



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. Bills 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

I. ABEST Express

ABEST EXPRESS (Account no: DNS)				
City	Area Covered	Scheduled Delivery	Contact no.	Contact Person
BATANGAS (BAT) 1st Floor P&C Bldg., Noble St. cor. P. Canlapan, Brgy. 10, Batangas City	Calaca, Calatagan, Balayan, Tuy, Lian, Nasugbu, Batangas City, Bauan, Mabini, San Luis, San Nicolas, San Pascual, Santa Teresita, Taal		GLOBE – 09176512832 SMART – 0942-855-4968	Glenn S. Perez Jay Ignacio
LIPA (LIP) #64 T.M. Kalaw, St., Lipa City, Batangas	Agoncillo, Alaminos, Alitagtag, Balete, Cuenca, Ibaan, Lemery, Lipa, Malvar, Mataas na Kahoy, Padre Garcia, Rosario, San Jose, San Juan, Sto. Tomas, Talisay, Tanauan, Taysan		LANDLINE- (043) 404-8097 GLOBE – 09061910886 09264253863	Lea Oldan
BACOR (CV1) 13C Lyncole Bldg., Bayanan, Bacoor City, Cavite	Imus, Naic, Rosario, Tanza, Bacoor, Cavite City, Kawit, Noveleta		GLOBE - 09458451026 SUN - 09231850533	Jomar Zablan
DASMARIÑAS (CV2) 75 Don P. Campos, San Agustin III, Villa Catalina, Gate 2, Dasmariñas, Cavite	Alfonso, Dasmariñas, Amadeo, GMA, Tagaytay, Carmona, Gen. Trias, Silang		GLOBE - 09954874992	Nejecal Callada
BIÑAN (LN1) 235 P. Burgos St., Sto. Domingo, Biñan, Laguna	San Pedro, Biñan		GLOBE - 09176275407	Jeanette Roque
STA. ROSA (LN2) Unit L. G/F Lennox Bldg., Brgy. Tagapo, Sta. Rosa, Laguna	Biñan (Bel Air 1,2,3), Cabuyao, Sta. Rosa, Calamba		SUN – 0943-427-7565 GLOBE – 0977-652-6249	Marilyn Bayhon (OIC)
LOS BAÑOS (LN3) 10460 Grove St Batong Malake Los Banos Laguna	Bay, Calauan, Los Baños, Pila, Victoria, Sta. Cruz, Magdalena	(MWF): Kalayaan, Lumban, Pagsanjan, Pakil, Pangil, Siniloan, Paete, Magdalena (T/TH): Sta. Cruz	GLOBE - 09176512964 SMART - 09335080575	Reena Jane Cahapay
SAN PABLO (TIA) Hermanos Belen Street cor. M. Paulino Street, Barangay III-B, San Pablo City, Laguna 4000	San Pablo, Candelaria, Tiaong, Dolores, San Antonio	(MWF): Rizal, Liliw, Nagcarlan (Once per week): San Antonio	SUN- 09426457909 GLOBE- 09666033810 LANDLINE - (049) 539-1747	Baby Lyn De Belen
LUCENA (LCA) 40C Hermana Fausta St., cor. Quezon Ave., Lucena City	Lucban, Lucena, Mauban, Pagbilao, Sariaya, Tayabas	(FRI): Atimonan, Gumaca, Plaridel, Sampaloc	GLOBE - 09054609380	Cedric Paredes
MARIKINA (MKN) #6 Triple K Bldg Ground Floor B.G Molina St Cor H Bautista Marikina Cit	San Mateo, Rodriguez (Montalban)		GLOBE - 09270610588	Jet Inocentes
MASINAG (MSG) 84 Unit 102 G/F Faicour of Fresta Bldg., Sumulong Highway, Mayamot, Antipolo City	Antipolo City, Masinag		GLOBE – 09275738982 LANDLINE: (02) 8356-2273	Jet Inocentes
RIZAL (RIZ) In front of Lhuillier, Carlohan Arcade 142 A. Bonifacio Ave, corner ML Quezon St, Cainta, 1900 Rizal	Cainta, Taytay, Angono, Binangonan, Cardona	(Tue & Sat): Cardona (San Roque), Morong, Teresa, Baras, Pililla, Tanay, Antipolo (Calawis, Dalig, San Jose, San Juan, San Luis.	SUN- 0942960-6855 GLOBE: 09153442472 LANDLINE- (02) 8260-6877	Sherwin Joseph Pascual



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II. DHL Wide Wide World Express Corp

DHL Wide Wide World Express Corp. (Account no: 642214081)				
Branch	Area Covered	Out of Serviceable Area (OSA)*	Contact no.	Contact Person
BATANGAS (BGS) Main Branch K Pointe Commercial Plaza, Brgy. Sabang, Lipa City (In front of SM Lipa)	Batangas City, Bauan, Cuenca, Lipa City, Mabini, Malvar, Mataas na Kahoy, Padre Garcia, Rosario, San Jose, San Nicolas, San Pascual, Tanauan City	(Mon, Thurs): Alitagtag, Cuenca, San Luis, Sta. Teresita (Mon, Wed, Fri): Agoncillo (Tue, Fri): Ibaan, Laurel, San Juan, Talisay (Wed, Sat): Balete, Lobo, Mabini, San Pascual, Taysan	09255250064 09176737147 (043) 404 - 1513	Ms. Jennica Raboy
BALAYAN (BLY) Drop Center Brgy. Singko, Union St., Balayan, Batangas	Balayan, Calaca, Calatagan, Lemery, Lian, Nasugbu, Taal, Tuy	(Mon, Wed, Fri): Balayan (part), Calaca (part), Lemery (part), Taal (part) (Tues, Thurs): Calatagan, Lian, Nasugbu, Tuy	(043) 419 9107	
CAVITE (CAV) Main Branch Warehouse B, Double Tree Bldg. II, Aguinaldo Hi-way, Anabu 1-B, Imus, Cavite	Bacoor, Cavite City, Dasmarinas, Gen. Trias, Imus, Kawit, Noveleta, Rosario, Tanza, Trece Martires City	(Mon, Wed): Amadeo (Mon, Wed, Thurs): Silang, Tagaytay City (Tue, Thurs): Gen. Emilio Aguinaldo (Tue, Fri): Alfonso, Gen. Mariano Alvarez, Indang, Magallanes, Maragondon, Mendez, Naic	09237072502 09178047536 09434404572 (046) 515-0717 (046) 424-1191	Mr. Ernesto Dawigay
LAGUNA (LGN) Main Branch Unit 4 Bldg. 3, LCI Compound, Km 54, Brgy. Makiling, Calamba, Laguna	Binan, Cabuyao, Calamba, Carmona (Cavite), Los Banos, San Pedro, Sta. Rosa, Sto. Tomas (Batangas), Tanauan City	(Mon, Wed, Fri): Bay, Carmona (Sat): Calamba, San Pedro	09431311531 09175908733 09256102420 09431311523 (049) 508 7553	Danilo Balajadia
CALAMBA Drop Center Unit A-B Regalena Building, National Highway, Barangay Turbina, Calamba City, Laguna	Bay, Famy, Kalayaan, Lumban, Mabitac, Paete, Pagsanjan, Pakil, Pangil, Pila, Siniloan, Sta. Cruz, Victoria	(Tue, Thurs): Cavinti, Famy, Kalayaan (Poblacion), Luisiana, Pakil (part), Pangil (Poblacion), Sta. Maria (Mon, Wed, Fri): Magdalena, Sta. Cruz (part)	(049) 306 - 0299	
SAN PABLO (SPL) Drop Center Barleta St., Rizal Avenue San Pablo City	San Pablo City	(Tue, Fri): Alaminos, Calauan, Liliw, Majayjay, Nagcarlan, Rizal	09178181739	
LUCENA (LCN) 23 Barcelona St., Lucena City	Lucena City, Catanauan, Gen. Luna, Macalelon	(Mon, Thurs): Tayabas (Wed, Fri): Agdangan, Atimonan, Calauag, Guinayangan, Gumaca, Lopez (Poblacion), Padre Burgos, Pgbilao, Pitogo, Plaridel, Unisan (Tue, Fri): Infanta, Real (Tue, Thurs): Lucban, Mauban, Sampaloc (Mon, Wed, Thurs): Dolores, San Antonio, San Anotnio, Sariaya, Tiaong	09257334749 (042) 797 1893	Mr. Voltaire Villanueva
RIZAL (AGN) J&H Construction Bldg., Quezon Ave., San Isidro, Angono, Rizal	Angono, Antipolo City (except Inarawan), Binangonan, Cainta, Rodriguez (except Macabud, Mascap, Puray, San Isidro, San Jose), San Mateo, Taytay (except Lupang Arenda)	(Mon, Wed, Fri): Baras, Cardona, Jala-jala, Morong, Pililla, Tanay, Teresa (Wed): San Mateo (Fri): Baras, Binangonan, Cardona	09175364569 (02) 8571 4872	Jeffrey Pagsanhan



III. JRS Business Corporation

CAVITE AREA

General Trias, Cavite

Arnaldo Highway, Brookside Lane (Near China Bank, Crystal Aire Subdivision) San Francisco General Trias Cavite

Tel. No. (046) 4823961; Mobile No. 0998-5848501

Lino Muñoz - Counter In-Charge

Dasmariñas Warehouse

Brgy. Zone 1-A Aguinaldohighway, Zone I Dasmariñas Cavite

Mobile No. 09985864703; 09985864670

Catherine Postolero - Am, Diana Ramos Bm

GMA, Cavite

626 Congressional Rd., Innovative Bldg., San Gabriel General Mariano Alvarez Cavite

Tel. No.(046) 443-9825; Mobile. No. 0998-5864380

Ms. Eunice Federico- Officer In-Charge

Imus, Cavite

Palico Iv Emilio Aguinaldo Highway Corner Mambog Road Palico Iv Imus Cavite

Tel No. (046) 436-7854; Mobile No. 0998-5864054; 0998-5852867

Ms. Domie V. Dela Fuente - Branch Manager

Kawit, Cavite

G/F Unit 1, Rcpjc Building Along Centennial Road (Infront Of Petron Gas Station) Gahak Kawit Cavite

Tel No. (046) 4171163, Mobile No. 0908-8138963; 0908-8138962

John Ken Nico Varias - Counter In-Charge

Molino, Bacoor

9212 Jade Bldg. Molino Iii Bacoor Cavite

Mobile No. 0998-5864356; 0998-5863819

Ms. Janet B. Sarsoza Officer In-Charge

Naic, Cavite

#6 Poblete Street (Infront Of Banko Mabuhay/Beside Cebuana Lhuillier) Gomez-Zamora Naic Cavite

Tel. No. (046) 4105354; Mobile No.: 0998-5852395; 0998-5853169



Fred Arciaga - Counter In-Charge

Rosario, Cavite

Ground Floor Rising Star Bldg. Gen. Trias Drive Poblacion Rosario Cavite

Tel No. (046) 4369068, Mobile no.: 0998-5848506; 09985864057 & 09088138962 **Eldrin**

Medina – Oic

Salitran, Dasmariñas

Unit 1 Edwin Commercial Bldg. Arcontica Village Aguinaldo Highway Salitran li Dasmariñas Cavite

Mobile. No. 0998-5852489; 0998-5864703; 0943-7086124; 0998-58664669

Judy Ann Fancuvilla - Counter In-Charge

Silang, Cavite

Ap Cortez Bldg. Unit A Jp Rizal St. Barangay Iii Silang Cavite

Tel. No. (046) 412-3795; Mobile No. 0998-5852578

Mr. Lance Hennriksen Delava, Counter-In-Charge

Tagaytay

Silang Crossing, Aguinaldo Hiway Silang Junction North Tagaytay City Cavite

Mobile No. 0998-5864704; 0998-5852386; 0998-5848503

Ms.Ma. Theresa R. Causaren - Branch Manager

Trece Martirez

008 Barangay Luciano Trece Martires City Cavite

Telephone No. (046) 419-0249; Mobile No. 0998-5853149

Marianne Arnaiz Officer In-Charge

LAGUNA AREA

San Pablo City

51 Rizal Avenue, Barangay Vii-A San Pablo City Laguna

Tel. No. (049) 562-1828 / 049-523-0921 Mobile No. 0998-5864062; 09985863673; 0998-5864061 **Ernan**

Cadacio - Counter In-Charge

San Pablo Main

San Roque San Roque San Pablo City Laguna

Tel No. 049-808-3360 Mobile No. 09985864062 / 0943-7086277



Melvin Pasco - Branch Manager

San Pedro Laguna

Unit 5 C&D Palcor Building Km. 31 National Highway Brgy. Nueva San Pedro Laguna

Telephone No. (02) 8536-4699 Mobile No.: 0908-8138955

Mr. Dennis Nepomuceno - Officer In-Charge

Sta. Cruz, Laguna

P.Guevarra St, Mc3 Building Barangay Iv Santa Cruz Laguna

Tel # 049-501-1792. No. 09985847910 / 09985847833

Roalyn Abing - Oic

Sta. Rosa laguna

Unit 28/39 Santa Rosa Commercial Complex Balibago Santa Rosa City Laguna

Telephone No. (049) 808-6167 /BM Mobile No. 09985852445

Jeric Lebitania - Oic

Biñan, Laguna

Aa Naval Bldg. San Vicente Biñan Laguna

Mobile No.: 0908-8139361

Gretchen Mendoza - Counter In-Charge

Cabuyao, Laguna

189 National Highway Barangay Banaybanay Cabuyao Laguna

Tel. No. 049-808-3356 / Mobile No. 0998-5847589

Ronaldo Ricarte - Counter In-Charge

Calamba, laguna

L4 & L5 Crossing Plaza Barangay 1 Calamba City Laguna

Tel. No. (049) 545-6467; Mobile No. 0998-584-8417

Melvin Pasco - Am / Noriel Dariagan - Bm

Canlubang, Calamba Laguna

151 Doña Helen Commercial Building Don Bosco Street Barangay Mayapa Calamba City Laguna

Telephone No. 049-501-7612 / Mobile No. 09985848515



Mr. John Rey Loreño, Counter In-Charge

Grove Los Baños (UPLB)

Villegas Compound, Silangan Rd. Batong Malake Los Baños Laguna
Mobile No. 0998-5864692

Mr. Joe Franeil Avenido, Counter In-Charge

Los Baños, Laguna

1-A Penys Bldg. Brgy. San Antonio Los Baños Laguna
Telephone No. (049) 536-5748; Mobile # 0998-586-3670 - Inquiry / BM - 0908-813-8746 / Cahier - 0998-584-7620

Mr. Roderick Lirio - Branch Manager

BATANGAS AREA

Avelino Street, Tanauan

101 Jp Laurel, Highway Corner Avelino Street Darasa Tanauan City Batangas
Tel. No. (043) 312-4705 / Mobile No. 0908-8139392; 0998-5864690

Efren Favia - Oic

Balayan, Batangas

#103 Antorcha Street Barangay 12 Balayan Batangas
Mobile No. 0998-5855295

Joseph Lorenzo Caraig, Counter In-Charge

Batangas City

Calle P. Burgos, Poblacion Batangas, (Beside's Royal Star) Barangay 12 Batangas City Batangas
TEL.# (043) 740-9016 CP # 0998-5864077; 0998-5853143; 0998-5864355

Donabel Judith Hernandez - Branch Manager

De La Salle Lipa (sub-counter)

No. 136 C. Purok 4 Tambo Lipa City Batangas
Mobile No. 0998- 5864271

Marry Ann De Castro - Counter In-Charge

Lemery. Batangas

Ilustre Avenue District Ii Lemery Batangas



Telefax No. (043)741-4819; Mobile. No. 0998-5848509; 0908-8139445

Mr. Edsel Ellao- Bm

Lipa City

Unit 17 & 25 Building 2A & 2B K Pointe Arcade Tm Kalaw Street, Balintawak Lipa City Batangas

Telephone No. (043) 756-3180; Mobile No. 0998-5864272;

Mr. Maynardo Cortez Officer In-Charge

Nasugbu, Batangas

J.P. Laurel Street Barangay 9 Nasugbu Batangas

Mobile. No. 0998-5853150

Mr. Raymond Lorenz Ruiz Counter In-Charge

Rosario, Batangas

Gualberto Ave. Barangay D Rosario Batangas

Mobile. No. 0998-5864691

Jovith Balancio - Officer In-Charge

San Juan, Batangas

General Luna Street, Poblacion San Juan Batangas

Mobile No. 0998-5852376; 0998-5855156 - Tel. No. (043) 781-6535

Mark Gil Rojas, Counter In-Charge

RIZAL AREA

San Mateo Rizal

Unit 01 General Luna St. Corner Pelbel Santa Ana San Mateo Rizal

Mobile No. 0998-5847621

Froilan Ruiz - Counter In-Charge

Tanay, Rizal

F.T. Catapusan St. Plaza Aldea Tanay Rizal Te.#

85347843 / Mobile # 0998-5844258

Mr. Wilsonmar M. San Jose Counter In-Charge



Taytay Tiangge

Unit C Taytay Capital Tiangge, Highway 2000 San Juan Taytay Rizal
Telephone No. 8536-1199 Mobile No. 0998-5853082, 09985853083

Robert Roque F. Reyes, Counter-In-Charge

Taytay Warehouse

L. Wood Street Dolores Taytay Rizal
Mobile No. 0998-5848017

Dandido Lucambo - Supervisor

Taytay, Rizal

125 Rizal Avenue Dolores Taytay Rizal
Mobile No.: 0998-5865680

Mr. Kelvin Millonte - Counter In-Charge

Ynares Antipolo

176 Maylor's Plaza Circumferential Road San Roque Antipolo City Rizal

Telephone No. 8706-0554 Mobile No. 09985848016; 09985848017; 0998-5852581; 0998-5863786; 0908-8139366

Mr. Ben Galicia Jr. - Area Manager

Angono

A2 Rivera Square Bldg. 149 M.L. Quezon Avenue Barangay San Isidro Angono Rizal

Telephone No. (02) 8516-8174; Mobile No. 0998-5852377

Mr. Angelo Marribay - Counter In-Charge

Antipolo

182 P. Oliveros St. Cor. Gen. Luna St. San Roque Antipolo City Rizal

Mobile No. 0998-5844259

Ms. Susan Latonero - Counter In-Charge

Cainta

Rsj-0103-B Rs City Square Junctionortigas Ave. Extension Santo Domingo Cainta Rizal

Mobile # 0998-5864605; 0998-5848399

Mr. Feliciano Telan Jr.- Counter In-Charge



Cogeo Antipolo

Cogeo Trade Hall Lot 64-66 Sitio Bagong Nayon Antipolo City Rizal

Mobile No. 0998-5852567

Mr. Eduvigio Perjes, Counter In-Charge

Masinag, Antipolo

No. 268 Sumulong Highway, Mayamot Antipolo City Rizal

Mobile No.: 0998-5864574

Mr. Jeffrey Arriola - Counter In-Charge

Montalban, Rizal

52 E. Rodriguez Highway San Jose Rodriguez Rizal

Tel. No.028-3738-025 /Mobile No.: 0998-5852583

Jeffrey Gagarin - Counter In-Charge

Morong, Rizal

Euni-Arc Plaza 081 Tomas Claudio Street San Juan Morong Rizal

Mobile Phone No.: 0998-5864581

Mr. Jeremy Ecay - Counter In-Charge

QUEZON PROVINCE AREA

Candelaria Quezon

Rizal Street Poblacion Candelaria Quezon

Tel. No. (042) 793-0456; Mobile. No. 0998-5852372; 0998-5848690

Ms. Josephine Cabuyao Branch Manager

Catanauan, Quezon

Don Abella Street (Infront Of Minicipal Hall) Barangay 9 Catanauan Quezon

Telephone No. (042) 315-8604; Mobile No. 09985847806; 09985847807

Mr. Don Don Cueto, Officer In-Charge

Gumaca, Quezon

J.P Rizal Street, (Back Of Jollibee) Brgy. Rizal Gumaca Quezon

Telephone No. (042) 317-7898; Mobile No. 0998-5863973; 0998-5863974; 0998-5844284 **Ms. Ivy Jann**

Rufo, Bm



Lucban, Quezon

A. Racelis Avenue Barangay 2 Lucban Quezon

TEL# (042) 540-6370; Mobile# 0998-5864825; 0998-5852589

Kaliegh Rose P. Clavo - Officer In-Charge

Lucena City

Quezon Ave Cor L. Guinto Barangay 8 Lucena City Quezon

Tel. No. (042) 797-0043 Telefax. No. (042) 710-6781 Mobile No. 0998-5864820; 0998-5864821; 0998-5864826

Mr. Rodolfo Juros Branch Manager

Red-V, Quezon

Maharlika H-Way Brgy Ibabang Dupay Red V Lucena City Ibabang Dupay Lucena City Quezon

Telefax No. (042) 373 - 3019; Mobile. No. 0998-5864822; 0998-5863982

Christian Paulo Cueto - Counter In-Charge

Sariaya, Quezon

Maharlika Highway Balubal Sariaya Quezon

Tel. No. (042) 788-8958; Mobile No. 0998-5848266

Geoffrey James Nicolas, Counter In-Charge

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: **JRS Business Corporation**
ACCOUNT NUMBER: **110511**
CONTACT NUMBER: **0908-813-9392**
CONTACT PERSON: **Ms. Divine**

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, late 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) properly filled out Data Verification Form 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 signed properly filled out Data Verification Form with attached supporting document (e.g. copy of NBS logbook, endorsement form, patient chart, etc.).	Not applicable
E. 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 signed, properly filled out Data Verification Form with the 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.		
F. 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.		
G. 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.
H. 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 (Soy or TPN in Combination with Breast or Lactose Feeding), repeat collection is NOT required as the present of breastmilk or lactose containing formula will activate the enzymes involved in metabolic disorders.		
I. 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.



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J. Unknown Data Filter card has blood sample but no patient data.	Urgent repeat NBS sample collection is required.	Not applicable
K. No Sample Filter card has patient data but no blood sample.	Urgent repeat NBS sample collection is required.	Not applicable
L. 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
M. Missing Information / No Feeding / Data Erasures	Repeat collection is not required, except for multiple data erasures on critical information. Correct/ complete the data by submitting a signed properly filled out Data Verification Form with attached supporting document (i.e. patient chart, copy of logbook). NO need to do repeat sample collection.	Not applicable

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.

G. CONTACT DETAILS

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

Nature of Concern	Email Address	Contact Numbers
Program Concerns	programmng@nscsl.com.ph pdo1@nscsl.com.ph pdo2@nscsl.com.ph pdo3@nscsl.com.ph admin@nscsl.com.ph	PLDT Telefax - (043) 341-6032 SUN – 0923-908-3301 Globe – 0915-543-2390
Lopez Satellite Office	pdolopez@nscsl.com.ph pdoadmin@nscsl.com.ph	Smart – 0968-596-0803 Globe – 0966-863-1343
Newborn Screening Results (Elevated/Result Update/Patient's Concern)	followup1@nscsl.com.ph followup2@nscsl.com.ph followup66pd@nscsl.com.ph followuphead@nscsl.com.ph	PLDT Telefax – (043) 702-7719 Globe Landline – (043) 430-5071 Smart – 0931-202-7188 Smart – 0923-908-3296
Unsatisfactory Samples	unsat@nscsl.com.ph	PLDT Landline – (043) 778-4849 SUN – 0933-043-9651
Purchase Orders	supply@nscsl.com.ph purchasing@nscsl.com.ph	PLDT Telefax – (043) 341-6032 Smart – 0931-010-1640
Payables and Balances	accounting1@nscsl.com.ph accounting2@nscsl.com.ph collections@nscsl.com.ph	PLDT Telefax – (043) 341-6032 SUN – 0931-010-1640 Globe – 0906-217-9280

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



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