

**University of the Philippines - Philippine General Hospital
Freedom of Information (FOI) Inventory CY2018**

AGENCY	AGENCY NAME	TITLE	DESCRIPTION	FILE FORMAT	ONLINE PUBLICATION	LOCATION OR URL	DISCLOSURE	ORIGINAL DATA OWNER	DATA MAINTAINER	DATE RELEASED	FREQUENCY OF UPDATE
PGH	Philippine General Hospital	PGH Profile and Background Information	PGH History, Mandate, Functions, Vision, Mission, Quality Policy and List of Officials	PDF	Yes	http://www.pgh.gov.ph/en/hosprtransparency/	Public	PGH	Office of the Director	2017-01-01	Annually
PGH	Philippine General Hospital	Financial Reports	Annual Financial Reports such as Financial Accountability Reports, Physical Report of Operations and Physical Plan, Report on Aging Cash Advances and Income Statements	PDF	Yes	http://www.pgh.gov.ph/en/hosprtransparency/	Public	PGH	Office of the Deputy Director for Fiscal Services	2017-01-01	Quarterly
PGH	Philippine General Hospital	Key Programs and Projects, Beneficiaries, and Status of Implementation	Annual List of Projects and Programs, Beneficiaries, Status of Implementation, DBM Approved Budget and Targets	PDF	Yes	http://www.pgh.gov.ph/en/hosprtransparency/	Public	PGH	Office of the Director	2017-01-01	Annually
PGH	Philippine General Hospital	Procurement Records	Certificate of Compliance to PhilGEPS Posting, Annual Procurement Plans, Agency Procurement Compliance and Performance Indicator Self Assessment, Consolidated Procurement Monitoring Report, and Procurement Capacity Development Action Plan	PDF	Yes	http://www.pgh.gov.ph/en/hosprtransparency/	Public	PGH	Purchasing Office	2017-01-01	Annually
PGH	Philippine General Hospital	System of Ranking Delivery Units	PGH Performance Based Bonus (PBB) Guidelines for Ranking Delivery Units	PDF	Yes	http://www.pgh.gov.ph/en/hosprtransparency/	Public	PGH	Office of the Deputy Director for Administration	2017-01-01	Annually
PGH	Philippine General Hospital	Compliance to Anti-Red Tape Act (ARTA) Requirements	Certificate of ARTA Compliance, Citizens Charter Service Guides, and Improvements on ARTA Implementation	PDF	Yes	http://www.pgh.gov.ph/en/hosprtransparency/	Public	PGH	Office of the Director	2017-01-01	Annually
PGH	Philippine General Hospital	Compliance to SALN Requirements	Certificate of Compliance on SALN Submission and Filing	PDF	Yes	http://www.pgh.gov.ph/en/hosprtransparency/	Public	PGH	Human Resource Development Division	2017-01-01	Annually
PGH	Philippine General Hospital	Reports on PGH performance	PGH Accomplishment Reports including Hospital Census Reports, Facts and Figures, Departmental Annual Reports	Hard Copy	No	Not applicable	Limited	PGH	Office of the Director	1995-01-01	Annually
PGH	Philippine General Hospital	Training Program Documents and Records	Training Manuals, Training Plans, Appraisals, Competency Assessments and Other Program Requirements (Clinical Departments, Paramedical Units and Special Units)	Hard Copy	No	Not applicable	Limited	PGH	Office of the Deputy Director for Health Operations	2007-01-01	Annually
PGH	Philippine General Hospital	Training Program Documents and Records	Training Manuals, Training Plans, Appraisals, Competency Assessments and Other Program Requirements (Nursing Services)	Hard Copy	No	Not applicable	Limited	PGH	Office of the Deputy Director for Nursing	2007-01-01	Annually
PGH	Philippine General Hospital	Training Program Documents and Records	Training Manuals, Training Plans, Appraisals, Competency Assessments and Other Program Requirements (Administrative and Fiscal Services)	Hard Copy	No	Not applicable	Limited	PGH	Office of the Deputy Director for Administration	2007-01-01	Annually
PGH	Philippine General Hospital	Personnel Records	Personal Information, Leave Records, Service Records and Other Credentials of Employees	Hard Copy	No	Not applicable	Limited	PGH	Human Resource Development Division	1950-01-01	Daily
PGH	Philippine General Hospital	Measurement, Analysis and Improvement (MAI) Records on the PGH-QMS Implementation	MAI Records for Quality Objectives and Quality Plans of PGH-QMS Processes (Executive Offices)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Director	2007-01-01	Quarterly
PGH	Philippine General Hospital	Measurement, Analysis and Improvement (MAI) Records on the PGH-QMS Implementation	MAI Records for Quality Objectives and Quality Plans of PGH-QMS Processes (Health Operations)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Health Operations	2007-01-01	Quarterly
PGH	Philippine General Hospital	Measurement, Analysis and Improvement (MAI) Records on the PGH-QMS Implementation	MAI Records for Quality Objectives and Quality Plans of PGH-QMS Processes (Administrative Services)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Administration	2007-01-01	Quarterly
PGH	Philippine General Hospital	Measurement, Analysis and Improvement (MAI) Records on the PGH-QMS Implementation	MAI Records for Quality Objectives and Quality Plans of PGH-QMS Processes (Fiscal Services)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Fiscal Services	2007-01-01	Quarterly
PGH	Philippine General Hospital	Measurement, Analysis and Improvement (MAI) Records on the PGH-QMS Implementation	MAI Records for Quality Objectives and Quality Plans of PGH-QMS Processes (Nursing Services)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Nursing	2007-01-01	Quarterly
PGH	Philippine General Hospital	PGH-QMS Internal Quality Audit (IQA) Records	Records on the Conduct of IQA	Hard Copy	No	Not applicable	Internal	PGH	Office of the Director	2007-01-01	Biannually

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PGH	Philippine General Hospital	PGH-QMS Management Review Records	Records on the Conduct of Management Review (e.g. Minutes of Meeting)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Director	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Quality Manual	PGH-QMS Background Information, Scope, Quality Policy, Policy Statements, Processes, Organizational Chart and Quality Responsibilities	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Quality Objectives	Objectives for efficient and effective implementation of the PGH-QMS with details on strategies, measureable parameters, resources needed, responsible person/s and time frame	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Management Action Planning Records	Records on the Conduct of Strategic Planning and Budget Planning	Hard Copy	No	Not applicable	Internal	PGH	Office of the Director	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Procedures Manual	A consolidation of documented hospital processes (management, service realization, resource management and MAI procedures) registered in the PGH-QMS	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2007-01-01	Biannually
PGH	Philippine General Hospital	PGH Job Descriptions Manual	A consolidation of job descriptions (job summary, statement of duties, basic relationship, qualifications and competence definition) of different position titles registered in the PGH-QMS	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2007-01-01	Biannually
PGH	Philippine General Hospital	PGH Guidelines Manual	A consolidation of hospital guidelines (executive offices, health operations, administrative services, fiscal services and nursing services) registered in the PGH-QMS	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2007-01-01	Biannually
PGH	Philippine General Hospital	PGH Work Instructions Manual	A consolidation of hospital work instructions (executive offices, health operations, administrative services, fiscal services and nursing services) registered in the PGH-QMS	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2007-01-01	Biannually
PGH	Philippine General Hospital	PGH Forms Manual	A consolidation of hospital forms registered in the PGH-QMS	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2007-01-01	Biannually
PGH	Philippine General Hospital	PGH Infection Control Manual	Policies, procedures, recommendations and guidelines which serve as the standard of care on infection control in PGH for all health care workers to know and follow	Hard Copy	No	Not applicable	Internal	PGH	Hospital Infection Control Unit	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Occupational Health and Safety Manual	A manual that describes how PGH organizes, controls, monitors, audits and reviews its health and safety performance	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Health Operations	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Emergency and Crisis Management Plan	A plan designed to form a strong basis for coping with any type of disaster that uses an emergency management system that uses a logical management structure, defined responsibilities, clear reporting channels, and a common nomenclature that would help unify the hospital with other emergency responders	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Administration	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Waste Management Procedures and Guidelines Manual	Procedures and guidelines to ensure that all handling, collection, storage, transport, treatment and disposal of wastes in PGH conform with the waste management standards set by DOH, DENR and other requirements of accreditation and certification agencies	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Administration	2007-01-01	Annually
PGH	Philippine General Hospital	PGH Memoranda	A consolidation of PGH memoranda and other issuances	Hard Copy	No	Not applicable	Limited	PGH	Office and Custodial Services	1992-01-01	Daily
PGH	Philippine General Hospital	Profiles of PGH Committees	A consolidation of committee profiles including composition, functions and relevant issuances	Hard Copy	No	Not applicable	Limited	PGH	Office of the Director	2001-01-01	Annually
PGH	Philippine General Hospital	PGH Rates Manual	A consolidation of hospital rates and fees; schedule of health benefits and discounts	Hard Copy	No	Not applicable	Limited	PGH	Office of the Deputy Director for Fiscal Services	2001-01-01	Quarterly
PGH	Philippine General Hospital	Licenses and Certificates	A consolidation of permits, licenses and certificates to comply with legal and regulatory requirements (Executive Offices)	Hard Copy	No	Not applicable	Public	PGH	PGH Director	2007-01-01	Biannually

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PGH	Philippine General Hospital	Licenses and Certificates	A consolidation of permits, licenses and certificates to comply with legal and regulatory requirements (Administrative Services)	Hard Copy	No	Not applicable	Public	PGH	Office of the Deputy Director for Administration	2007-01-01	Biannually
PGH	Philippine General Hospital	Licenses and Certificates	A consolidation of permits, licenses and certificates to comply with legal and regulatory requirements (Fiscal Services)	Hard Copy	No	Not applicable	Public	PGH	Office of the Deputy Director for Fiscal Services	2007-01-01	Biannually
PGH	Philippine General Hospital	Licenses and Certificates	A consolidation of permits, licenses and certificates to comply with legal and regulatory requirements (Nursing Services)	Hard Copy	No	Not applicable	Public	PGH	Office of the Deputy Director for Nursing	2007-01-01	Biannually
PGH	Philippine General Hospital	Departmental Internal/ External Reference Documents and Other Documented Information	A consolidation of departmental internal and external reference documents and records relevant to service, training and research (Executive Offices)	Hard Copy	No	Not applicable	Internal	PGH	PGH Director	2007-01-01	Biannually
PGH	Philippine General Hospital	Departmental Internal/ External Reference Documents and Other Documented Information	A consolidation of departmental internal and external reference documents and records relevant to service, training and research (Health Operations)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Health Operations	2007-01-01	Biannually
PGH	Philippine General Hospital	Departmental Internal/ External Reference Documents and Other Documented Information	A consolidation of departmental internal and external reference documents and records relevant to service, training and research (Administrative Services)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Administration	2007-01-01	Biannually
PGH	Philippine General Hospital	Departmental Internal/ External Reference Documents and Other Documented Information	A consolidation of departmental internal and external reference documents and records relevant to service, training and research (Fiscal Services)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Fiscal Services	2007-01-01	Biannually
PGH	Philippine General Hospital	Departmental Internal/ External Reference Documents and Other Documented Information	A consolidation of departmental internal and external reference documents and records relevant to service, training and research (Nursing Services)	Hard Copy	No	Not applicable	Internal	PGH	Office of the Deputy Director for Nursing	2007-01-01	Biannually
PGH	Philippine General Hospital	Context of the Organization	A description of the mandate, functions, internal issues and external issues of all PGH departments and units	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2018-01-01	Biannually
PGH	Philippine General Hospital	Risk and Opportunity Assessments	Risk analysis, objective setting and action planning to meet the expectations of different interested parties of the hospital	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2018-01-01	Biannually
PGH	Philippine General Hospital	Change Management Plans	Planning for major changes that could affect the QMS	Hard Copy	No	Not applicable	Internal	PGH	Institutional Research, Planning and Development Staff	2018-01-01	Biannually
PGH	Philippine General Hospital	Quality Improvement and Patient Safety Documented Information	A consolidation of documents and records maintained by the Committee on Quality Improvement and Patient Safety for the improvement of health outcomes, service delivery and knowledge of hospital personnel and trainees thru education and research	Hard Copy	No	Not applicable	Internal	PGH	Office of the Director	2018-06-29	Monthly

