



DMMC INSTITUTE OF HEALTH SCIENCES, INC.
NEWBORN SCREENING CENTER – SOUTHERN LUZON



TO : OVERALL NEWBORN SCREENING COORDINATOR/ PURCHASING DEPARTMENT

FROM : ANGELITA U. VANGUARDIA RN, MAN
 Program Manager, Newborn Screening Center – Southern Luzon

FROM : ALMA M. PANGANIBAN-ANDAL, MD
 Unit Head, Newborn Screening Center – Southern Luzon

RE : MECHANICS ON P.O. SYSTEM FOR NSC – SOUTHERN LUZON SPECIMEN COLLECTION KIT

A. ORDERING

1. Please be informed that as per Department of Health Department Memorandum 2021-0091 dated February 11, 2021 and 2021-0091-B dated March 5, 2021, there is a change in hosting and management of the Newborn Screening Center – Southern Luzon. The hosting of NSC-SL from Mercado General Hospital, Inc. (Daniel O. Mercado Medical Center) is being transferred to:

DMMC Institute of Health Sciences, Inc.
 No. 143 Narra St., Mountview Subdivision, Tanauan City, Batangas

1. All orders for Newborn Screening Specimen Collection Kit must be **Purchase Ordered (P.O.)** by the requesting health facility.
2. The duly assigned and approved P.O. may be sent through:
 - a. Courier (see list of couriers below) together with Dried Blood Samples.
 - b. Mail (see above address)
 - c. Fax: (043) 341-6032 / (043) 702 – 7719. Please immediately confirm through phone call if P.O. was received.
3. Minimum allowable order per P.O. is 5 sets of Newborn Screening Specimen Collection Kits. Each collection kit is worth **Php1, 750.00** (One thousand and seven hundred fifty pesos) which contains the following:
 - Filter Cards
 - Transmittal Form
 - NBS Result Form
 - Lancets
 - NBS Brochures/Pamphlets
4. If walk-in, go directly to NSC-SL. NSF's personnel who will visit the laboratory will need to strictly adhere to the DMMC-IHS Management's requirements such as:
 - i. securing an Identification (ID) Card
 - ii. wearing of appropriate clothes (wearing of *sando*, shorts, and slippers are not allowed).
5. For pick-up purchases, please observe the schedule below:

TIME OF RECEIPT OF PO	RELEASE OF NBS KITS
8:00am – 11:00am	3:00pm of the same day
11:00am – 5:00pm	3:00pm of the next working day

NOTE:



- After sending your PO through fax, please inform the NSC-SL through phone call that your order will be picked up and on what date or write it on your PO, otherwise, it will be sent via courier.
- If you failed to pick-up the kits on the specified date, the kits will be sent automatically to your facility via courier following the seven (7) working day lead time.
- PO will be processed if NSF has no outstanding balance or accounts for reconciliation.

B. RELEASING OF TEMPORARY CERTIFICATE

- Temporary NBS certificates will be released **ONLY** to facilities with **ACTIVE STATUS** and upon request.

C. DELIVERY

1. Ordered supplies will be sent/ transmitted by the Newborn Screening Center-Southern Luzon through the courier of your preference. The original STATEMENT OF ACCOUNT accompanies the order. The Original OFFICIAL RECEIPT will be issued after the payment is made.
2. The hospital personnel in charge of receiving the ordered supplies must immediately inform Newborn Screening Center-Southern Luzon of any discrepancy in the delivery within the day the order was received. If we do not receive any call or complaint from your health facility regarding your order, it shall be deemed received in good order and condition.
3. Orders will be delivered within **seven (7) working days** upon receipt of the purchase order from your health facility. You will be notified of any changes in the delivery schedule, if there are any.
4. P.O. will be automatically put on hold if the NSF has any unsettled accounts for reconciliation with NSC-SL.

D. PAYMENT

1. Terms of payment
 - a. **45 Days** Term for **Private Facilities** (The Purchase Order Kits must be paid within 45 days).
 - b. **60 Days** Term for **Government Facilities** (The Purchase Order Kits must be paid within 60 days).
 - c. Prepaid for walk-in clients. (Payments must be made upon purchase).
 - d. Newly accredited NSF's, Cash on Pick up (COP) or Payment First (Send Deposit Slip first) will be required for the first three purchases of Expanded Newborn Screening Kits.

2. Any unpaid account after the given term shall be charge **2% interest** per month until fully paid.

3. In the event that **NSFs may not be able to pay their balances due on time and would necessitate request for Promissory Note**, please be advised that this should be forwarded for approval to the NSC-SL **strictly at least a week prior to due date** indicated on the Statement of Account(SOA). Moreover, additional document shall be attached to promissory note showing that payment is still on process for Government NSF's.

Promissory Note forwarded beyond due date will be disapproved.

4. In case of failure to pay on the date indicated on the promissory note, interest shall be computed from the due date indicated in the SOA until date of full payment.

5. Payment may be made through any of the following ways:



- a. Cash
- b. Bank to bank payment through:

I. LANDBANK OF THE PHILIPPINES On Coll Payment slip should contain the following:

- 1. Date
- 2. Account Number: 2952-2220-26
- 3. Merchant/ Agency Name: DMMC Institute of Health Sciences Inc. NSC Southern Luzon
- 4. Reference 1: Facility Name (ex. Daniel O. Mercado Medical Center)
- 5. Reference 2: Facility Code (ex. 147)

III PHILIPPINE NATIONAL BANK (PNB) PAYMENT SLIP: Account Number 2489-7000-4099

- 1. Payment Slip
- 2. Account Number: 2489-7000-4099
- 3. Account Name: DMMC Institute of Health Sciences Inc. NSC-Southern Luzon

- c. Check payments and Postal Money Order-payable to:

DMMC Institute of Health Sciences Inc. NSC- Southern Luzon

- 6. If payment was made through **LANDBANK** or **PNB**, the **duplicate copy of the validated slip (faxed/photocopied/ scanned)** should be immediately sent to the Newborn Screening Center-Southern Luzon for proper recording/posting and issuance of corresponding **Official Receipt**. We will not be able to acknowledge your inter-bank payment unless the deposit slip/s with **bank validation** is/are sent to us. Always **indicate your NSF Name and Sales Invoice being paid for on the payment slip upon payment**. This is to facilitate our BPI-Tanauan account in tracing your on line deposit.

E. COURIER MATTERS

2GO EXPRESS INC.			
Account no: 2018000239			
Branch	Area Covered	Contact no.	Contact Person
BATANGAS Roger's Bldg., Sitio 4, Brgy. Balagtas, Batangas City	Alangilan, Alitagtag, Bauan, Balete, Batangas City, Laurel, Lemery, Mabini, Malvar, San Luis, San Nicolas, San Pascual, Sta. Teresita, Sto. Tomas, Taal, Talisay, Tanauan City	09364377099	Aubrey Hanzel Alib Joven Clark Montalbo
LIPA 17B Morada Ave., Lipa City	Ibaan, Cuenca, Lipa City, Mataasna Kahoy, Padre Garcia, Rosario, San Jose, San Juan	09175452566 09650439118 (043) 702 3447	Ella del Mundo
NASUGBU F. Castro St., Brgy. X, Nasugbu, Batangas	Balayan, Calaca, Calatagan, Lian, Nasugbu, Tuy	09557236530 09551657770 09366332467	Kathleen Panganiban Aliza Rotario
ANABU (IMUS) Unit A and B Ground Floor GRSJR Bldg., Anabu 1-D, Aguinaldo Hi-way, Imus, Cavite	Bacoor, Imus	09159040041 09771696652 (046) 687 6485	Edward Garry Mallari Viregen De Ocampo
METROGATE DASMARIÑAS		09124085806 09466045733	Eric Dizon Edgardo Jinayon Jr.



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Unit 2,3,5 Garnet Bldg., Metrogate Estate, Aguinaldo Highway, Sampaloc 2, Dasmariñas, Cavite	Alfonso, Amadeo, Dasmariñas, Gen. Mariano Alvarez, Mendez, Silang, Tagaytay	09331353137 (046) 440-5841	Denise Pili
GTC MANGGAHAN The Plaza Florida Sun Estates, Unit 26 Governor's Drive, Brgy. Manggahan, Gen. Trias, Cavite	Cavite City/ Caridad, Gen. Emilio Aguinaldo, Gen. Trias, Indang, Kawit, Maragondon, Naic, Noveleta, Rosario, Tanza, TreceMartires City	09176578180 09081399427 09178459252 09176578180 (046) 4242288	JoaneNizza Montoya
STA. ROSA Km 40 Banawe de Sta. Rosa Bldg., F. Reyes St., Purok 6, Brgy. Balibago, Sta. Rosa, Laguna	Biñan, Cabuyao, Carmona, San Pedro, Sta. Rosa	09260838674 09382538260 (049) 591 0848	Nick GersonLopenaChrisse Claudel ShielaMendina
CALAMBA Unit 1C Ground Floor Magrimel Bldg., Chipeco Ave. Extension, Cor. Sampaguita St., Halang, Calamba, Laguna	Bay, Calamba, Los Baños	09281539245	Maria Fe Española Gellie San Agustin
SAN PABLO Rizal Ave., San Pablo City, Laguna	Alaminos, Calauan, Liliw, Nagcarlan, Rizal, San Pablo, Victoria	09177943390 09178963523 (049) 562 0936	Alice Tolentino
STA. CRUZ L. Taleon St., Brgy. Poblacion V, Sta. Cruz, Laguna	Kalayaan, Lumban, Paete, Pagsanjan, Pakil, Pangil, Pila, Sta. Cruz, Siniloan	09106675328 09303240422 09177943390 09178963523 (049) 501 0414	Eloisa G. Maghirang
LUCENA SB Bldg., Enverga cor. Osmeña St., Lucena City	Candelaria, Lucena, Lucban, Pagbilao, Sariaya, Tayabas, Tiaong	09985664345 (042) 373 1617	MalouFidelino
GUMACA Rizal St., Gumaca (beside Jollibee / in front of New Times Hardware)	Atimonsn, Calauag, Gen. Luna, Gumaca, Lopez, Macalelon, Plaridel, Samplaloc	09101068158 (042) 421 1708	Aliza Marie Apellido
RIZAL Stall 39-40 New Public Market, Brgy. Dela Paz, Sumulong H-way Antipolo City	RIZAL PROVINCE (except OSA)	09556439947 09774185267 09061070857	John Ezzar Angeles

DHL Wide Wide World Express Corp.			
Account no: 642214081			
Branch	Area Covered	Contact no.	Contact Person
BATANGAS (BGS) K Pointe Commercial Plaza, Brgy. Sabang, Lipa City	BATANGAS PROVINCE	09255250064 09176737147 (043) 702 6318	LaniManaig
CAVITE (CAV) Warehouse B, Double Tree Bldg. II, Aguinaldo Hi-way, Anabu 1-B, Imus, Cavite	CAVITE PROVINCE	09237072502 09178047536 09434404572 (046) 515-0707 (046) 424-1191	Belle Delos Santos
LAGUNA (LGN) Unit 4 Bldg. 3, LCI Compound, Km 54, Brgy. Makiling, Calamba, Laguna	LAGUNA PROVINCE	09431311531 09175908733 09256102420 09431311523 (049)5087553 (049)3060299	DaniloBalajadia



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		(049)5087553 (02)8174839	
LUCENA (LCN) 23 Barcelona St., Lucena City	QUEZON PROVINCE	09175743294 09255250083 (042) 797 1893	Camil Padilla
RIZAL (AGN) Construction Bldg., Quezon Ave., San Isidro, Angono, Rizal	RIZAL PROVINCE	09175364569 (02) 571 4872	Jeffrey Pagsanhan



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ABEST EXPRESS			
Account no: DNS			
City	Area Covered	Contact no.	Contact Person
BALAYAN (BAL) Paz St., Brgy. 7, Balayan, Batangas	Balayan, Calaca, Calatagan, Ibaan, Lian, Nasugbu, Tuy	09361537368 (043) 407 4167	Benedicto Bugay
BATANGAS (BAT) 1st Floor P&C Bldg., Noble St. cor. P. Canlapan, Brgy. 10, Batangas City	Alangilan, Batangas City, Bauan, Mabini, San Luis, San Pascual, Taal	09176512832 (043) 7274 790	Kathleen Mandani
LIPA (LIP) #64 T.M. Kalaw, St., Lipa City, Batangas	Alaminos, Alitagtag, Cuenca, Ibaan, Laurel, Lemery, Lipa City, MataasnaKahoy, Padre Garcia, Rosario, San Jose, San Juan, Sto. Tomas, Talisay, Tanauan, Taysan, Malvar	09061910886 (043) 4048 097	Judith Silverio
IMUS (CV1) #252 Bautista Bldg., Stall C, Palico 4, Imus, Cavite	Cavite City/ Caridad, Gen. Emilio, Imus, Kawit, Naic, Noveleta, Rosario, Tanza	09424004641 09458451026 (046) 4165 475	Gamaliel Palad
DASMARIÑAS (CV2) P. Campos, San Agustin III, Villa Catalina, Gate 2, Dasmariñas, Cavite	Alfonso, Amadeo, Bacoor, Carmona, Dasmariñas, Gen. Trias, Gen. Mariano Alvarez, Indang, Mendez, Silang, Tagaytay, Tanza, Trece Martires City	09270181927 (046) 4320 771	Kelvin Corre
BIÑAN (LN1) 235 P. Burgos St., Sto. Domingo, Biñan, Laguna	San Pedro, Biñan	09176275407 09429814299	Jeanette Roque
STA. ROSA (LN2) Unit L. Lennox Bldg., Brgy. Tagapo, Sta. Rosa, Laguna	Cabuyao, Sta. Rosa	09776526249 (049) 5080 658	Julius Bayle
LOS BAÑOS (LN3) #12 Brgy. Anos, Los Baños, Laguna	Calauan, Los Baños, Nagcarlan	09176512964 (049) 3100 853	Melvin Garcia
CALAMBA (LN4) Unit 2-3 Bellin's Crest Commercial Bldg., Nat'l Highway Purok 1, Brgy. Parian, Calamba City, Laguna	Calamba City	09454618208 09224497155	Norman Napao
SAN PABLO (TIA) Brgy. 7B, Lopez Jaena St., San Pablo City, Laguna	Alaminos, San Pablo	09176512732 (049) 3000 482	Wilbert Cirilo
LUCENA (LCA) 40C Hermana Fausta St., cor. Quezon Ave., Lucena City	Atimonan, Lucban, Lucena City, Mauban, Pagbilao, Sariaya, Tayabas	09067967560 (042) 795 3753	Adrian Sambajon
MASINAG (MSG) 84 Unit 102 G/F Faicour of Fresta Bldg., Sumulong Highway, Mayamot, Antipolo City	Antipolo City, Montalban, San Mateo	09275738982 (1870) 3562 273	Gerald Cabato
CAINTA (RIZ) Carlohan Arcade, 142 Bonifacio Ave., Cor. M.L. Quezon St., Cainta, Rizal	Angono, Binangonan, Cainta, Rodriguez, Taytay	09153442472 (1800) 2606 877	Karen Kia

1. NAME OF COURIER: **ABest Express Inc.**
ACCOUNT CODE: **DNS**
CONTACT NUMBER: **0942-645-7909 / 0966-603-3810**
CONTACT PERSON: **Ms. Baby Lyn De Belen**



2. NAME OF COURIER: DHL (WWW Express Corp.)
ACCOUNT NUMBER: 642214081
CONTACT NUMBER: (043) 702-6318 / 0917-673-7147
CONTACT PERSON: Mr. Hendrix Hernandez

3. NAME OF COURIER: 2GO Express
ACCOUNT NUMBER: 2018000239
CONTACT NUMBER: 0910-834-2895 / 0905-621-3525
CONTACT PERSON: Ms. Rona Paquiding / Ms. Venus Selda

The protocol in sending NBS blood samples using courier are as follows:

- a. Use the courier's **small pouch** in sending samples.
- b. For NSFs in Southern Luzon, call the courier's main office to request for pick-up and mention the account number of NSC-SL
- c. Answer all inquiries regarding contact details and addresses.
- d. Ask for booking reference for tracking purposes. Cut-off time for booking is until 4:00 pm.
- e. Fill-out the airway bill for the shipper's details. NSC-SL is the consignee. Do not forget to write the account number of NSC-SL and tick the box bill consignee.
- f. The request for airway and small pouches is coordinated with nearest courier office. The request should be relative to the average number of samples. Please request ahead of time to allow ample time for supplies preparation and distribution.
- g. **OPEN-POUCH Policy** shall be strictly implemented. All contents of the pouch shall disclosed to the receiving courier. Receiving logbook for couriers shall be imposed for proper documentation.

ONLY POUCHES CONTAINING FILTER CARDS SHALL BE CHARGED TO NSC-SL, RECEIVED POUCHES WITH DOCUMENTS ONLY SUCH AS P.O. WILL BE CHARGED TO THE FACILITY.

F. RESULTS

1. NSC-SL releases two types of results: the Individual/Patient's copy (write copy) and the Summary Report of results (yellow copy) for NSF. All results be MAILED or EMAILED (as indicated by NSF) directly to all newborn screening facilities 7 to 14 working days from the time the NBS sample was received at NSC – SOUTHERN LUZON.
2. NSC – Southern Luzon will fax or email only results with positive screen. This will be followed immediately by phone call wherein NSC-SL relays the urgent result to the NSFs person-in-charge of elevated/positive results.
3. For unsatisfactory samples such as no feeding, missing information, less than 24 hours, ;ate receipt of samples, contaminated and insufficient samples, NSC-SL will immediately call the NSF within 24-78 hours upon receipt of blood samples. A hard copy will be sent to the facility via courier.
4. Patient's copy of NBS result is claimed at NSF. Please inform your patients that no results will be claimed or released at the NSC-SL. Your health facility should designate one person to handle receiving and issuance of all NBS results.



5. Relay of Feeding and Missing Information

Please be reminded that the newborn screening laboratory preferred that data on feeding and other missing information (e.g. date and time of birth/collection) be relayed through a duly signed (with printed name and signature) letter from the Overall NBS coordinator or person-in-charge of newborn screening. Data sent through email or fax is accepted. Texting information for updating is disallowed.

- DO NOT USE ANOTHER FILTER CARD TO RELAY INFORMATION OR FEEDING
- ANY INCOMPLETE INFORMATION WILL CAUSE DELAY IN RELEASING OF RESULTS

The updated results of your patients will be available 7-14 working days after receipt of your valid letter on the missing information. The second copy of these results will be sent to your health facility through mail.

6. Proper Documentation of data

Please use the guide below for recording all pertinent data of your patients before sending the blood sample to our laboratory. This will help you check the completeness of the information on the filter card to avoid having a result of no feeding and missing information.

The logging of filter card number will help you facilitate your Philippine Health Insurance Corporation (PHIC) requirements for newborn care package claims. Ensure that the PHIC sticker is removed from the filter card before sending the samples to NSC-SL. NSC-SL cannot guarantee to return the sticker to you if the filter cards are already sorted and processed.

Mother's Name	Date and time of birth	Date and time of collection	Birth weight (g)	Sex	Feeding	Filter card no.	Pick up no./ way bill no.	Date sent	Address	Contact number	Result	Date received	Claimed by	Date claimed

7. Request for Card Replacement

The Card replacement is free and will be shouldered by NSC-SL for the following reasons only:

- Insufficient blood samples
- Contaminated samples
- Positive initial screen for CAH, CH, GAL and PKU
- < 24 hours
- Late (case to case basis)
- On BT
- On NPO/TPN/Soy

Reminder: Include the names of patients and reason for the replacement (i.e. Contaminated, etc.) at the next Purchase Order.

NOTE:

- The replacement cards will be sent together with your next order.
- Filter cards will be replaced **only if we have received the "used" cards.**
- Replacement rules are subject to change.

Below is a card replacement matrix for your reference.



CONDITION	ACTION REQUIRED	REPLACEMENT
A. CONTAMINATED Samples Samples may be contaminated due to the following: serum rings, wet/ diluted, layered, clotted/ supersaturated, fungal growth, damaged/abraded.	URGENT repeat sample collection is required.	Replaceable (as per NSC - SL laboratory evaluation) on the first repeat only.
B. INSUFFICIENT Samples Samples that cannot yield minimum of eight (8) 3.2 mm blood disks.	URGENT repeat sample collection is required.	Replaceable (as per NSC - SL laboratory evaluation) on the first repeat only.
C. <24 hours Sample was taken <24 hrs of life	URGENT repeat sample collection is required.	Replaceable on the first repeat only.
D. <24 hours (Clerical error) <ul style="list-style-type: none"> Incorrect date/time of birth indicated Incorrect date/time of collection indicated 	NO need to do repeat sample collection. To correct the data, submit a letter of correction with attached supporting document (e.g. copy of NBS logbook, endorsement form, patient chart, etc.).	Not applicable
E. LATE Sample Samples received by the NSC – SL laboratory 10 days after collection.	URGENT repeat sample collection is required.	Case to case basis. Subject for investigation and further evaluation.
F. LATE Sample (Clerical error) <ul style="list-style-type: none"> Incorrect date/time of birth indicated Incorrect date/time of collection indicated 	NO need to do repeat sample collection. To correct the data, submit a letter of correction with attached supporting document (e.g. copy of NBS logbook, endorsement form, patient chart, etc.).	Not applicable
Important! NSC – SL laboratory automatically releases UNSAT result for ALL the samples <i>initially</i> tagged as unsatisfactory regardless whether the information provided would later be corrected/ clarified.		
G. Blood transfusion Patient has undergone blood transfusion prior to sample collection or the required repeat collection was affected by BT.	Indicate BT details (blood component transfused, date and time of transfusion) in the filter card. NSC – SL follow – up team will be informing your NSF when will be the repeat sample collection.	NBS kits used for the <i>requested</i> repeat collection only will be replaced.
Important! Please inform NSC-SL Follow-up Team should another transfusion will be made prior to the scheduled repeat collection.		
H. Non per Orem (NPO) Initial collection done while the newborn is on NPO.	Repeat collection should be done after 24 hours of full exposure to lactose.	NBS kit used for the <i>requested</i> repeat collection only will be replaced.
I. Total Parenteral Nutrition (TPN) Initial collection was done while the newborn is on TPN.	Repeat collection should be done 48 hours OFF TPN with 24 hours full lactose exposure.	NBS kit used for the <i>requested</i> repeat collection only will be replaced.
NOTE: For newborns subjected to mixed feeding (TPN/amino acids with lactose feeding/breastfeeding), repeat collection should still be after 48 hours OFF TPN with 24 hours full lactose exposure. Plain IV fluids are not considered TPN.		
J. Soy/ Lactose Free Feeding Initial collection was done while the newborn is on soy feeding.	Repeat collection should be done when soy feeding was stopped and the infant has 24 hours full lactose exposure.	NBS kit used for the <i>requested</i> repeat collection only will be replaced.



K. Unknown Data Filter card has blood sample but no patient data.	Urgent repeat NBS sample collection is required.	Not applicable
L. No Sample Filter card has patient data but no blood sample.	Urgent repeat NBS sample collection is required.	Not applicable
M. Outdated Filter Cards Please take note of the filter card expiration date indicated in the absorbent part.	Urgent repeat NBS sample collection is required.	Not applicable
N. Missing Information / No Feeding / Data Erasures	Correct/ complete the data by submitting a letter of correction with attached supporting document (i.e. patient chart, copy of logbook). NO need to do repeat sample collection.	Not applicable
<i>NB: For replaceable NBS filter cards, NO extra fee should be collected from the patients. Indicate the names of the patients that require replacement on your next P.O.</i>		

G. CONTACT DETAILS

For follow-up and other concerns, you may contact the following:

Newborn Screening Results (Elevated/Result Update/Patient's Concern)
MIA CARLA C. DIMAILIG, RN VIVIEN MARIE M. WAGAN, RN MARIA JOANA E. BRIÑAS, RN Follow-Up Nurses
0925 827 8567 0927 961 7611 (043) 702 7719 followup1@nscsl.com.ph followup2@nscsl.com.ph followupg6pd@nscsl.com.ph
Unsatisfactory Samples
GRETEL E. YEDRA, RN Unsat Demo Nurse
0933 043 9651 0906 217 9280 (043) 778 4849 unsat@nscsl.com.ph
Purchase Orders (P.O.)
ROWENA MAE P. PEÑARANDA Supply Officer
0925 511 2192 (043) 341-6032 (02) 400 1720 supply@nscsl.com.ph
Payables and Balances



DMMC INSTITUTE OF HEALTH SCIENCES, INC.
NEWBORN SCREENING CENTER – SOUTHERN LUZON



KAREEN S. GUNDA

Accounting Clerk

0925 511 2192 | 0906 217 9280 | (043) 341-6032
accounting1@nscsl.com.ph / accounting2@nscsl.com.ph

We are hoping for your unwavering support to the National Comprehensive Newborn Screening System.