



WORK AND FINANCIAL PLAN MATRIX

WFP Form 1

Department : HEALTH
 RO/Bureau/Office/Hospitals/Sanitaris/TRCs: REGION 2 TRAUMA AND MEDICAL CENTER
 Calendar Year : 2020
 GAA

OUTPUT FUNCTION/ DELIVERABLES	ACTIVITIES FOR OUTPUTS	TIME FRAME	TARGET					Resource	
			Q1	Q2	Q3	Q4	Total	Requirements	
								GAA	Person Responsible
A. Strategic Functions <i>DOH strategic commitment pending</i> <i>DOH EXECOM strategy map</i>									
B. Core Functions: Hospital Services									
1. At least 96% of patients provided with basic accommodation with zero co payment (NBB)	To provide patients with basic accommodation with zero co-payment Purchase of necessary medical/x-ray supplies Purchase of drugs/meds Purchase of food supplies	Jan-Dec	96%	96%	96%	96%	96%	20,000,000 43,175,000 5,000,000	All Divisions/Pharmacy CSSU Pharmacy Unit Dietary Unit
2.At least 6% of hospital PHIC claims are returned. (RTH)	To process and submit claims w/in the prescribed time	Jan-Dec	6%	6%	6%	6%	6%	100,000.00	Billing & Claims Section Doctors, Nurses, HIM
3. At least 95% of ER patients were received and released with <4 hours turnaround time	To receive and release ER patients with <4hours turnaround time Strengthen triaging system Purchase of necessary medical/x-ray supplies for treatment Purchase of drugs/meds	Jan-Dec	95%	95%	95%	95%	95%	10,000,000 18,300,000	ER Dept/Doctors/Nurses
4. At least 85% of patients were discharged in <4 hours turnaround time	To maintain discharging process in less than 4 hrs turaround time	Jan-Dec	85%	85%	85%	85%	85%		Doctors, Nurses, Billing\ Claims/Social Worker
5. At least hospital acquired Net Infection rate of <2%	Regular monitoring of activities related to infection control like regular swabbing of ICUs Implementation of preventive masures Lectures to patients and staff on	Jan-Dec	<2%	<2%	<2%	<2%	<2%	100,000	Infection Control Committee All divisions

	control of infection Purchase and installation of instrument and disinfectant equip to prevent growth of micro-organisms									
6. At least 85% of patients with <5 hrs laboratory test result turnaround time	Maintain turnaround time of < 6 hours for laboratory tests Procurement of laboratory reagents/tests for the patients	Jan-Dec	85%	85%	85%	85%	85%	28,450,000	Laboratory Dept	
7. ISO accredited PGS accredited	Continuous ISO activities Pursue PGS Compliance stage	Jan-Dec						100,000.00 500,000.00	ISO Team/PGS Team All divisions	
8. At least 85% compliance with ARTA provisions and overall client satisfaction	Conduct Report Card Survey (RCS) Continuous implementation of ARTA activities based on provisions stated	Jan-Dec	85%	85%	85%	85%	85%	100,000	All divisions	
9. Research Output	Conduct at least 7 researches, funded, presented and/or published in a peer reviewed journal	Jan-Dec				7	7	100,000	Research Committee	
4. Support Functions: Support to Operations & General Administrative Support Services										
1. Budget Utilization Rate 2020									Finance Division	
a. 95% Obligation Budget Utilization	Budget utilization-obligation @ 95%	Jan-Dec					95%	5,000		
b. 70% Disb. Utilization Rate	Disb. Utilization @ 70%						70%	5,000		
2. 100% of regular employees provided with LDIs and /or updates	Conduct LDNIs and /or updates for regular staff					100%	100%	1,000,000	PETU	
3. Cross-cutting requirements complied within the prescribed timeline		Jan-Dec								
a. 100% of issued nonconformities responded with RFA (or similar) w/in the prescribed timeline	Respond to RFAs w/in the prescribed timeline	Jan-Dec	100%	100%	100%				CQI, process owners	
b. 100% of complaints closed	Complaints closed	Jan-Dec				100%	100%		Legal Office	
c. 35% Fully implemented COA Audit	Implement COA audit recommendations	Jan-Dec				35%	35%	5,000	Finance Divisions and	

recommendations										
d. 100% of received FOI responded within the prescribed timeline	Respond within the prescribed timeline the received FOI requests	Jan-Dec				100%	100%			units with AOM FOI Committee
e. 100% of documents/requests processed w/in the prescribed timeline	Process and respond to all request	Jan-Dec	100%	100%	100%	100%	100%			
4. Positions filled										
a. 100% of non-medical positions filled	Hiring of hospital personnel	Jan-Dec				100%	100%	10,000		HRMO/PSB
b. 100% of Nurses, Mos, MSs positions filled	Hiring of hospital personnel	Jan-Dec				100%	100%			HRMO/PSB

126,950,000



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OUTPUT FUNCTION/ DELIVERABLES	ACTIVITIES FOR OUTPUTS	TIME FRAME	TARGET				Resource Requirements	
			Q1	Q2	Q3	Q4	Total	Person Responsible
Administrative Support								
1. Communication Services		Jan-Dec						
Postage and Deliveries							50,000	Admin. Personnel
Telephone Expense- Landline	# of landline telephone bills paid		3	3	3	3	12	300,000 Admin. Personnel
Telephone Expense- Mobile	# of mobile phone bills paid		3	3	3	3	12	300,000 Admin. Personnel
Cable, Satellite, telegraph	# of cable bills paid		3	3	3	3	12	Admin. Personnel
Internet Expense	# of internet bills paid		3	3	3	3	12	Admin. Personnel
2. Utility Services		Jan-Dec						
Water expense	# of monthly water bills paid		3	3	3	3	12	500,000 Admin. Personnel
Electricity exp	# of electribills paid		3	3	3	3	12	7,500,000 Admin. Personnel
Cooking Gas Exp	# of Purchase Orders issued							Admin. Personnel
3. Professional Services		Jan-Dec						
Security Services	# of statement of accounts paid		3	3	3	3	12	CAO
Legal service								CAO
Auditing Exp								COA
Job Order/Contract of Service	# of JO/COS hired						5,000,000	HRM/CAO/Finance
General Services								CAO
Consultancy Service								
Sanitary Services								
4. Repairs and maintenance		Jan-Dec						
Hospital and health Center	# of facilities repaired/maintained						1,000,000	Materials & Engineering
Other Structures	# of facilities repaired/maintained						2,000,000	Materials & Engineering
Office Equipment	# of office equipment repaired							Materials & Engineering
Furniture & Fixtures								Materials & Engineering
IT equipt and Software Maint	# of IT equip repaired/maintained						400,000	MIS
Communication Equip	# of communication equip/maintained						50,000	Materials & Engineering
Medical, Dental & Lab equip	# of equipment repaired/maintained						2,000,000	Materials & Engineering