



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2019- 08

AN ORDER DIRECTING THE PROTOCOLS ON PHARMACEUTICAL SUPPLY CHAIN MANAGEMENT

WHEREAS, Section 15, Article 2 of the 1987 Constitution of the Philippines provides that the state shall protect and promote the right to health of the people and instill health consciousness among them.

WHEREAS, Section 11, Article 8 of the same Constitution provides that the state shall adopt an integrated and comprehensive approach to development, which shall endeavor to make essential goods, health and other social service available to all the people at affordable cost;

WHEREAS, Section 12 of the same article provides that the state shall establish and maintain an effective food and drug regulatory system and undertake appropriate health manpower development and research, responsive to the country's health needs and problems;

WHEREAS, Republic Act 9502 known as the Universally Accessible and Affordable Quality Medicines Act of 2008, declared as a policy of the State to protect public health and, when public interest or circumstances so requires, shall adopt appropriate measures to promote and ensure access to affordable quality drugs and medicines for all;

WHEREAS, access to health care, including essential medicines is a fundamental human right and medicine supply management therefore is critical in any health facility;

WHEREAS, a well-functioning and efficient supply chain management system must be in place to ensure that medicines are accessible when and where it is needed, in sufficient quantities, at reasonable prices, and with acceptable quality;

WHEREAS, poor medicine management may lead to stock out and treatment interruption; overstock and economical losses due to expiry of products; and negative impact in the quality of health care;

NOW THEREFORE I, SHARON ROSE G. ESCOTO, Municipal Mayor of Gubat, Sorsogon, by virtue of the power vested in me by law, do hereby order and direct the formalization of protocols on pharmaceutical supply chain management.

SECTION 1. SELECTION OF MEDICINES. The Municipal Pharmacy and Therapeutics Committee (MPTC) shall use the list of essential medicines incorporated in the Philippine National Formulary (PNF) to manage the selection of medicines

SECTION 2. QUANTIFICATION OF MEDICINES. The MPTC shall determine the estimated quantity of a needed product for a specific period based on a set of assumptions, which includes financial requirement. It shall use the two methods for product requirements:

- A. Morbidity Method - The MPTC shall forecast the anticipated quantity of medicines needed to treat an expected number of cases for specific diseases based on incidence data.
- B. Consumption Method - The MPTC shall quantify medicines based on past consumptions of every item.
- C. The MPTC shall ensure that no stock out will occur before the next delivery by updating the stock card with a request indicator at least twice a year.

SECTION 3. PROCUREMENT OF MEDICINES.

- A. The Local Government Unit (LGU) shall use the primary method of procurement as stipulated in Republic Act 9184, which is the Competitive or Public Bidding.
- B. Other methods of procurement may be employed whenever justified by the conditions stipulated in the policy and as recommended by the Bids and Awards Committee (BAC). These alternative methods include Limited Source Bidding or Selective Bidding, Direct Contracting, Repeat Order, Shopping, and Negotiated Procurement.
- C. Provision of basic health emergency supplies shall be based on existing community hazards and vulnerabilities, which are incorporated in the Disaster Risk Reduction Management for Health Plan (DRRM-H). To prevent stock out especially during calamities and disasters, the LGU shall resort to emergency procurement, prepositioning and immediate replacement of essential medicines and basic health emergency supplies.
- D. Upon delivery of supplies to the LGU, these should be inspected and checked against the specifications listed in the Purchase Order. Should there be any discrepancies in the deliveries and specifications, these should be properly documented and deliveries should not be accepted.
- E. In order to enhance safety and ensure quality of products, performance of suppliers shall be monitored. A reporting system which includes lead time, compliance with pricing terms, compliance with remaining shelf-life, compliance with packaging and labeling instructions; compliance with technical specifications; compliance with contract terms and summary of outcomes of performed inspections shall be in place and shared to BAC

SECTION 4. STORAGE AND DISTRIBUTION OF MEDICINES. The MPTC shall maintain a steady supply of pharmaceuticals and supplies while ensuring that resources are being used in the most effective way.

- A. To attain the primary distribution management goal, the MPTC shall achieve the following:
 1. Constant supply;
 2. Maintenance of quality of medicine;
 3. Minimal loss of pilferage;
 4. Accurate and timely inventory and transaction information;
 5. Proper storage;
 6. Efficient transport and delivery; and
 7. Adequate geographic coverage.

- B. The MPTC shall adhere to the following distribution processes:
1. Inspect medicines for quality and quantity before distribution;
 2. Maintain proper storage conditions during transport;
 3. Verify and document delivery orders;
 4. Check the integrity of packaging when medicines arrive;
 5. Clearly label containers;
 6. Maintain delivery records;
 7. Provide easy access to delivery records;
- C. The MPTC shall adhere to following storage practices:
1. Limit access to storage areas to authorized personnel;
 2. Ensure proper storage conditions as to temperature, humidity, and lighting;
 3. Organize and clearly label storage areas;
 4. Label clearly the expiry date on all containers;
 5. Arrange products following the First Expiry, First Out (FEFO) and First In, First Out (FIFO) principle;
 6. Perform regular inventories of pharmaceutical materials and products;
 7. Identify and dispose expired products following the policy on medicine disposal;
 8. Maintain records of all materials in storage and update them regularly;
 9. Maintain cleanliness in the storage area;
 10. Ensure cleaning of the storage area is done on an weekly basis with the use of dust mop, soapy water and disinfectant preventing direct contact between cleaning solution and storage containers;
- D. Recalled items shall be stored separately from other medicines and products while awaiting destruction or return to supplier;
- E. Dispatch and delivery of medicines to the Barangay Health Stations (BHS) are scheduled once these are available at the Rural Health Unit (RHU). The midwife, who primarily manages the BHS, shall perform the following:
1. Receive the allocated medicines at the RHU by accomplishing a dispatch record. Dispatch records shall include the date of dispatch, name of the midwife, BHS served, and product description including the name of the medicine, dosage form and strength, batch number, quantity and expiry date.
 2. Verify the products against the dispatch records;
 3. Keep a list of medicines received;
 4. Organize and clearly label storage areas in the BHS;
 5. Ensure proper storage conditions as to temperature, humidity, and lighting;
 6. Label clearly the expiry date on all containers;
 7. Arrange products following the First Expiry, First Out (FEFO) and First In, First Out (FIFO) principle;
 8. Perform regular inventories of pharmaceutical materials and products;
 9. Return the expired medicines to the RHU for proper disposal and documentation;

SECTION 5. USE OF MEDICINES.

- A. The patient is prescribed with the appropriate medicine after proper diagnosis according to dose, dosage form, route of administration, frequency of administration, duration of treatment, appropriate information to the patient and adequate follow up.
- B. A prescription is written after diagnosis following the PNF and the latest standard treatment guidelines. A prescription should contain the following:
1. Name of patient and age;
 2. Date;
 3. Generic name of medicine and dosage form;

4. Dose;
5. Frequency of administration;
6. Duration of treatment;
7. Prescriber's signature and name

C. There shall be a proper area and protocol for dispensing the medicines, to wit:

1. Retain a daily drug use record;
2. Provide a table for dispensing drugs;
3. Avoid overcrowding around the table;
4. Arrange documents in an orderly manner on the table, away from the dispensing area;
5. Clean after each use of tablet counter and place within easy reach on the table;
6. Avoid dispensing wrong drugs by arranging drugs on the table in alphabetical order so that the drug being dispensed is not confused with another; and
7. Always close drug containers from which drugs are not being dispensed to prevent spillage or dispensing the wrong drug

D. The dispenser should issue the correct medicine in the dosage form and dose prescribed and in quantity corresponding to the duration stated in the prescription. To ensure that accurate consumption records are documented, the dispenser should be rigorous in recording all medicine movements. The dispensing process is as follows:

1. Check the prescription for the name and signature of the prescriber and the stamp of the RHU; date, name and age of patient; and endorsement of the prescriber of the center of prescription did not come from the RHU. In case of doubt or error, report to the prescriber.
2. Prepare the prescribed medicines; check name of prescribed drug against that of the container; check expiration date on the container; prepare the correct quantities; repack if needed, prepare labels and double check before releasing the medicines;
3. Record the dispensed quantities;
4. Provide information to the patients which should include the following:
 - When to take medicine;
 - How to take medicine;
 - How long the medicine needs to be taken;
 - How to store the medicine;
 - Not to share the medicine with other persons; and
 - Keep the medicines out of reach of children
5. Issue the medicine to the patient.

E. At the BHS, only the midwife may dispense the medicines. Over-the-counter (OTC) drugs shall not require prescription. The midwife shall make an initial assessment of the patient's condition and recommends the OTC preparation for minor ailments.

If, however, the OTC drugs do not relieve the symptoms presented by the patient or if the midwife believes that the patient requires a physician's attention, the patient is referred to the RHU for proper diagnosis and treatment.

F. The Adverse Drug Reactions (ADRs) should be reported to the Pharmacovigilance Unit of the Food and Drug Administration (FDA). For the BHS, it should be reported to the RHU. The case report shall contain the following:

1. Patient's particular;
2. Details of the ADR;
3. Management of ADR; and
4. Reporter's particulars

SECTION 6. PHARMACEUTICAL DONATIONS. The RHU may accept donations subject to the existing criteria set forth by the DOH.

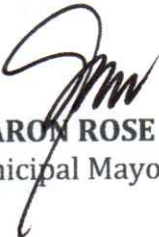
SECTION 7. DISPOSAL OF PHARMACEUTICALS. Safe disposal of unwanted pharmaceuticals shall be observed to avoid possible threat to public health and environment. Steps to be taken in the disposal shall be as follows:

1. Decide when the action need to be taken;
2. Seek approval of disposal from the appropriate authority;
3. Plan in terms of funding, necessary expertise, human resources, professional time, space, equipment, material and available disposal option;
4. Organize team that will be responsible for the task. Work teams shall consist of supervising pharmacists and general medical workers, who are preferably pharmaceutical technicians or experienced pharmaceutical warehouse personnel. Health and safety of work teams should be ensured by wearing appropriate protective equipment including overalls, boots, gloves, masks and caps;
5. Separate the pharmaceuticals into separate categories for which different disposal methods are required;
6. Dispose the unwanted pharmaceutical using the appropriate method;
7. Ensure security of dispose pharmaceuticals.

SECTION 8. REPEALING CLAUSE. All prior issuances and orders inconsistent with this Executive Order are hereby repealed.

SECTION 9. EFFECTIVITY. This Executive Order shall take effect immediately and shall remain in force until rescinded, modified or supplemented.

Done this 18th day of March, 2019 in the Municipality of Gubat, Province of Sorsogon.


SHARON ROSE G. ESCOTO
Municipal Mayor