has allocated to CHO 1 a total of 3,372 rods for their health facilities for the 4<sup>th</sup> qtr of 2020 and 1<sup>st</sup> quarter of 2021. The 1<sup>st</sup> quarter allocation was already picked up by our SCM Team from DOH Warehouse last March 8, 2021 and ready for delivery to Region 1.


Rest assured that we will re-supply your PSI stock once you have utilized your stocks on hand.

For your information and reference.

This document is UNCONTROLLED unless stamped with 'CONTROLLED'

**ANNEX #46** - Delivery Notification Form (DNF)

		<b>DELIVERY NOTIFICATION FORM</b>				Form No.	
						GAM Appendix	
						Effectivity Date	
DNF Control Number					Date:		
<b>DETAILS OF SHIPMENT</b>							
Item Description	Expiry Date	Dimension per box	UOM	Allocation	No. of Boxes	Quantity per Box	Cost (Php)
<b>TOTAL</b>				0	0		0.00
<b>Other Details:</b>							
Estimated Date of Delivery:				Please check box below:			
	Delivery Location:			<input type="checkbox"/>	DOH Warehouse	Address:	
				<input type="checkbox"/>	POPCOM Office/Warehouse	Address:	
				Quantity of Delivery: <input type="checkbox"/> Full <input type="checkbox"/> Partial			
				<input type="checkbox"/> Others: _____			
From Accountable Officer/Agency/Fund Cluster: POPCOM CENTRAL WAREHOUSE				To Accountable Officer/Agency/Fund Cluster:			
Released/ Issued by:		Reviewed by:			Conformer:		
Signature:		Signature:			Signature:		
Printed Name:		Printed Name:			Printed Name:		
Designation:		Designation:			Designation:		
Date:		Date:			Date:		
<p><b>NOTE:</b></p> <p>1. Please email back this notification to : <a href="mailto:fplogisticsfiles@gmail.com">fplogisticsfiles@gmail.com</a> on or before: _____</p> <p>2. If delivery is at POPCOM Office/Warehouse, presence of DOH personnel is recommended.</p>							





**ANNEX #47** - Quarterly FP Logistics Report PowerPoint

The image displays four PowerPoint slide thumbnails arranged in a 2x2 grid. Each slide features the POPCOM logo (Empowering Filipino Families) in the top left corner. The top-left slide is titled "All FP Commodities Stock Status Report" for a specific quarter of 202\_, with a sub-heading "FP Logistics Hotline As of \_\_\_\_\_, \_\_\_\_". The top-right slide is titled "\_\_\_ Quarter 202\_ Consolidated FP Commodities Utilization and Stock Available at the Regional Level" and is based on actual inventory and order reports; it includes the "FP Logistics Hotline As of \_\_\_\_\_, 202\_". The bottom-left slide is titled "\_\_\_ Quarter 202\_ Consolidated FP Commodities Utilization and Stock Available at the Regional and Provincial Level" and is also based on actual inventory and order reports; it includes the "FP Logistics Hotline As of \_\_\_\_\_, 202\_". The bottom-right slide is titled "“\_\_\_ Quarter 202\_ Progestin Subdermal Implant (PSI) Report”" and includes the "FP Logistics Hotline As of \_\_\_\_\_, 202\_".