



Republic of the Philippines
PROVINCE OF QUIRINO
 Cabarroguis
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ECONOMIC ENTERPRISE OFFICE (QIP) CITIZENS CHARTER INFORMATION BILLBOARD

MISSION

To establish and develop a pharmacy that can cater and facilitate the public needs of drugs and medicines.

VISION

A well organized and systematized component that is sustainably capable of providing an access to quality and affordable drugs and medicines.

Step by step procedure

FRONTLINE SERVICES /OFFICE	STEP	CLIENT	SERVICES	RESPONSIBLE OFFICER/EMPLOYEE	WAITING TIME	REQUIREMENT/ SUPPORTING DOCUMENTS	FEES COLLECTED, IF ANY	REMARKS
1. MEDICINES/MEDICAL SUPPLIES	1.	Present Purchase Request (Quirino Province Medical Center, Aglipay District Hospital, Diffun District Hospital, Maddela District Hospital, PHO, Birthing Clinics, PWO, PRRRMO)	Receiving of Purchase Request	Kennybeth Pescador/Sharon Cureg	45 min./ PR	Approved Purchase Request		Forwarded to Bac Office of for issuance of canvass
	2.		Receive canvass for quotation	Kennybeth Pescador/Sharon Cureg	5 min./ canvass	Approved Purchase Request/Logbook		Forwarded to BAC Office for issuance of P.O.

	3.		Releasing	Kennybeth Pescador, Sharon Cureg, Karen Lou Sabacan, Myra Gregorio, Julio Salazar, Gelmar Agustin , Roxane Mauro	45 min./ P.O.	Purchase Order		

SERVICE PLEDGE

We, the officials & employees of the Provincial Government of Quirino, pledge to deliver quality public services as promised in this Citizen's Charter. We will provide prompt and reliable service to our clients.

ELMOR B. VILLARUEL
Executive Assistant IV & EEO Head Designate

KENNYBETH S. PESCADOR
Pharmacist II

MYRA L. GREGORIO
Exec. Asst. I (Cashier Designate)

KAREN LOU W. SABACAN
Admin. Assist. I

JULIO G. SALAZAR
Admin. Aide III

SHARON C. CUREG
Pharmacist (Contractual)

ROXANE S. MAURO
Office Helper (Casual)

GELMAR C. AGUSTIN
Office Helper (Casual)

Allowable Period of Extension of the Maximum Response Time

The LGU give (5) working days for extension of time to the provision of frontline services to its clients in case of unforeseen events, mandate or natural.

Feedback/Complaint Mechanism

If your request has not been attended to promptly and courteously, please send your suggestions and complaints to Gov. Junie E. Cua or you may fill up the prescribed form from the Officer of the Day and drop it in the Suggestion box provided for the purpose at the lobby of the Capitol Plaza Hotel and Restaurant or you may call

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