



**NEWBORN SCREENING CENTER – VISAYAS**  
*West Visayas State University Medical Center*

2<sup>nd</sup> Floor, Medicus Healthcare Plaza Building  
D. Pison Ave., Brgy. San Rafael, Mandurriao, Iloilo City  
Telefax No: (033) 320-3286

Email Address: [mc-nscv@wvsu.edu.ph](mailto:mc-nscv@wvsu.edu.ph)



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**DATE : MARCH 22, 2022**

**TO : OVERALL NEWBORN SCREENING COORDINATOR, PURCHASING,  
ACCOUNTING AND FINANCE DEPARTMENT**

**FROM : KAREN JUNE V. VENTILACION, MD, DPSS  
UNIT HEAD – NSC VISAYAS**

**RE : LATEST MECHANICS IN PURCHASING ENBS KITS AT THE NEWBORN  
SCREENING CENTER - VISAYAS**

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**ORDERING**

1. All purchase orders for Expanded NBS Collection kits from all the Newborn Screening Facilities (NSFs) under Region VI (Western Visayas) and Region VIII (Eastern Visayas) shall be forwarded to:

**NEWBORN SCREENING CENTER – VISAYAS  
WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER  
2/F MEDICUS HEALTHCARE PLAZA BUILDING  
D. PISON AVE., BRGY. SAN RAFAEL, MANDURRIAO, ILOILO CITY**

2. A **duly accomplished purchase order (P.O.) form** is a requirement for procurement of expanded newborn specimen collection kits. Newborn Screening Facilities (NSFs) may use their existing purchase order forms to order the said kits. If the NSF does not have its own purchase order form, they may use the Newborn Screening Center – Visayas purchase order template (*Please see attached PO form Template*).

The following information is **required** when placing orders:

- a. Facility Name  
Note: A complete name of the Newborn Screening Facility (acronym and shortcut is not allowed)
- b. Facility Code
- c. Purchase Order number
- d. Purchase Order date
- e. Quantity of kits.  
Note: The minimum allowable quantity of kits per purchase order is five (5) Expanded NBS Collection kits
- f. Total Amount
- g. Mode of Delivery  
Note: If the Newborn Screening Facility is outside the courier's serviceable area, specify the nearest courier branch for pick up.
- h. Orders must be signed and approved by the authorized personnel otherwise, purchase order will not be processed.

**Note: Please make sure that the details in the purchase order are complete and updated upon placing the order to prevent unnecessary delay otherwise, purchase order will not be processed.**



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3. The duly signed and approved purchase order (P.O.) may be sent through:

- a. Fax: (033) 320-3286/ (033) 329-3744

Please **confirm immediately through phone call or text** (0917-712-4690) if the purchase order was received and clearly printed by the machine.

- b. Electronic mail (email): [nscvis.poacct-mc@wvsu.edu.ph](mailto:nscvis.poacct-mc@wvsu.edu.ph) and/or [mc-nscv@wvsu.edu.ph](mailto:mc-nscv@wvsu.edu.ph)

Please **scan and attach to email the approved purchase order form.**

- c. Regular mail or preferred courier (*See above address*)

Purchase order may be **sent together with the specimen** or payment.

- d. Walk - in

Expanded NBS kits shall only be released to employees of the NSF with valid identification, non – employees should present an authorization letter from the Newborn Screening Coordinator upon claiming the NBS kits, this is to ensure proper tracking of the NBS kits to respective Newborn Screening Facilities. Moreover, **NSFs are requested to inform the Newborn Screening Center – Visayas (NSCV) via phone call or text message one day before pick up of the ordered kits.**

ENBS Collection kits will be released according to the schedule below:

<b><i>Time of Receipt of Purchase Order</i></b>	<b><i>Schedule of Release of ENBS Kits</i></b>
<i>8:00am – 11:00am</i>	<i>3:00pm of the same day</i>
<i>11:00am – 5:00pm</i>	<i>10:00am of the next working day</i>

4. Please be informed that per DOH Administrative Order No. 2014-0045-A dated March 29, 2019, effective May 1, 2019, the Expanded NBS Collection Kits shall be priced at 1,750.00 per kit.

**The minimum allowable quantity of kits to be purchased is five (5) Expanded NBS kits** which includes the following items (*Please see attached price quotation*):

- a. Filter Card
- b. Lancet
- c. Transmittal Form
- d. ENBS Brochure

5. Purchase order will be automatically put **ON HOLD** for the following reasons:

- a. Incomplete or incorrect information on the purchase order form

P.O. Officer will inform you via phone call of any incomplete information as stated in item 2 of this memo. Newborn Screening Facility must submit an updated purchase order form in case there are changes in the details of the purchase order.

- b. Unsettled Account.

Accounting Clerk will inform you via phone call of any unsettled account. Please be reminded that your purchase order will not be processed if there is an outstanding balance.

**DELIVERY**

- 1. Ordered ENBS collection kits will be sent or transmitted by the Newborn Screening Center – Visayas **through the Newborn Screening Facilities' preferred courier.** The original sales invoice will be sent together with the ordered kits.



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**Note: If sales invoice is misplaced or lost, NSF is required to send a letter requesting for a second copy of the sales invoice.**

- Orders will be delivered **within seven (7) working days upon receipt** of the purchase order from the NSFs. **Allow 10 working days**, if the Newborn Screening Facilities are outside the courier's serviceable area.
- The hospital personnel in charge of receiving the ordered kits must **immediately inform the center of any discrepancy in the delivery within the day the ENBS kits was received**. Otherwise, it shall be deemed received in good order and condition.

## PAYMENTS

- Terms of payment

Term of payment is the period given by Newborn Screening Center – Visayas for the Newborn Screening Facility to pay the ordered NBS Collection kits and is indicated in the sales invoice. In case of failure to make full payment within the period specified a **penalty of 2% per month of the total purchase price will be imposed on your bill. Purchase orders will automatically put on hold if there are outstanding accounts.**

- 60 days for PHILHEALTH accredited NSFs (provide a photocopy of the updated certificate from PHILHEALTH)
- 45 days for NON PHILHEALTH accredited NSFs.

- Mode of Payment

Payment may be made in any of the following:

- Cash (Walk in Clients)
- Check Payment payable to:

**WVSUMC NEWBORN SCREENING PROJECT**  
Or  
**NEWBORN SCREENING CENTER – VISAYAS**

- Bank to bank/ ON – LINE payment through:

- Philippine National Bank (PNB)**

Account Name : **NEWBORN SCREENING CENTER – VISAYAS**  
Account Number : **310710012012**  
Branch : **JARO BRANCH, ILOILO CITY**  
*\*NO BANK SERVICE CHARGE*

- Development Bank of the Philippines (DBP)**

Account Name : **WVSUMC NEWBORN SCREENING PROJECT**  
Account Number : **171 – 756 – 6**  
Branch : **JARO BRANCH, ILOILO CITY**  
*\*NO BANK SERVICE CHARGE*

## COURIERS

The following are duly authorized and official couriers partners of Newborn Screening Center – Visayas:

- 2GO Express. (Account Number: 2901063856)
- DHL/ WWW Express (Account Number: WWWE642211992)
- JRS Express



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- d. Libcap Super Express
  - Antique Account : 27 – 040
  - Bacolod Account : 05 - 448
  - Dumaguete Account : 23 - 167
  - Iloilo Account : 24 – 80
  - Kalibo Account : 17 - 111
  - Roxas Account : 13 – 169
  - Tacloban Account : 10 – 152
  - Tagbilaran Account : 22 – 129
- e. Philippine Postal Corporation
  - Region 6 Account : C6 500001 (Western Visayas)

**Note: Sending of blood samples to NSC – Visayas on any of the abovementioned couriers shall be free of charge. Sending of documents other than the blood samples shall be charged to the NSF.**

**CONTACT PERSONS**

For more information, please contact the following numbers:

<b>Inquiry</b>	<b>Contact Person</b>	<b>Contact Numbers</b>
Account Reconciliations, Payments and Other Administrative Concerns	Frederick B. Aguirre (Supervising Administrative Officer) Gretchen B. Canja, CPA (Accountant) Irish Dayle D. Cordero (Accounting Clerk)	(033) 320-3286 (033) 501-0057  Globe Phone Number 0917-712-4690
Official Receipt Issuance	Gretchen B. Canja, CPA (Accountant) Irish Dayle D. Cordero (Accounting Clerk)	
Purchase Orders and Filter Card Replacements	Sheeryl G. Navarro (PO Officer In-Charge)	
Releasing of Results, Official Receipts and Other Communication Letters	Mary Catherine C. Monterrosa (NBS Results In-charge)	

**NOTE: KINDLY FILL-OUT THIS FORM COMPLETELY  
THANK YOU.**

\*Name of Facility \_\_\_\_\_

\* Address \_\_\_\_\_

\* Contact Nos. \_\_\_\_\_

**To: NEWBORN SCREENING CENTER – VISAYAS**  
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\* Purchase Order No \_\_\_\_\_

\* Date \_\_\_\_\_

\* Facility Code \_\_\_\_\_

TERMS OF PAYMENT	DELIVERY PERIOD	MODE OF DELIVERY (Mark the appropriate boxes with check (√)).
45 DAYS	<b>Within seven (7) working days upon receipt</b> of the purchase order from the NSFs. <b>Allow 10 working days</b> , if the Newborn Screening Facilities are outside the serviceable area of the courier.	<input type="checkbox"/> Philippine Postal Corporation <input type="checkbox"/> JRS <input type="checkbox"/> Pick up JRS Branch (Pls. specify the JRS Branch) _____ <input type="checkbox"/> 2Go <input type="checkbox"/> Pick up 2GO Branch (Pls. specify the 2GO Branch) _____ Contact Number: _____

**Note:**

- a) Term of payment for Phil health Accredited Newborn Screening Facilities (NSFs) is 60 DAYS. Please send a **photocopy of your PHILHEALTH CERTIFICATE OF ACCREDITATION to the NSC – Visayas.**
- b) The minimum allowable quantity of kits per purchase order is **FIVE (5) NBS Specimen Collection Kits.**
- c) For Walk – in Clients. NSFs are requested to **inform the Newborn Screening Center – Visayas (NSCV) via phone call or text message one day before pick up of the ordered kits.**

**Please furnish the following articles/services:**

Unit	Description	Unit Price	Quantity	Total Amount
Kit	Expanded NBS Kit (Minimum of 5 kits /P.O.) <ul style="list-style-type: none"> <li>• Filter card (Expanded) and Lancet</li> <li>• Transmittal Form and;</li> <li>• NBS Pink Brochure</li> </ul>	P 1,750.00		
PC	OTHER REQUEST: Extra NBS Posters	20.00		
PC	Lancets (Maximum 100 pcs)	2.00		
PC	Extra NBS Brochures (Minimum 100 pcs)	2.50		
PC	Drying Rack (upon request)	No charge		
<b>TOTAL</b>				

Requested by:	Approved by:	Noted by:
Signature over Printed Name	Signature over Printed Name	Signature over Printed Name
Position	Position	Position

**This form can be reproduced and is not for sale.**