

2019 MRH Information Inventory

Agency_Abrv	Agency_Name	Title	Description	File_Format	Online_Publication	Location_or_URL	Disclosure	Original_Data_Owner	Data_Maintainer	Date_Released	Frequency_of_Update
MRH	Margosatubig Regional Hospital	Quality Manual	Contains details of the quality management system of MRH, its standard operating procedures, work instructions & guidelines	Hardcopy	No	N/A	Internal	Quality Management Office	Quality Management Office	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Office of the Medical Center Chief Operational Manual	Contains details of the quality objectives & plans of the OMCC, its standard operating procedures, work instructions and guidelines	Hardcopy	No	N/A	Internal	Office of the Medical Center Chief	Office of the Medical Center Chief	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Human Resource Management Office Operational Manual	Contains details of quality objectives & plans of HRMO, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Human Resource Management Office	Human Resource Management Office	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Procurement Section Operational Manual	Contains details of quality objectives & plans of Procurement Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Procurement Office	Procurement Office	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Materials Management Office Operational Manual	Contains details of quality objectives & plans of MMO, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Materials Management Section	Materials Management Section	2018-04-12	As the need arises

MRH	Margosatubig Regional Hospital	Health Facility Management Service Operational Manual	Contains details of quality objectives & plans of HFMS, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Health Facility Management Service Office	Health Information Management System Office	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Accounting Section Operational Manual	Contains details of quality objectives & plans of Accounting Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Accounting Office	Accounting Office	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Budget Section Operational Manual	Contains details of quality objectives & plans of Budget Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Budget Office	Budget Office	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Cash Operations Section Operational Manual	Contains details of quality objectives & plans of Cash Operations Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Cash Operations Section	Cash Operations Section	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Billing and Claims Section Operational Manual	Contains details of quality objectives & plans of Billing & Claims Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Billing and Claims Section	Billing and Claims Section	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Medical Social Welfare Section Operational Manual	Contains details of quality objectives & plans of MSW Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	MSW Office	MSW Office	2018-04-12	As the need arises

MRH	Margosatubig Regional Hospital	Health Information Management System Office Operational Manual	Contains details of quality objectives & plans of HIMS Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Health Information Management System Office	Health Information Management System Office	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Pharmacy Section Operational Manual	Contains details of quality objectives & plans of Pharmacy Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Pharmacy Section	Pharmacy Section	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Radiology Section Operational Manual	Contains details of quality objectives & plans of Radiology Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Radiology Section	Radiology Section	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Clinical Laboratory Section Operational Manual	Contains details of quality objectives & plans of Clinical Laboratory Section, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Clinical Laboratory Section	Clinical Laboratory Sections	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Public Health Unit Operational Manual	Contains details of quality objectives & plans of PHU, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Public Health Unit	Public Health Unit	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Infection Control and Prevention Unit Operational Manual	Contains details of quality objectives & plans of ICPU, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Infection Control and Prevention Unit	Infection Control and Prevention Unit	2018-04-12	As the need arises

MRH	Margosatubig Regional Hospital	Nursing Service Operational Manual	Contains details of quality objectives & plans of Nursing Service, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Nursing Service	Nursing Service	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Obstetrics and Gynecology Department Operational Manual	Contains details of quality objectives & plans of OB-Gyne Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Obstetrics and Gynecology Department	Obstetrics and Gynecology Department	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Orthopedics Department Operational Manual	Contains details of quality objectives & plans of Orthopedics Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Orthopedics Department	Orthopedics Department	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Anesthesiology Operational Manual	Contains details of quality objectives & plans of Anesthesiology Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Anesthesiology Department	Anesthesiology Department	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Internal Medicine Operational Manual	Contains details of quality objectives & plans of Internal Medicine Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Internal Medicine Department	Internal Medicine Department	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	General Surgery Operational Manual	Contains details of quality objectives & plans of General Surgery Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	General Surgery Department	General Surgery Department	2018-04-12	As the need arises

MRH	Margosatubig Regional Hospital	Pediatrics Operational Manual	Contains details of quality objectives & plans of Pediatrics Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Pediatrics Department	Pediatrics Department	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Emergency Service Operational Manual	Contains details of quality objectives & plans of Emergency Service Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Emergency Department	Emergency Department	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Out-Patient Service Operational Manual	Contains details of quality objectives & plans of Out-Patient Department, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Out-Patient Department	Out-Patient Department	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Nursing Service-Delivery Room Operational Manual	Contains details of quality objectives & plans of Nursing Service-Delivery Room, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Delivery Room	Delivery Room	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Nursing Service-Operating Room Operational Manual	Contains details of quality objectives & plans of Nursing Service-Operating Room, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Operating Room	Operating Room	2018-04-12	As the need arises

MRH	Margosatubig Regional Hospital	Nursing Service-Central Supply Room Operational Manual	Contains details of quality objectives & plans of Nursing Service-Central Supply Room, its standard operating procedures, work instructions & guidelines.	Hardcopy	No	N/A	Internal	Central Supply Room	Central Supply Room	2018-04-12	As the need arises
MRH	Margosatubig Regional Hospital	Chief of the Medical Professional Staff Operational Manual	Contains details of the quality objectives & plans of the OMCC, its standard operating procedures, work instructions and guidelines	Hardcopy	No	N/A	Internal	Office of the Chief of the Medical Professional Staff	Office of the Chief of the Medical Professional Staff	2018-05-02	As the need arises
MRH	Margosatubig Regional Hospital	Hospital Profile	Contains details of Hospital Profile	DOC	Yes	http://mrh.gov.ph	Public	Office of the Chief of the Medical Professional Staff	Office of the Chief of the Medical Professional Staff	2016-05-24	As the need arises
MRH	Margosatubig Regional Hospital	Agency's Mandate	Contains details of RA No. 8412, DOH Administrative Order	DOC, PDF	Yes	http://mrh.gov.ph	Public	Office of the Chief of the Medical Professional Staff	Office of the Chief of the Medical Professional Staff	2016-05-31	As the need arises
MRH	Margosatubig Regional Hospital	Agency's Vision, Mission, Quality Plans, Quality Objectives & Core Values	Contains details of the Vision, Mission, Quality Plans, Quality Objectives and Core Values of the Hospital	DOC	Yes	http://mrh.gov.ph	Public	Office of the Chief of the Medical Professional Staff	Office of the Chief of the Medical Professional Staff	2016-05-30	As the need arises
MRH	Margosatubig Regional Hospital	MRH List of Officials	Contains information on the hospital's list of officials	DOC	Yes	http://mrh.gov.ph	Public	Office of the Chief of the Medical Professional Staff	Office of the Chief of the Medical Professional Staff	2014-07-01	As the need arises

MRH	Margosatubig Regional Hospital	Annual Financial Reports	Contains details of Statement of Appropriations, Allotment, Obligations, Disbursements and Balances; Summary of Report of Disbursements; Quarterly Physical Report of Operations; Quarterly Report on Revenue and other Receipts and Financial Plan	PDF	Yes	http://mrh.gov.ph	Public	Budget Office	Budget Office	2014-07-01	Monthly, Quarterly, Annually
MRH	Margosatubig Regional Hospital	DBM Approved Budgets and Targets	Contains details on budget and targets/MFOs/GAA Targets	PDF	Yes	http://mrh.gov.ph	Public	Budget Office	Budget Office	2014-07-01	Annually
MRH	Margosatubig Regional Hospital	Projects, Programs and Activities, Beneficiaries and Status of Implementation	Contains details on MMSS/MSW Monthly Consolidated Report	PDF	Yes	http://mrh.gov.ph	Public	Medical Social Welfare Section	Medical Social Welfare Section	2014-07-01	
MRH	Margosatubig Regional Hospital	Annual Procurement Plan	Contains details of the Annual Procurement Plan of the hospital	PDF	Yes	http://mrh.gov.ph	Public	Procurement Office	Procurement Office	2017-01-23	Annually
MRH	Margosatubig Regional Hospital	QMSO ISO Certification/ISO-Aligned Quality Manual	Contains details on the ISO Certification for AJA Registrars	PNG	Yes	http://mrh.gov.ph	Public	Quality Management Office	Quality Management Office		
MRH	Margosatubig Regional Hospital	System of Ranking Delivery Units	Contains details on Department Order No. 2016-0273	PDF	Yes	http://mrh.gov.ph	Public			2014-07-01	

MRH	Margosatubig Regional Hospital	DOH Freedom of Information (FOI) Manual	Contains details on the DOH-FOI Manual	PDF	Yes	http://mrh.gov.ph	Public	DOH	DOH		
MRH	Margosatubig Regional Hospital	Received Budget Logbook	Contains details on communications received by the Budget Office	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	Control Logbook - Current Appropriation- (PS/MOOE/CO)	Contains details on current appropriation for PS/MOOE/CO	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	Control Logbook - Continuing Appropriation- (MOOE/CO)	Contains data on continuing appropriation- MOOE/CO	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	Control Logbook- Sub Allotment	Contains data on sub-allotments	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	Control Logbook- PHIC Income - Professional Fee	Contains data on PHIC Income for Professional fee	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	Control Logbook- Revolving Fund/Accommodation	Contains data on revolving fund/accommodation	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	ORS PS/MOOE-CO - Active Files	Contains data on Obligation & Request Status for PS/MOOE-CO (Active Files)	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	ORS PS/MOOE-CO - Dead Files	Contains data on Obligation & Request Status for PS/MOOE-CO (Dead Files)	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	ORS MOOE/ CO CONAP	Contains data on Obligation & Request Status for MOOE/CO (CONAP)	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	ORS Sub Allotments	Contains data on Obligation & Request Status Sub Allotment	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	BURS Accommodation	Contains data on Budget Utilization & Request Status for Accommodation	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily

MRH	Margosatubig Regional Hospital	BURS Hospital Income	Contains data on Budget Utilization & Request Status for Hospital Income	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	BURS PHIC Income	Contains data on Budget Utilization & Request Status for PHIC Income	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	BURS Professional Fee	Contains data on Budget Utilization & Request Status for Professional Fee	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	BURS Revolving Fund	Contains data on Budget Utilization & Request Status for Revolving Fund	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Daily
MRH	Margosatubig Regional Hospital	Certificate of Availability of Funds	Contains data on certificate of availability of fund	Hardcopy	No	N/A	Public	Budget Office	Budget Office		As the need arises
MRH	Margosatubig Regional Hospital	Statement of Allotment, Obligation and Balances	Contains data on allotment, obligation and balances	Hardcopy, Excell	No	N/A	Public	Budget Office	Budget Office		Monthly
MRH	Margosatubig Regional Hospital	Budget and Financial Accountability Reports	Contains data on budget and financial accountability	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Quarterly
MRH	Margosatubig Regional Hospital	Work and Financial Plan	Contains data on work and financial plan	Hardcopy/Excel	No	N/A	Public	Budget Office	Budget Office		Annually
MRH	Margosatubig Regional Hospital	Budget Proposal	Contains data on budget proposal	Hardcopy/Excel	No	N/A	Public	Budget Office	Budget Office		Annually
MRH	Margosatubig Regional Hospital	Executive Committee Resolutions	Contains resolutions enacted by Executive Committee	Hardcopy	No	N/A	Public	Budget Office	Budget Office		Annually
MRH	Margosatubig Regional Hospital	Realignment of Funds	Contains data on realignment of funds	Hardcopy	No	N/A	Public	Budget Office	Budget Office		As the need arises
MRH	Margosatubig Regional Hospital	File of Notice of Obligation Request and Status Adjustment	Contains information on obligation request and status adjustment	Hardcopy	No	N/A	Public	Budget Office	Budget Office		As the need arises

MRH	Margosatubig Regional Hospital	File of Notice of Budget Utilization Request and Status Adjustments	Contains information on budget utilization request and status adjustment	Hardcopy	No	N/A	Public	Budget Office	Budget Office		As the need arises
MRH	Margosatubig Regional Hospital	Monthly Report of Disbursements	Contains data on disbursements	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Quarterly Report of Revenue and Other Receipts	Contains data on revenue and other receipts	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Quarterly
MRH	Margosatubig Regional Hospital	Statement of Financial Statement	Contains information on financial statement	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Statement of Financial Performance	Contains information on financial performance	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Statement of Changes in Net Assets/Equity	Contains information on changes in net assets/equity	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Statement of Cash Flows	Contains data on cash flows	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Notes to Financial Statement	Contains information on notes to financial statement	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Schedule of Cash Advance	Contains information on schedule of cash advance	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Aging of Accounts Receivable	Contains data on aging of accounts receivable	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Aging of Accounts Payables	Contains data on aging of accounts payables	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	BIR Remittances	Contains data on BIR remittances	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly

MRH	Margosatubig Regional Hospital	Journal Entry Voucher	Contains data on journal entry voucher	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Daily
MRH	Margosatubig Regional Hospital	Cash Receipts Journal	Contains data on cash receipts journal	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Checks Disbursement Journal	Contains data on check disbursement journal	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	General Journal	Contains information on general journal	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	General Ledger	Contains information on general ledger	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Subsidiary	Contains data on subsidiary	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Property Ledger Card	Contains data on property ledger card	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		As the need arises
MRH	Margosatubig Regional Hospital	Bank Reconciliation Statements	Contains data on bank reconciliations	Hardcopy	No	N/A	Public	Accounting Office	Accounting Office		Monthly
MRH	Margosatubig Regional Hospital	Annual Procurement Plan	Contains data on the agency's procurement plan	Hardcopy/Excel	No	http://mrh.gov.ph	Public	Procurement Office	Procurement Office		Annually
MRH	Margosatubig Regional Hospital	Quarterly Procurement Status Report	Contains data on the status of the agency's procurement	Hardcopy	Yes	N/A	Public	Procurement Office	Procurement Office		Quarterly
MRH	Margosatubig Regional Hospital	Procurement Monitoring Report	Contains information on monitoring the procurement	Hardcopy	No	N/A	Public	Procurement Office	Procurement Office		
MRH	Margosatubig Regional Hospital	PhilGEPS Posting	Contains documented information on the posting of bidding activities in the PhilGEPS	Hardcopy, PDF, Excel	No	http://mrh.gov.ph	Public	Procurement Office	Procurement Office		

MRH	Margosatubig Regional Hospital	Report on Physical Plant and Equipment	Contains data on the physical plant and equipment	Hardcopy	Yes	N/A	Public	Materials Management Section	Materials Management Section		Biannually
MRH	Margosatubig Regional Hospital	Monthly Report of Attendance	Contains data on the attendance of employees per month	Hardcopy	No	N/A	Limited	Human Resource Management Office	Human Resource Management Office		Monthly
MRH	Margosatubig Regional Hospital	Documents for Appointment	Contains data on appointment of employees	Hardcopy	No	N/A	Limited	Human Resource Management Office	Human Resource Management Office		As the need arises
MRH	Margosatubig Regional Hospital	Documents for Retirement	Contains data on retirement of employees	Hardcopy	No	N/A	Limited	Human Resource Management Office	Human Resource Management Office		As the need arises
MRH	Margosatubig Regional Hospital	Remittances (SSS, GSIS, Pag-ibig)	Contains data on the remittances in SSS, GSIS & Pag-ibig	Hardcopy	No	N/A	Limited	Human Resource Management Office	Human Resource Management Office		Monthly
MRH	Margosatubig Regional Hospital	Statements of Assets, Liabilities and Networth	Contains information of assests, liabilities and networth aof employees	Hardcopy	No	N/A	Limited	Human Resource Management Office	Human Resource Management Office		Annually
MRH	Margosatubig Regional Hospital	Bulletin of Vacancies in the Civil Service	Contains information of publication of vacant positions	Hardcopy, Doc	No	http://mrh.gov.ph	Public	Human Resource Management Office	Human Resource Management Office		As the need arises
MRH	Margosatubig Regional Hospital	Service Records	Contains data on service records of employees	Hardcopy	Yes	N/A	Internal	Human Resource Management Office	Human Resource Management Office		Upon Request
MRH	Margosatubig Regional Hospital	Patients Charts	Contains medical information on patients charts	Hardcopy	No	N/A	Limited	Health Information Mngement System	Health Information Mngement System		Daily
MRH	Margosatubig Regional Hospital	Medical Certificate	Contains information on medical findings of clients	Hardcopy	No	N/A	Limited	Health Information Mngement System	Health Information Mngement System		Daily
MRH	Margosatubig Regional Hospital	Birth Certificate	Contains information on birth status of the client	Hardcopy	No	N/A	Limited	Health Information Mngement System	Health Information Mngement System		Daily
MRH	Margosatubig Regional Hospital	Death Certificate	Contains information on the cause of death of patient/client	Hardcopy	No	N/A	Limited	Health Information Mngement System	Health Information Mngement System		Daily

MRH	Margosatubig Regional Hospital	Hospital Statistical Reports	Contains data on the hospital's statistical reports	Hardcopy, Excel	No	N/A	Internal	Health Information Mngement System	Health Information Mngement System		Monthly
MRH	Margosatubig Regional Hospital	Admission/Discharged Logbook	Contains information on the admission and discharged of patients	Hardcopy	No	N/A	Limited	Health Information Mngement System	Health Information Mngement System		Daily
MRH	Margosatubig Regional Hospital	Birth Registry	Contains details on the births in the hospital	Hardcopy	No	N/A	Limited	Health Information Mngement System	Health Information Mngement System		Daily
MRH	Margosatubig Regional Hospital	Death Registry	Contains details on the deaths in the hospital	Hardcopy	No	N/A	Limited	Health Information Mngement System	Health Information Mngement System		Daily
MRH	Margosatubig Regional Hospital	PhilHealth Claims	Contains data on hospital's Philhealth claims	Hardcopy	No	N/A		Billing and Claims Section	Billing and Claims Section		Daily
MRH	Margosatubig Regional Hospital	Statement of Accounts (Bills of Patients)	Contains data on the statement of accounts of admitted patients	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Daily
MRH	Margosatubig Regional Hospital	Denied Claims	Contains data on PhilHealth denied claims	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Monthly
MRH	Margosatubig Regional Hospital	Reimbursement of PhilHealth (Billed & Reimbursed)	Contains data on PhilHealth reimbursement	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Monthly
MRH	Margosatubig Regional Hospital	Summary Report of Return to Hospital Claims	Contains data on the return to hospital claims	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Monthly
MRH	Margosatubig Regional Hospital	Outgoing Logbooks	Contains information on all outgoing communications	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		As the need arises
MRH	Margosatubig Regional Hospital	Assessment Logbook	Contains information on the assessment of patients	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Daily
MRH	Margosatubig Regional Hospital	Releasing of Statement of Accounts	Contains information on the released statement of accounts	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Daily

MRH	Margosatubig Regional Hospital	Pharmacy Accounts	Contains information on employees' accounts in the Pharmacy	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Monthly
MRH	Margosatubig Regional Hospital	Auto Credit Payment Notice	Contains data on the patient's name, confinement period and case rate	Hardcopy	No	N/A	Limited	Billing and Claims Section	Billing and Claims Section		Monthly
MRH	Margosatubig Regional Hospital	Report of Checks Issued	Contains information on the checks issued	Hardcopy	No	N/A	Limited	Cash Operations Section	Cash Operations Section		Monthly
MRH	Margosatubig Regional Hospital	Checks Disbursement Records	Contains information on the checks disbursed	Hardcopy	No	N/A	Limited	Cash Operations Section	Cash Operations Section		Monthly
MRH	Margosatubig Regional Hospital	Report of Accountability for Accountable Form	Contains information on the accountability for accountable form	Hardcopy	No	N/A	Limited	Cash Operations Section	Cash Operations Section		Monthly
MRH	Margosatubig Regional Hospital	Report of Collections and Deposits	Contains data on the amount of collections and deposit in a given month	Hardcopy	No	N/A	Limited	Cash Operations Section	Cash Operations Section		Monthly
MRH	Margosatubig Regional Hospital	Cash Receipts Records	Contains data on the cash receipts	Hardcopy	No	N/A	Limited	Cash Operations Section	Cash Operations Section		Monthly
MRH	Margosatubig Regional Hospital	Monthly Inventory	Contain information on the inventory of supplies/reagents	Hardcopy	No	N/A	Public	Clinical Laboratory Section	Clinical Laboratory Section		Monthly
MRH	Margosatubig Regional Hospital	Monthly Accomplishment	Contains information on accomplishment status	Hardcopy	No	N/A	Public	Clinical Laboratory Section	Clinical Laboratory Section		Monthly
MRH	Margosatubig Regional Hospital	NVBSP Blood Monitoring Report	Contains information on blood donors and blood collections	Hardcopy	No	N/A	Public	Clinical Laboratory Section	Clinical Laboratory Section		Monthly
MRH	Margosatubig Regional Hospital	NVBSP Blood Safety Indicators Report Form	Contains information on blood donors and blood collections	Hardcopy	No	N/A	Public	Clinical Laboratory Section	Clinical Laboratory Section		Monthly
MRH	Margosatubig Regional Hospital	Optically Stimulated Luminescence (Film Badges)	Contains information on OSL film badges	Hardcopy	No	N/A	Public	Radiology Section	Radiology Section		Every after two months

MRH	Margosatubig Regional Hospital	Monthly Accomplishment	Contains information of accomplishment status	Hardcopy	No	N/A	Public	Radiology Section	Radiology Section		Monthly
MRH	Margosatubig Regional Hospital	Monthly Inventory	Contains information on inventory of drugs and medicines	Hardcopy	No	N/A	Public	Pharmacy Section	Pharmacy Section		Monthly
MRH	Margosatubig Regional Hospital	Dangerous Drug Reports	Contains information on dangerous drug	Hardcopy	No	N/A	Public	Pharmacy Section	Pharmacy Section		Biannually
MRH	Margosatubig Regional Hospital	Free Drugs and Medicines from DOH-Central Office	Contains data on drugs and medicines	Hardcopy	No	N/A	Public	Pharmacy Section	Pharmacy Section		Monthly
MRH	Margosatubig Regional Hospital	License to Operate-- (PDEA) S3 License	Contains information on License to Operate issued by PDEA (S3 License)	Hardcopy	No	N/A	Public	Pharmacy Section	Pharmacy Section		Annually
MRH	Margosatubig Regional Hospital	Electronic Drug Price Monitoring System	Contains information on electronic drug price monitoring system	Hardcopy	No	N/A	Public	Pharmacy Section	Pharmacy Section		Quarterly
MRH	Margosatubig Regional Hospital	Client Satisfaction Survey	Contains information on Client Satisfaction Survey	Hardcopy	No	N/A	Public	Legal Office	Legal Office		Monthly
MRH	Margosatubig Regional Hospital	Gender and Development Plan and Budget	Contains information on GAD programs, plans and activities	Hardcopy, Excel	No	N/A	Public	GAD Focal Point System	GAD Focal Point System		Annually
MRH	Margosatubig Regional Hospital	Monthly Consolidated Reports	Contains information on consolidated reports	Hardcopy	No	N/A	Public	Medical Social Worker	Medical Social Worker		Monthly
MRH	Margosatubig Regional Hospital	Medical Assistance to Indigent Patient Program (MAIP) Monthly Report	Contains information on MAIP reports	Hardcopy	No	N/A	Public	Medical Social Worker	Medical Social Worker		Monthly
MRH	Margosatubig Regional Hospital	Annual Psychosocial Report	Contains information on psychosocial report annually	Hardcopy	No	N/A	Public	Medical Social Worker	Medical Social Worker		Annually
MRH	Margosatubig Regional Hospital	Quarterly Psychosocial Report	Contains information on psychosocial report quarterly	Hardcopy	No	N/A	Public	Medical Social Worker	Medical Social Worker		Quarterly

MRH	Margosatubig Regional Hospital	Point of Service (POS) Report	Contains information on Point of Service	Hardcopy	No	N/A	Public	Medical Social Worker	Medical Social Worker		Monthly
MRH	Margosatubig Regional Hospital	MRH Publication of Vacant Positions	Contains information re available vacant positions for the Hospital	Hardcopy & PDF File	Yes/No	MRH Website/URL/MRH Bulletin Board/MRH, HR Bulletin Board	Public	Human Resource Management Office	Human Resource Management Office	2019-6-20 2019-9-5 2019-10-10 2019-11-22 2019-12-5	As the need arises
MRH	Margosatubig Regional Hospital	Checklist of Requirements	Contains the list of requirements to be submitted upon submission of application folder	Hardcopy	Yes/No	MRH Website/URL/MRH Bulletin Board/MRH, HR Bulletin Board	Public	Human Resource Management Office	Human Resource Management Office	2019-6-20 2019-9-5 2019-10-10 2019-11-22 2019-12-5	As the need arises
MRH	Margosatubig Regional Hospital	Citizen's Charter	Procedure of Services	Hardcopy/PDF	Yes	MRH Offices, MRH Website	Public	MRH Frontline Services	Christopher C. Fernandez/Louie Jay E. Poligrates	2019	As the need arises