

West Visayas State University Medical Center

2nd Floor Medicus Healthcare Plaza Bldg.

D. Pison Ave., Brgy. San Rafael Mandurriao, Iloilo City Email Address: mc-nscv@wvsu.edu.ph
Telefax No: (033) 320-3286 and (033) 501-2580



DATE

: OCTOBER 10, 2023

TO

: OVERALL NEWBORN SCREENING COORDINATOR, PURCHASING,

ACCOUNTING AND FINANCE DEPARTMENT

Denh Lacion

FROM

: KAREN JUNE V. VENTILACION, MD, DPPS

UNIT HEAD - NSC VISAYAS

RE

: LATEST MECHANICS ON PURCHASING THE ENBS KITS FROM NEWBORN

SCREENING CENTER - VISAYAS

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ORDERING

 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 2nd Floor Medicus Healthcare Plaza Bldg. D. Pison Ave., Brgy. San Rafael Mandurriao, Iloilo City

 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: Acronym and shortcut is not allowed.
- b. Facility Code
- c. Purchase Order number
- d. Purchase Order date
- Quantity of kits, the minimum allowable quantity of kits per purchase order is five (5) Expanded NBS Collection kits
- f. Total Amount
- g. Mode of Delivery If the Newborn Screening Facilities are outside the serviceable area, specify the nearest courier branch for pick up.
- Orders must be signed and approved by 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 orders 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/ (033) 501-2580 Please confirm immediately through phone call or text (0917-712-4690) if the purchase order was received and clearly printed by the machine.
 - Electronic mail (email): mc-nscv@wvsu.edu.ph and/or nscvis.poacct-mc@wvsu.edu.ph
 Please scan and attach to email the approved purchase order form.
 - 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.

 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. (Please see attached DOH Administrative Order).

The minimum allowable quantity of kits is five (5) Expanded NBS kits. The cost of each Expanded Newborn screening collection kit is worth One Thousand Seven Hundred Fifty Pesos Only (1,750.00) which includes the following items (Please see attached price quotation):

a. Expanded Filter Card

c. Transmittal Form

b. Lancet

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 account.

DELIVERY

- Ordered ENBS collection kits will be sent or transmitted by the Newborn Screening Center Visayas through the Newborn Screening Facilities' preferred courier. Indicate the nearest courier branch for pick up, if the Newborn Screening facilities are outside the serviceable are. The original sales invoice will be sent together with the ordered kits. If sales invoice is misplaced or lost, NSFs 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 serviceable area of the preferred courier.
- 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.



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PAYMENTS

1. 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)
- b. 45 days for NON PHILHEALTH accredited NSFs.
- c. Prepaid for walk in clients. (Payments must be made upon purchase)
- 2. Mode of Payment. Payment may be made in any of the following:

 - a. Cash (Walk in Clients)
 b. Check Payment payable to WVSUMC NEWBORN SCREENING PROJECT
 - c. Bank to bank/ ON LINE payment through:
 - Landbank

Account Name

: WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER -

NEWBORN SCREENING CENTER VISAYAS

Account Number : 3292-2221-99

Branch

: JARO BRANCH, ILOILO CITY

*Php50.00 CHARGE TO THE FACILITY

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

3. If payment was made through bank, the duplicate copy of the bank validated deposit slip or bank official receipt should be immediately sent to Newborn Screening Center - Visayas for proper recording/posting and issuance of corresponding official receipt.

Always indicate your facility name, facility code and the sales invoice number being paid on the deposit slip upon payment. We will not be able to acknowledge your inter - bank payment unless deposit slips with bank validation are sent to us. (Please see attached sample of Cash and Check Deposit Slip)

CARD REPLACEMENT

- 1. Please be reminded that a repeat sample collection can be availed by patients for free and the collecting newborn screening facility (NSF) will be replaced with new ENBS filter cards for the following:
 - Positive/ elevated result
 - Rejected samples (contaminated and insufficient)
 - Late
 - NPO/ Soy/ TPN

- < 24 hours
- BT
- BTS
- BTS I
- NDe
- 2. For repeat samples cards to be replaced, please send a duly filled out REQUEST FOR REPLACEMENT form (Please see attached form). We strongly recommend that a request for replacement is sent along with every repeat sample card so that the request is processed promptly. We discourage the sending of BATCHED request for replacements (e.g., Those made on a quarterly/semi-annual/annual basis) and these requests shall begiven the least priority.



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COURIERS

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

- a. 2GO/ Aboltiz One, Inc. (Account Number: 2901063856)
- b. DHL/ WWW Express (Account Number: WWWE642211992)
- c. JRS Express

d. Libcap Super Express

Antique Account : 27 – 040
Bacolod Account : 05 - 448
Iloilo Account : 24 – 80
Kalibo Account : 17 - 111
Roxas Account : 13 – 169
Tacloban Account : 10 – 152

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:

Inquiry	Contact Person	Contact Numbers
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) 501-2580 Local 101 0917-712-4690
Official Receipt Issuance	Joan O. Arsenal (Cashier) Irish Dayle D. Cordero (Accounting Clerk)	(033) 320-3286 (033) 501-2580 Local 106/112 0917-712-4690
Purchase Orders and Filter Card Replacements	Sheiryl G. Navarro (Kits Officer In-Charge)	(033) 320-3286 (033) 501-2580 Local 104 0917-712-4690
Releasing of Results, Official Receipts and Other Communication Letters	Christine Joy Buenavides (NBS Results In-charge)	(033) 320-3286 (033) 501-2580 Local 114

ATTACHMENTS

- A. Purchase Order Form Template
- B. DOH Administrative Order No. 2014-0045-A
- C. Price Quotation
- D. Certificate of Exclusive Distributorship
- E. Request for Replacement of filter cards

NOTE: KINDLY FILL THIS FORM COMPLETELY TO AVOID ANY DISCREPANCY. THANK YOU. (ALL FIELDS WITH * ARE REQUIRED)

*Name of Fa	cility	
* Address	MAN - 1000 FEW - 172 - 1000 FEW - 1 1000 FEW	
* Contact No	s	
	То:	NEWBORN SCREENING CENTER - VISAYAS West Visayas State University Medical Center 2nd Floor Medicus Healthcare Plaza Bldg. D. Pison Ave., Brgy. San Rafael Mandurriao, Iloilo City Telefax No.: (033) 320 3286
* Purchase C	Order No:	
* Facility Co	de:	
TERMS OF PAYMENT	DELIVERY PERIOD	MODE OF DELIVERY (Mark the appropriate boxes with check ($$).
	Within seven (7) working days upon receipt of the purchase order from the NSFs.	□ Philippine Postal Corporation □ JRS □ 2Go □ Pick up JRS Branch □ Pick up 2GO Branch

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.

(Pls. specify the

Contact Number:

JRS Branch)

(Pls. specify the

2GO Branch)

- 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:

Allow 10 working days, if the

Newborn Screening Facilities are outside the serviceable area of the courier.

Unit	Description	Unit Price	Quantity	Total Amount
Kit	Expanded NBS Kit (Minimum of 5 kits /P.O.) Filter card (Expanded) and Lancet Transmittal Form and; NBS Pink Brochure	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		
1.1			TOTAL	

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



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Republic of the Philippines Department of Health OFFICE OF THE SECRETARY

HAR 2 9 2019

ADMINISTRATIVE ORDER No. 2019 - 2014-0045-A

SUBJECT:

Amendment to Administrative Order No. 2014-0045: Guidelines on the Implementation of the Expanded Newborn Screening

Pursuant to Section 11 of Republic Act No. 9238, otherwise known as the Newborn Screening Act of 2004, the Advisory Committee on Newborn Screening (ACNBS) shall review and recommend the newborn screening (NBS) fee to be charged by the Newborn Screening Center (NSCs) in order to ensure that NBS will be accessible to all newborns.

During the meeting of the ACNBS field last 0d October 2018, the price adjustment in the expended newhorn screening (ENBS) fee of One Thousand Seven Hundred Fifty Pesos (Php1, 750,00) has been approved. The said price will apply to all new NBS filter cards purchased from the NSCs upon effectivity of this Order. In view of this, the following provision of Administrative Order No. 2014-0045 dated November 19, 2014 is hereby amended:

FROM:

VI. Specific Guidelines/Implementing Mechanism

D. Budget Source

1. The NBS Fee

 The cost of the tests shall be as follows (Per recommendation of the ACMBS on August 19, 2012);

Option I (6 disorders) - Php550.00 Option 2 (expanded newborn screening) - Php1,500.00.

b. For PhillTealth members, P550 shall be covered by PhillTealth. For Option 1 (6 disorders), the total cost shall be covered. For Option 2 (expanded NIKS), only Php 550.00 shall be covered by PhillTealth and the balance shall be an out-of-pocket expense of the familie.

TO:

VI. Sperific Guidelines/Implementing Mechanism

D. Budget Source

1. The NBS Fee

a. The cost of the tests shall be as follows (Per recommendation of the ACNBS on October 04, 2018);

Option 1 (6 disorders) - Php550.00

Option 2 (Expanded Newborn Screening) - Php1,750,00,

6.For Phillicalth members, the total cost shall be covered by Phillicalth (Per-Phillicalth Circular 2018-0021 on Enhancement of Newborn Care Package): Option 1 (6 disorders) - Pbp 550.00

Option 2 (Expanded Newborn Screening) - Php 1750, 00

Budding J, San Lazaro Companiol, Rizal Avenue, Sta. Cam. 1003 Month • Track Line 631-7000 heart [113, 1103, 115].
Direct Line: 711-9502; 711-9503 Fux: 743-1379 • ORC: http://www.doh.gov.gb.c-mail. phagousphic.gov.ph.

 Option 1 (6 disorders) shall be offered until April 30, 2019 only. Effective May 1, 2019, all infants born in accredited facilities shall be tested for expanded newborn screening panel (Option 2) only.

As thus amended, all other provisions of Administrative Order No. 2014-0045 shall remain in fell force and in effect,

This order shall take effect fifteen (15) days after publication in the official gazette or newspaper of general publication,

FRANCISCO T. DE QUE III, MD, MSe



Newborn Screening Center - Visayas West Visayas State University Medical Center

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Date: JANUARY 3, 2023

To:

Dear Sir/Ma'am:

We are pleased to submit hereunder our PRICELIST / QUOTATION for the year 2023, in compliance with DOH Administrative Order 2014-0045-A dated March 29, 2019 to wit:

UNIT	QUANTITY	DESCRIPTION	UNIT PRICE
kit	1	EXPANDED NEWBORN SCREENING COLLECTION KIT (1 ENBS Filter Card, 1 Lancet, 1Transmittal Form, 1 Newborn Screening Brochure)	Php 1, 750.00 per Kit (Minimum of 5 kits per P.O.) - Inclusive of Courier Fee and Laboratory Cost
piece	1	NEWBORN SCREENING POSTER	Php 20.00 per pc
piece	1	NEWBORN SCREENING BROCHURE	Php 2.50 per pc (Minimum of 100 pcs)
piece	1	NEWBORN SCREENING TRANSMITTAL FORM	Php 1.00 per pc (Minimum of 100 pcs)
piece	1	BLOOD LANCET	Php 2.00 per pc (for additional – Maximum Order of 100 pcs only)
piece	1	DRYING RACK	NO CHARGE (upon request)

Payment Term: * 45 days for Non - PhilHealth Member NSFs

* 60 days for PhilHealth Member NSFs

Delivery Period: 7 Working Days upon receipt of P.O.

For further inquiry, please contact us at telephone numbers:

(033) 329-3744 (033) 508-4844 0917-712-4690

Sincerely,

Winhler KAREN JUNE V. VENTILACION, MD, DPPS Head, Newborn Screening Center - Visayas

SUBSCRIBED AND SWORN to before me this JAN 1day 423 2023 in the City of Iloilo by the affiant who is known to me and who exhibited to me her PRC identification card number 0079870.

Doc. No. /W

Page No. 20
Book No. 2
Series of 2023

Series of 2023

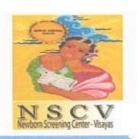
Thank you very much for your support of the Newborn Screening Program!

SITA A. LABORTE-ILDESA



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CERTIFICATE OF EXCLUSIVE DISTRIBUTORSHIP

This is to certify that

NEWBORN SCREENING CENTER VISAYAS, WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER

a government institution with address at E. Lopez Street, Jaro, Iloilo City is the SOLE AND EXCLUSIVE DISTRIBUTOR of EXPANDED NEWBORN SCREENING (ENBS) COLLECTION KITS in the Visayas. There are no sub-dealers selling at lower price and there are no suitable substitutes which can be obtained at a more advantageous price.

> Wrenhin. KAREN JUNE V. VENTILACION, MD, DPPS

HEAD, Newborn Screening Center Visayas WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER PRC I.D. No, 0077533

DAVE ENDEL R. GELITO, III, MD, MM, FPCS, FPSGS, FPALES OIC - MEDICAL CENTER CHIEF II WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER PRC I.D. No. 74665

JAN 1 2 2023 , 2023, in the SUBSCRIBE AND SWORN to before me this of City of Iloilo, affiant exhibiting to me their respective identification card numbers.

Doc. No.: /1/7 Page No.: 21 Book No.: 2 Series of 2023 TERESITA A. LABORTE-ILDESA

-01

NOTARY PUBLIC - ILDIESA Reg. No. 38, Until December 31, 2023 2nd Floor, 7J Corporate Center, Cor. Jalandoni-Ledesma Sts., Iloilo City Roll No. 38296 PTR No. 3641645: Jan. 04, 2022; Iloilo City IBP Lifetime Member No. 010937 MCLE Comp. No. VII-0009639 Valid Until April 14, 2025



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Landbank Procedures:

- 1. Go to any Landbank Branch nearest you.
- 2. Fill out ONCOLL Payment Slip and provide 3 reference details:
 - a. Facility Name
 - b. Sales invoice number
 - c. Facility Code

Sample LANDBANK ONCOLL Payment Slip

	This is your receipt when machine validated.	Please check the appropriate mode of payment. CASH CHECK	DEBIT FROM ACCOUNT
		MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER 3 2 9 2 2 2 1 9 9	MERCHANT / AGENCY NAME WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER - NEWBORN SCREENING CENTER VISAYAS
		Reference Number 1 FACILITY NAME	Printed Name and Signature of Payor / Depositor / Representative NAME OF PAYOR AND SIGNATURE
		Reference Number 2 SALES INVOICE NUMBER	Validation
	s is your re	Reference Number 3 (Numeric) . FACILITY CODE	Amount
	差	Amount Pt 0.00	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.
		ONCOLL PAYMENT SLIP	© LANDBAI
			Q LANDBA I
		ONCOLL PAYMENT SLIP	The state of the s
		ONCOLL PAYMENT SLIP Please check the appropriate mode of payment.	DATE
		ONCOLL PAYMENT SLIP Please check the appropriate mode of payment. CASH CHECK MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER	DATE DEBIT FROM ACCOUNT MERCHANT / AGENCY NAME WEST VISAYAS STATE UNIVERSITY MEDICAL
		ONCOLL PAYMENT SLIP Please check the appropriate mode of payment. CASH CHECK MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER 3 2 9 2 2 2 1 9 9 Reference Number 1	DATE DEBIT FROM ACCOUNT MERCHANT / AGENCY NAME WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER - NEWBORN SCREENING CENTER VISAYAS Printed Name and Signature of Payor / Depositor / Representative
	This is your receipt when machine validated.	ONCOLL PAYMENT SLIP Please check the appropriate mode of payment. CASH CHECK MERCHANT / AGENCY DEPOSIT ACCOUNT NUMBER 3 2 9 2 2 2 1 9 9 Reference Number 1 ABC BIRTHING HOME Reference Number 2	DATE DEBIT FROM ACCOUNT MERCHANT / AGENCY NAME WEST VISAYAS STATE UNIVERSITY MEDICAL CENTER - NEWBORN SCREENING CENTER VISAYAS Printed Name and Signature of Payor / Depositor / Representative NAME OF PAYOR AND SIGNATURE



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Sample DBP On-Line Payment (Check Deposit Slip)

CHECK DEPOSIT SLIP Development Bank of the Philippines	
Name: MVSUMC NEWBORN SCREENING PROJECT Acct No:0756-002862-030 Date: 02/08/18 Time:08:59 Amount: PHP*******110,080.80 Tran Type:Cheque Deposit Branch: D8P Kabankalan Jeller:KB1C Cheque#:3501873 ISN: 29 CLEARING: 02CLR Ref#:074502080003 This is your receipt when machine validated.	Teller's Validation
Name: WYSSMC HEMBORN SCREENING PROJECT ACCT MG:0756-002962-030 Date: 02/08/18 Time:09:59 Accust: PMP******110,000.00 Translype:Cheque Geposit Branch: OBP Kababalaia: ISM: 29 CLEARING: 02CLR gef1:014552080003 Teller's Validation	
CHECK-DEPOSIT SLIP Development Bank of the Philippines Please use separate slip for each type of Account Type of Account 3-8-18 Peso US Dollar Savings Current	
Type of Check ☐ On-Us Check ☐ Local Check ☐ Regional Check ☐ FX Check Account Number 171 - 756 - 6	Acount Number: 171 – 756 – 6
Account Name WSUMU KIOUNONN SCIUTAING PLONGS CHECK DEPOSIT BREAKDOWN Bank/Branch Check No. Amount	Account Name: Newborn Screening Center Visayas
1 NU 0106 A NSEV- 77899	Sales Invoice Number
1111 - ABCDEF BIRTHING CENTER	Facility Code and facility Name
Total Check Deposit /// / / / / / / / / / / / / / / / / /	



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Sample DBP On-Line Payment (Cash Deposit Slip)

DBP Develop	oment Bank of the Philippin	CASH DEPOSIT S	SLIP	
April No:0755-002	1118_500.00 lran bulan Tella	01/15/19 Tise 13:1 Type:Cash Deposit-FMP r: MRIC GENEVIEVE V. 6	-500	Teller's Validation
	fhis is your receipt when n	nachine validated.		
Acct 8015758-802	*:6.506.02 Trap kales Tell	Offices Time 13: Tweetest Deposit OMP of 1810 GENEVIEVE V. 100		
Please use separate	orment Bank of the Philipple sthp-for each type of irrency Peso Us Doll	eucrency Type of Account		
Account Number	- 6			Account Number: 171 – 756 – 6
Account Name	EW 13012P SCRE	THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLU		Account Name: Newborn Screening Center Visayas
Denomination	Pieces	Amount		Screening center visayas
1,000.00	11	11,000.	00	1
500.00	11	6, 6N.	0	
200.00 100.00 50.00 20.00	788 - NEWE	ORN SCREENIN	G Z	Facility Code and facility Name
10.00 5.00 1.00	NSCV-1234		1 -	Sales Invoice Number
Total	Cash Deposit	16, M.	100	
Signature of Depos	itor/Representative	(Print name)		
and on the rules & regul		conditions printed on the reverse & current deposit accounts. solitor P500,000.00) OCS 02704 (Rev 1 - 07N		

REQUEST FOR REPLACEMENT OF FILTER CARD

Date:				
То:	DR. KAREN JUNE V. V Unit Head, Newborn Sci West Visayas State Univ Jaro, Iloilo City	reening Center Vis	ayas	
From	:		(Facilit	y Code)
	War and the same of the same o		(Facili	ty Name)
	uld like to request for to at NBS sample of: Baby's Last Name,	he replacement	/s for the filte	er card used for the Reason for Repeat
	Mother's First Name		Number	NBS
1.				
2.				
3.				
4. 5.				
6.				
7.				
8.				
9.				
10.				
I dec	lare that the above inform	ation is true and co	orrect.	
Ву: _				above printed name)
-		(Desig	nation)	

Note: All filter card replacements will be sent to the facility together with the next purchase order.