



Republic of the Philippines
Department of Health
BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER
Baguio City
Tel/No. (074) 661-7923/32 loc 219; Fax No. (074) 442-3809



**DETAILED JOB DESCRIPTION
OF
JOVELYN M. DAGUPEN**

HOSPITAL NAME: Baguio General Hospital and Medical Center
HOSPITAL ADDRESS: Governor Pack Road, Baguio City, 2600
HOSPITAL PROFILE:

In February 3, 1902, the hospital started as an 8 bed convalescent Baguio Sanatorium which was pioneered by Dr. Eugene Stafford who bought with him a nurse, a cook and an assistant. A 15 bed hospital was built on March 25, 1902 which was manned by American physicians, army nurse, hospital corpsmen and Dr. JB Thomas as the first chief of hospital. The name was changed to Baguio Hospital in 1907. The supervision of hospital was turned over in 1915 to the Bureau of Health with Dr. Vincent as the last American chief of hospital and on the same year Dr. Silverio Garcia, the first Filipino director, was appointed. In 1937, the name of the hospital was changed to Baguio General Hospital and Dr. Esquivel took over as chief of hospital.

In 1970, Baguio General Hospital was designated as the Medical Center for Northern Luzon with Dr. Efraim C. Montemayor as chief of the hospital. In 1981, the name of the hospital was briefly changed to Dr. Efraim C. Montemayor Medical Center in honor to the late chief but due to the clamor of the people it was changed to Baguio General Hospital and Medical Center on November 29, 1989. Throughout the years, several renovations were made and other buildings were created to further add hospital services being offered. Dr. Ricardo B. Runez is the present head of the hospital. "As a strategic focus, the Baguio General Hospital and Medical Center promotes a patient centered care health education and equips itself as the leader of service delivery network for health."

MISSION:

We are the Referral Hospital in the Cordillera Administrative Region and other Provinces.

- We value human resource development.
- We offer Comprehensive training programs in health services.
- We continuously innovate for better operational efficiency.

VISION:

"Our Clients at BGHMC will Avail of Leading Edge Specialty Services by 2022"

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I. POSITION: Pharmacist II

INCLUSIVE DATES: September 2014- Present

ANNUAL SALARY AND BENEFITS:

BASIC SALARY:	P 366,372.00
SUBSISTENCE ALLOWANCE:	P 13,200.00
LAUNDRY ALLOWANCE:	P 1,800.00
PERA:	P 24,000.00
UNIFORM ALLOWANCE:	P 6,000.00
CASH GIFT:	P 5,000.00
MID-YEAR BONUS:	P 30,531.00
YEAR END BONUS:	P 30,531.00
HAZARD PAY:	P 91,593.00

II. POSITION: Pharmacist - Job Order

INCLUSIVE DATES: April 2012 - September 2014

ANNUAL SALARY: P 120,000.00

DEPARTMENT: Pharmacy

IMMEDIATE SUPERVISOR: Ms. Riscilla E. Lazatin, Pharmacist V
Head Department of Pharmacy

NO OF WORKING HOURS/WEEK: 40 hours/week

STAFFS SUPERVISED: 4 Administrative Assistants

JOB SUMMARY:

Pharmacist main role is to provide safe and effective acquisition, dispensing, distribution, storage and good quality drugs consistent with the medicines of our patients and to rationalize drug utilization in collaboration with our medical staff and other allied health services. The hospital in-patient pharmacy provides a 24 hour supply of the in-patients drug profile by means of UDDDS (Unit Dose Drug Distribution System).

DUTIES AND RESPONSIBILITIES:

- Check for prescriptions
 - Check and evaluate the availability of the prescription. If the drug is not available in the pharmacy, recommend the available alternative drug product to the nurse/nursing attendant/patient/relative to be referred to the physician in charge.



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- Dispense drugs to patients, buyers and customers
 - For CASH basis, prepare and encode the charge slip to the Hospital Operations and Management Information System (HOMIS) then instruct the client to pay to the cashier.
 - For Philippine Health Insurance (PHIC), Philippine Charity and Sweepstakes Office (PCSO), Medical Assistance Program (MAP), Indigent patients/clients, ask the client to sign the charge slip. In addition to the signed charge slip, the PCSO and MAP recipients need to provide a copy of the referral letter. Issue the Pharmacy Bill of Medicines to the In-patient client. All drugs/medicines shall be charged to the In-patient client and do emergency purchase in case drug/medicine prescribed is out of stock.
 - Dispense drugs to the client after checking the Official Receipt for cash basis and signature of the client and authorizing persons on the charge slip for PCSO, MAP and indigent patient.
 - Hospital Personnel, who are in need of medicine for free, instruct the personnel to proceed to the Family Medicine doctor for the signature of approval of his prescription and once approved, prepare the charge slip and ask the personnel to affix his signature. Then dispense the medicine.
 - Download the dispensed medicines in the HOMIS and prepare daily report.
- Counsel customers or patients if needed, as per antibiotics medicine bought
 - Ask for prescription if the customer or patient is buying antibiotic medicine.
 - Advise the patient to complete the amount of antibiotic prescribed according to the physician's instructions. Failure to comply may result in reoccurrence or resistance of the bacterial infection.
 - Provide potential side effects and advice to contact his/her physician immediately if serious reactions occur.
 - If there's a missed dose, do not double the next dose. Simply resume with the next scheduled dose as directed.
 - Some foods and alcohol may interact badly with antibiotic medicines; tell the patient if he/she should take antibiotics on an empty or full stomach.
 - Advise proper storage of antibiotics. Although most may be stored at room temperature in a dry place, some require refrigeration.
- Dispense drugs to wards, as per instructions of health care professionals such as physicians and other nurses or center protocols

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- Look for active patients by rendering it to the Hospital Operations and Management Information System Hospital Operations and Management Information System and charge active electronic prescriptions.
- After the grand rounds of the physicians, the pharmacist reviews, assesses and interprets all the medication orders in the patient's charts.
- Accomplish the Patient Drug Profile. It includes writing the complete name of the patient, address, admission date, hospital identification number, ward and room, age, sex, initial and final diagnosis, allergies.
- Check the patient's medicine tray/containers and collects any discontinued medicines due for return.
- Verify the Hospital Operations and Management Information System for advance charges of medicines.
- Encode the medication orders to Hospital Operations and Management Information System and print the charge slips.
- Prepare the drugs/medicines and medical supplies.
- Dispense the prepared medicines to the nurse attendant on duty. The nurse attendant on duty receives the medicines and signs the charge slips and the patient drug profile.
- Distribute the medicines to patient's medicine tray/container.
- Utilize the patient drug profile form while the patient is in the hospital and file for 3 months upon discharge.
- Prepare, pack, label and issue drugs and medical supplies requested per patient for operating room use.
- Compound prescribed pharmaceutical products by calculating, measuring and mixing the quantities of drugs and other ingredients required.
 - Use materials/equipment such as Mask and Head Cap, Mortar and Pestle, Pill tile, Spatula, Wax paper and record preparation procedures to Logbook of Papertab Preparation
 - Receive the prescription with the instructions on how to make the papertab preparation.
 - Clarify the instruction written on the prescription to the nurse/doctor.
 - Charge the medicine prescribed to the patient and prints the charge slip.
 - Prepare all the necessary materials/equipments required in the preparation.
 - Prepare the requested dosage of the medication and label properly indicating the name of the patient, generic name, dosage and expiration date of the medicine.
 - Record and compile the prescription to the Logbook of Papertab Preparation.

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- Dispense and record Dangerous Drug Preparations and drug preparations containing controlled chemicals.
 - May use ordinary prescriptions, yellow prescriptions and prescriptions in triplicate copies for dispensing
 - Receive the ordinary prescription of dangerous drug preparations and drug preparations containing controlled chemical.
 - Do end of shift count as an inventory control and monitoring for all dangerous drug preparations or drug preparations containing controlled chemical.
 - Maintain and record the prescription to the assigned Dangerous Drug record book and file prescriptions for 2 years.
- Check and record prescription in the Outpatient Record Book.
 - Collect prescriptions with the complete details of the patient.
 - Record the prescription with the following information: name of physician, name of the drug, quantity, strength, dosage form, lot number, expiration date and instruction to patient.
 - Record of the prescriptions dispensed must be retained for two years from the date of dispensing.
- Check and ensure that all vaccines, serums and other pharmacy products requiring a regulated temperature range are stored on proper refrigerators/regulators
 - Use Biopharmaceutical refrigerator/Bioref, house refrigerator, cold dogs/Ice packs, thermometers and big Styrofoam cold boxes with tight fitting lids for temperature regulation of biological products
 - Check and inspect the delivered biological products, parenterals, suppositories and other requiring refrigeration if the temperatures of containers comply with the required or standard storage temperature.
 - Immediately transfer the products to the biopharmaceutical refrigerator while doing random ocular inspection.
 - Arrange the products according to standard temperature requirement, therapeutic use and dosage form. Adhere with the required spacing of 5-8cms from biopharmaceutical refrigerator walls and from other groups of vaccines/biological.
 - Follow the First Expiry First Out (FEFO) and First In First Out (FIFO) methods.
 - Regular temperature monitoring and recording is done daily. Checking the biopharmaceutical refrigerator reading against the thermometer temperature reading placed inside the biopharmaceutical refrigerator.

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- Check and monitor expiration dates and labels on drugs.
 - Upon dispensing, make sure that the product is provided with ice or ice packs until the time of administration or until the transfer to another suitable equipment is done.
- Maintain stock of pharmaceutical supplies and medicines and its proper storage.
 - Place a room thermometer in the dispensing and storage area. Also place a biopharmaceutical refrigerator thermometer inside the pharmaceutical refrigerator.
 - Monitor and record the temperature daily.
 - Use pallets for Intravenous fluids and Intravenous preparations and other drugs that are to be stored first.
 - Inspect for pest and moisture.
 - Strictly follow manufacturer's stocking instructions for heavy and fragile items to prevent crushing and breakage of stocks.
 - Habitually clean the regular refrigerator, biopharmaceutical refrigerator, the dispensing and storage area, as well as the shelves and display area.
 - Dispose the garbage daily and ensure adequate water supply.
 - Ensure that a fire extinguisher is available, functional and working.
 - Follow First Expiry First Out (FEFO) and First In First Out (FIFO) rule.
 - Place Dangerous drug preparations in fixed covered double locked cabinets and surrender the key to the Chief pharmacist.
- Assist in the regular physical inventory of stocks.
 - Use stock cards, bin cards, tally sheets, and calculators for physical counts of pharmacy supplies
 - Monthly report of issuances and inventory of drugs/medicines and prepare Summary report of inventory
 - Make physical inventory every after monthly report of inventory is done. Count the actual stock as indicated in the Inventory report.
 - Check if the actual stock tallies with the stock card, bin card, daily report and tally sheet.
 - If discrepancy occurs, checks all issued drugs for the day. If not found, make a report immediately and conduct investigation.
 - Check the accuracy of the running balance recorded as against the actual count.
 - Stocks received on the day of the inventory of shortly thereafter shall not be counted and clearly marked "post inventory".

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- Check and monitor expiration dates and labels on drugs.
 - Check and label red tags (3 months before expiration date) and green tags (expiring within the year)
 - Check and monitor list of available drugs/medicines; Slow moving and Nearly expiring drugs/medicines
 - Check upon receipt the expiration date of drugs/medicines and medical supplies.
 - Secure Guarantee letter of stock replacement for drugs/medicines and medical supplies delivered by suppliers that has an expiration date of eighteen (18) months and below.
 - List the drugs/medicines and medical supplies which expiry date is less than eighteen (18) months upon receipt from the Procurement, Property and Supply Section.
 - Check expiry date of drugs/medicines and medical supplies in conducting monthly inventory.
 - Sinate green tag as a precautionary label that the drugs/medicines and medical supplies are about to expire within the year.
 - Segregate the drugs/medicines and medical supplies three (3) months before its expiration date and sinuate red tag for replacement of the supplier.
 - Submit List of available drugs/medicines; slow moving and nearly expiring drugs/medicines to the Chief of the Hospital and to the Chief of Medical and Professional Staff.
 - Distribute and furnish copies of List of available drugs/medicines; slow moving and nearly expiring drugs/medicines monthly to the different wards and clinics to be received by the physicians, in order to update them of the quantity and status of the nearly expiring drugs/medicines and medical supplies which must be given priority when prescribing.
 - Communicate with the supplier to return the said drugs/medicines three (3) months before their expiration date for their disposal.
 - Donate the near expiring drugs/medicines and medical supplies to medical missions.

SPECIAL PROJECTS / ASSIGNMENTS / DESIGNATIONS

TITLE: MEMBER, MEDICAL SUPPLIES COMMITTEE

INCLUSIVE DATES: 2015- 2018

ROLE/ FUNCTION: The committee is in charge for the specifications of all medical supplies to be procured for the hospital each year.

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TITLE: INTERNAL AUDITOR
INCLUSIVE DATES: MAY 2016- PRESENT
ROLE/ FUNCTION: Acts as auditor of any assigned department

TRAININGS AND SEMINARS ATTENDED:

TITLE: The 2th Federation of Asian Pharmaceutical Associations Congress
PLACE/ VENUE: Philippine International Convention Center, Manila, Philippines
DATE HELD: October 24-27 2018

TITLE: Seminar on Valuing Our Leadership Roles towards Attaining Trust by Mr. Chinkee Tan
PLACE/ VENUE: Teachers Camp, Baguio City, Philippines
DATE HELD: October 5, 2018

TITLE: Orientation on Data Privacy Act
PLACE/ VENUE: March 26, 2018
DATE HELD: Baguio General Hospital and Medical Center, Baguio City, Philippines

TITLE: Hospital Pharmacy Forum: Antimicrobial Stewardship Program
PLACE/ VENUE: Camp John Hay, Baguio City
DATE HELD: November 25, 2017

TITLE: 2nd Certificate Course In Global Health Pharmacy: "Redefining the Pharmacist's Role in Global Health"
PLACE/ VENUE: University of Immaculate Conception, Davao City, Philippines
DATE HELD: August 3-5 2017

TITLE: Aligning Pharmacy Practice with Current Regulatory Reforms
PLACE/ VENUE: Hotel Ariana, Bauang, La Union, Philippines
DATE HELD: April 29, 2017

TITLE: ISO 9001:2015 Internal Audit Training
PLACE/ VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: May 2-2, 2016

TITLE: Alagang Pinoy-DOH Customer Service...The Extra Mile Way
PLACE/ VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: March 31- April 1, 2016



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TITLE: ISO Awareness Orientation
PLACE/VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: October 22, 2016

TITLE: Optimum Health Outcomes through Medication Safety 2
PLACE/ VENUE: Baguio City, Philippines
DATE HELD: March 13, 2015

TITLE: Enhancing the Pharmacist & Drugstore Participation in the Control of Tuberculosis through the Pharma
PLACE/ VENUE: Cauayan City, Isabela, Philippines
DATE HELD: October 18, 2014

TITLE: Advancing Safe Medication Practices and Systems
PLACE/ VENUE: Cebu City, Philippines
DATE HELD: September 25-27, 2014

TITLE: Philippine Drug Enforcement Agency (PDEA) And Food and Drug Administration (FDA) Updates
PLACE/VENUE: Baguio City, Philippines
DATE HELD: August 23, 2014

TITLE: Access to Pharmacists, Access to Better Health
PLACE/ VENUE: Baguio City, Philippines
DATE HELD: June 14, 2014

EDUCATIONAL ATTAINMENT:
COURSE: Bachelor of Science in Pharmacy
SCHOOL: Saint Louis University
DATE GRADUATED: April 2004

LICENSURE EXAMINATION TAKEN:
TITLE: Pharmacist Licensure Examination (Professional Regulation Commission)
DATE HELD: July 2004
RATING: 75.53
LICENSE NO: 0050726

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This is to certify that the above-mentioned position, dates of employment, duties and responsibilities, and other information presented are true and correct as per verification from our personnel records.

This certification is issued for the benefit of **Jovelyn M. Dagupen** for whatever legal purpose this affirmative declaration may serve.

RISCILLA E. LAZATIN

Chief Pharmacist

09173654770/bghmcpharmacy@gmail.com



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OF
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ANNUAL SALARY: P 120,000.00

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IMMEDIATE SUPERVISOR: Ms. Riscilla E. Lazatin, Pharmacist V
Head Department of Pharmacy

NO OF WORKING HOURS/WEEK: 40 hours/week

STAFFS SUPERVISED: 4 Administrative Assistants

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- Counsel customers or patients if needed, as per antibiotics medicine bought
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 - Some foods and alcohol may interact badly with antibiotic medicines; tell the patient if he/she should take antibiotics on an empty or full stomach.
 - Advise proper storage of antibiotics. Although most may be stored at room temperature in a dry place, some require refrigeration.
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 - Prepare all the necessary materials/equipments required in the preparation.
 - Prepare the requested dosage of the medication and label properly indicating the name of the patient, generic name, dosage and expiration date of the medicine.
 - Record and compile the prescription to the Logbook of Papertab Preparation.

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 - Check and label red tags (3 months before expiration date) and green tags (expiring within the year)
 - Check and monitor list of available drugs/medicines; Slow moving and Nearly expiring drugs/medicines
 - Check upon receipt the expiration date of drugs/medicines and medical supplies.
 - Secure Guarantee letter of stock replacement for drugs/medicines and medical supplies delivered by suppliers that has an expiration date of eighteen (18) months and below.
 - List the drugs/medicines and medical supplies which expiry date is less than eighteen (18) months upon receipt from the Procurement, Property and Supply Section.
 - Check expiry date of drugs/medicines and medical supplies in conducting monthly inventory.
 - Sinate green tag as a precautionary label that the drugs/medicines and medical supplies are about to expire within the year.
 - Segregate the drugs/medicines and medical supplies three (3) months before its expiration date and sinuate red tag for replacement of the supplier.
 - Submit List of available drugs/medicines; slow moving and nearly expiring drugs/medicines to the Chief of the Hospital and to the Chief of Medical and Professional Staff.
 - Distribute and furnish copies of List of available drugs/medicines; slow moving and nearly expiring drugs/medicines monthly to the different wards and clinics to be received by the physicians, in order to update them of the quantity and status of the nearly expiring drugs/medicines and medical supplies which must be given priority when prescribing.
 - Communicate with the supplier to return the said drugs/medicines three (3) months before their expiration date for their disposal.
 - Donate the near expiring drugs/medicines and medical supplies to medical missions.

SPECIAL PROJECTS / ASSIGNMENTS / DESIGNATIONS

TITLE: MEMBER, MEDICAL SUPPLIES COMMITTEE

INCLUSIVE DATES: 2015- 2018

ROLE/ FUNCTION: The committee is in charge for the specifications of all medical supplies to be procured for the hospital each year.

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TITLE: INTERNAL AUDITOR
INCLUSIVE DATES: MAY 2016- PRESENT
ROLE/ FUNCTION: Acts as auditor of any assigned department

TRAININGS AND SEMINARS ATTENDED:

TITLE: The 2th Federation of Asian Pharmaceutical Associations Congress
PLACE/ VENUE: Philippine International Convention Center, Manila, Philippines
DATE HELD: October 24-27 2018

TITLE: Seminar on Valuing Our Leadership Roles towards Attaining Trust by Mr. Chinkee Tan
PLACE/ VENUE: Teachers Camp, Baguio City, Philippines
DATE HELD: October 5, 2018

TITLE: Orientation on Data Privacy Act
PLACE/ VENUE: March 26, 2018
DATE HELD: Baguio General Hospital and Medical Center, Baguio City, Philippines

TITLE: Hospital Pharmacy Forum: Antimicrobial Stewardship Program
PLACE/ VENUE: Camp John Hay, Baguio City
DATE HELD: November 25, 2017

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PLACE/ VENUE: University of Immaculate Conception, Davao City, Philippines
DATE HELD: August 3-5 2017

TITLE: Aligning Pharmacy Practice with Current Regulatory Reforms
PLACE/ VENUE: Hotel Ariana, Bauang, La Union, Philippines
DATE HELD: April 29, 2017

TITLE: ISO 9001:2015 Internal Audit Training
PLACE/ VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: May 2-2, 2016

TITLE: Alagang Pinoy-DOH Customer Service...The Extra Mile Way
PLACE/ VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: March 31- April 1, 2016



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TITLE: ISO Awareness Orientation
PLACE/VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: October 22, 2016

TITLE: Optimum Health Outcomes through Medication Safety 2
PLACE/ VENUE: Baguio City, Philippines
DATE HELD: March 13, 2015

TITLE: Enhancing the Pharmacist & Drugstore Participation in the Control of Tuberculosis through the Pharma
PLACE/ VENUE: Cauayan City, Isabela, Philippines
DATE HELD: October 18, 2014

TITLE: Advancing Safe Medication Practices and Systems
PLACE/ VENUE: Cebu City, Philippines
DATE HELD: September 25-27, 2014

TITLE: Philippine Drug Enforcement Agency (PDEA) And Food and Drug Administration (FDA) Updates
PLACE/VENUE: Baguio City, Philippines
DATE HELD: August 23, 2014

TITLE: Access to Pharmacists, Access to Better Health
PLACE/ VENUE: Baguio City, Philippines
DATE HELD: June 14, 2014

EDUCATIONAL ATTAINMENT:

COURSE: Bachelor of Science in Pharmacy
SCHOOL: Saint Louis University
DATE GRADUATED: April 2004

LICENSURE EXAMINATION TAKEN:

TITLE: Pharmacist Licensure Examination (Professional Regulation Commission)
DATE HELD: July 2004
RATING: 75.53
LICENSE NO: 0050726

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This is to certify that the above-mentioned position, dates of employment, duties and responsibilities, and other information presented are true and correct as per verification from our personnel records.

This certification is issued for the benefit of **Jovelyn M. Dagupen** for whatever legal purpose this affirmative declaration may serve.

RISCILLA E. LAZATIN

Chief Pharmacist

09173654770/bghmcpharmacy@gmail.com



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**DETAILED JOB DESCRIPTION
OF
JOVELYN M. DAGUPEN**

HOSPITAL NAME: Baguio General Hospital and Medical Center
HOSPITAL ADDRESS: Governor Pack Road, Baguio City, 2600
HOSPITAL PROFILE:

In February 3, 1902, the hospital started as an 8 bed convalescent Baguio Sanatorium which was pioneered by Dr. Eugene Stafford who bought with him a nurse, a cook and an assistant. A 15 bed hospital was built on March 25, 1902 which was manned by American physicians, army nurse, hospital corpsmen and Dr. JB Thomas as the first chief of hospital. The name was changed to Baguio Hospital in 1907. The supervision of hospital was turned over in 1915 to the Bureau of Health with Dr. Vincent as the last American chief of hospital and on the same year Dr. Silverio Garcia, the first Filipino director, was appointed. In 1937, the name of the hospital was changed to Baguio General Hospital and Dr. Esquivel took over as chief of hospital.

In 1970, Baguio General Hospital was designated as the Medical Center for Northern Luzon with Dr. Efraim C. Montemayor as chief of the hospital. In 1981, the name of the hospital was briefly changed to Dr. Efraim C. Montemayor Medical Center in honor to the late chief but due to the clamor of the people it was changed to Baguio General Hospital and Medical Center on November 29, 1989. Throughout the years, several renovations were made and other buildings were created to further add hospital services being offered. Dr. Ricardo B. Runez is the present head of the hospital. "As a strategic focus, the Baguio General Hospital and Medical Center promotes a patient centered care health education and equips itself as the leader of service delivery network for health."

MISSION:

We are the Referral Hospital in the Cordillera Administrative Region and other Provinces.

- We value human resource development.
- We offer Comprehensive training programs in health services.
- We continuously innovate for better operational efficiency.

VISION:

"Our Clients at BGHMC will Avail of Leading Edge Specialty Services by 2022"

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I. POSITION: Pharmacist II

INCLUSIVE DATES: September 2014- Present

ANNUAL SALARY AND BENEFITS:

BASIC SALARY:	P 366,372.00
SUBSISTENCE ALLOWANCE:	P 13,200.00
LAUNDRY ALLOWANCE:	P 1,800.00
PERA:	P 24,000.00
UNIFORM ALLOWANCE:	P 6,000.00
CASH GIFT:	P 5,000.00
MID-YEAR BONUS:	P 30,531.00
YEAR END BONUS:	P 30,531.00
HAZARD PAY:	P 91,593.00

II. POSITION: Pharmacist - Job Order

INCLUSIVE DATES: April 2012 - September 2014

ANNUAL SALARY: P 120,000.00

DEPARTMENT: Pharmacy

IMMEDIATE SUPERVISOR: Ms. Riscilla E. Lazatin, Pharmacist V
Head Department of Pharmacy

NO OF WORKING HOURS/WEEK: 40 hours/week

STAFFS SUPERVISED: 4 Administrative Assistants

JOB SUMMARY:

Pharmacist main role is to provide safe and effective acquisition, dispensing, distribution, storage and good quality drugs consistent with the medicines of our patients and to rationalize drug utilization in collaboration with our medical staff and other allied health services. The hospital in-patient pharmacy provides a 24 hour supply of the in-patients drug profile by means of UDDDS (Unit Dose Drug Distribution System).

DUTIES AND RESPONSIBILITIES:

- Check for prescriptions
 - Check and evaluate the availability of the prescription. If the drug is not available in the pharmacy, recommend the available alternative drug product to the nurse/nursing attendant/patient/relative to be referred to the physician in charge.



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- Dispense drugs to patients, buyers and customers
 - For CASH basis, prepare and encode the charge slip to the Hospital Operations and Management Information System (HOMIS) then instruct the client to pay to the cashier.
 - For Philippine Health Insurance (PHIC), Philippine Charity and Sweepstakes Office (PCSO), Medical Assistance Program (MAP), Indigent patients/clients, ask the client to sign the charge slip. In addition to the signed charge slip, the PCSO and MAP recipients need to provide a copy of the referral letter. Issue the Pharmacy Bill of Medicines to the In-patient client. All drugs/medicines shall be charged to the In-patient client and do emergency purchase in case drug/medicine prescribed is out of stock.
 - Dispense drugs to the client after checking the Official Receipt for cash basis and signature of the client and authorizing persons on the charge slip for PCSO, MAP and indigent patient.
 - Hospital Personnel, who are in need of medicine for free, instruct the personnel to proceed to the Family Medicine doctor for the signature of approval of his prescription and once approved, prepare the charge slip and ask the personnel to affix his signature. Then dispense the medicine.
 - Download the dispensed medicines in the HOMIS and prepare daily report.
- Counsel customers or patients if needed, as per antibiotics medicine bought
 - Ask for prescription if the customer or patient is buying antibiotic medicine.
 - Advise the patient to complete the amount of antibiotic prescribed according to the physician's instructions. Failure to comply may result in reoccurrence or resistance of the bacterial infection.
 - Provide potential side effects and advice to contact his/her physician immediately if serious reactions occur.
 - If there's a missed dose, do not double the next dose. Simply resume with the next scheduled dose as directed.
 - Some foods and alcohol may interact badly with antibiotic medicines; tell the patient if he/she should take antibiotics on an empty or full stomach.
 - Advise proper storage of antibiotics. Although most may be stored at room temperature in a dry place, some require refrigeration.
- Dispense drugs to wards, as per instructions of health care professionals such as physicians and other nurses or center protocols

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- Look for active patients by rendering it to the Hospital Operations and Management Information System Hospital Operations and Management Information System and charge active electronic prescriptions.
- After the grand rounds of the physicians, the pharmacist reviews, assesses and interprets all the medication orders in the patient's charts.
- Accomplish the Patient Drug Profile. It includes writing the complete name of the patient, address, admission date, hospital identification number, ward and room, age, sex, initial and final diagnosis, allergies.
- Check the patient's medicine tray/containers and collects any discontinued medicines due for return.
- Verify the Hospital Operations and Management Information System for advance charges of medicines.
- Encode the medication orders to Hospital Operations and Management Information System and print the charge slips.
- Prepare the drugs/medicines and medical supplies.
- Dispense the prepared medicines to the nurse attendant on duty. The nurse attendant on duty receives the medicines and signs the charge slips and the patient drug profile.
- Distribute the medicines to patient's medicine tray/container.
- Utilize the patient drug profile form while the patient is in the hospital and file for 3 months upon discharge.
- Prepare, pack, label and issue drugs and medical supplies requested per patient for operating room use.
- Compound prescribed pharmaceutical products by calculating, measuring and mixing the quantities of drugs and other ingredients required.
 - Use materials/equipment such as Mask and Head Cap, Mortar and Pestle, Pill tile, Spatula, Wax paper and record preparation procedures to Logbook of Papertab Preparation
 - Receive the prescription with the instructions on how to make the papertab preparation.
 - Clarify the instruction written on the prescription to the nurse/doctor.
 - Charge the medicine prescribed to the patient and prints the charge slip.
 - Prepare all the necessary materials/equipments required in the preparation.
 - Prepare the requested dosage of the medication and label properly indicating the name of the patient, generic name, dosage and expiration date of the medicine.
 - Record and compile the prescription to the Logbook of Papertab Preparation.

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- Dispense and record Dangerous Drug Preparations and drug preparations containing controlled chemicals.
 - May use ordinary prescriptions, yellow prescriptions and prescriptions in triplicate copies for dispensing
 - Receive the ordinary prescription of dangerous drug preparations and drug preparations containing controlled chemical.
 - Do end of shift count as an inventory control and monitoring for all dangerous drug preparations or drug preparations containing controlled chemical.
 - Maintain and record the prescription to the assigned Dangerous Drug record book and file prescriptions for 2 years.
- Check and record prescription in the Outpatient Record Book.
 - Collect prescriptions with the complete details of the patient.
 - Record the prescription with the following information: name of physician, name of the drug, quantity, strength, dosage form, lot number, expiration date and instruction to patient.
 - Record of the prescriptions dispensed must be retained for two years from the date of dispensing.
- Check and ensure that all vaccines, serums and other pharmacy products requiring a regulated temperature range are stored on proper refrigerators/regulators
 - Use Biopharmaceutical refrigerator/Bioref, house refrigerator, cold dogs/Ice packs, thermometers and big Styrofoam cold boxes with tight fitting lids for temperature regulation of biological products
 - Check and inspect the delivered biological products, parenterals, suppositories and other requiring refrigeration if the temperatures of containers comply with the required or standard storage temperature.
 - Immediately transfer the products to the biopharmaceutical refrigerator while doing random ocular inspection.
 - Arrange the products according to standard temperature requirement, therapeutic use and dosage form. Adhere with the required spacing of 5-8cms from biopharmaceutical refrigerator walls and from other groups of vaccines/biological.
 - Follow the First Expiry First Out (FEFO) and First In First Out (FIFO) methods.
 - Regular temperature monitoring and recording is done daily. Checking the biopharmaceutical refrigerator reading against the thermometer temperature reading placed inside the biopharmaceutical refrigerator.

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- Check and monitor expiration dates and labels on drugs.
 - Upon dispensing, make sure that the product is provided with ice or ice packs until the time of administration or until the transfer to another suitable equipment is done.
- Maintain stock of pharmaceutical supplies and medicines and its proper storage.
 - Place a room thermometer in the dispensing and storage area. Also place a biopharmaceutical refrigerator thermometer inside the pharmaceutical refrigerator.
 - Monitor and record the temperature daily.
 - Use pallets for Intravenous fluids and Intravenous preparations and other drugs that are to be stored first.
 - Inspect for pest and moisture.
 - Strictly follow manufacturer's stocking instructions for heavy and fragile items to prevent crushing and breakage of stocks.
 - Habitually clean the regular refrigerator, biopharmaceutical refrigerator, the dispensing and storage area, as well as the shelves and display area.
 - Dispose the garbage daily and ensure adequate water supply.
 - Ensure that a fire extinguisher is available, functional and working.
 - Follow First Expiry First Out (FEFO) and First In First Out (FIFO) rule.
 - Place Dangerous drug preparations in fixed covered double locked cabinets and surrender the key to the Chief pharmacist.
- Assist in the regular physical inventory of stocks.
 - Use stock cards, bin cards, tally sheets, and calculators for physical counts of pharmacy supplies
 - Monthly report of issuances and inventory of drugs/medicines and prepare Summary report of inventory
 - Make physical inventory every after monthly report of inventory is done. Count the actual stock as indicated in the Inventory report.
 - Check if the actual stock tallies with the stock card, bin card, daily report and tally sheet.
 - If discrepancy occurs, checks all issued drugs for the day. If not found, make a report immediately and conduct investigation.
 - Check the accuracy of the running balance recorded as against the actual count.
 - Stocks received on the day of the inventory of shortly thereafter shall not be counted and clearly marked "post inventory".

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- Check and monitor expiration dates and labels on drugs.
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 - Communicate with the supplier to return the said drugs/medicines three (3) months before their expiration date for their disposal.
 - Donate the near expiring drugs/medicines and medical supplies to medical missions.

SPECIAL PROJECTS / ASSIGNMENTS / DESIGNATIONS

TITLE: MEMBER, MEDICAL SUPPLIES COMMITTEE

INCLUSIVE DATES: 2015- 2018

ROLE/ FUNCTION: The committee is in charge for the specifications of all medical supplies to be procured for the hospital each year.

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TITLE: INTERNAL AUDITOR
INCLUSIVE DATES: MAY 2016- PRESENT
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TRAININGS AND SEMINARS ATTENDED:

TITLE: The 2th Federation of Asian Pharmaceutical Associations Congress
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TITLE: ISO Awareness Orientation
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DATE HELD: June 14, 2014

EDUCATIONAL ATTAINMENT:

COURSE: Bachelor of Science in Pharmacy
SCHOOL: Saint Louis University
DATE GRADUATED: April 2004

LICENSURE EXAMINATION TAKEN:

TITLE: Pharmacist Licensure Examination (Professional Regulation Commission)
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This is to certify that the above-mentioned position, dates of employment, duties and responsibilities, and other information presented are true and correct as per verification from our personnel records.

This certification is issued for the benefit of **Jovelyn M. Dagupen** for whatever legal purpose this affirmative declaration may serve.

RISCILLA E. LAZATIN

Chief Pharmacist

09173654770/bghmcpharmacy@gmail.com



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**DETAILED JOB DESCRIPTION
OF
JOVELYN M. DAGUPEN**

HOSPITAL NAME: Baguio General Hospital and Medical Center
HOSPITAL ADDRESS: Governor Pack Road, Baguio City, 2600
HOSPITAL PROFILE:

In February 3, 1902, the hospital started as an 8 bed convalescent Baguio Sanatorium which was pioneered by Dr. Eugene Stafford who bought with him a nurse, a cook and an assistant. A 15 bed hospital was built on March 25, 1902 which was manned by American physicians, army nurse, hospital corpsmen and Dr. JB Thomas as the first chief of hospital. The name was changed to Baguio Hospital in 1907. The supervision of hospital was turned over in 1915 to the Bureau of Health with Dr. Vincent as the last American chief of hospital and on the same year Dr. Silverio Garcia, the first Filipino director, was appointed. In 1937, the name of the hospital was changed to Baguio General Hospital and Dr. Esquivel took over as chief of hospital.

In 1970, Baguio General Hospital was designated as the Medical Center for Northern Luzon with Dr. Efraim C. Montemayor as chief of the hospital. In 1981, the name of the hospital was briefly changed to Dr. Efraim C. Montemayor Medical Center in honor to the late chief but due to the clamor of the people it was changed to Baguio General Hospital and Medical Center on November 29, 1989. Throughout the years, several renovations were made and other buildings were created to further add hospital services being offered. Dr. Ricardo B. Runez is the present head of the hospital. "As a strategic focus, the Baguio General Hospital and Medical Center promotes a patient centered care health education and equips itself as the leader of service delivery network for health."

MISSION:

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- We continuously innovate for better operational efficiency.

VISION:

"Our Clients at BGHMC will Avail of Leading Edge Specialty Services by 2022"

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I. POSITION: Pharmacist II

INCLUSIVE DATES: September 2014- Present

ANNUAL SALARY AND BENEFITS:

BASIC SALARY:	P 366,372.00
SUBSISTENCE ALLOWANCE:	P 13,200.00
LAUNDRY ALLOWANCE:	P 1,800.00
PERA:	P 24,000.00
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CASH GIFT:	P 5,000.00
MID-YEAR BONUS:	P 30,531.00
YEAR END BONUS:	P 30,531.00
HAZARD PAY:	P 91,593.00

II. POSITION: Pharmacist - Job Order

INCLUSIVE DATES: April 2012 - September 2014

ANNUAL SALARY: P 120,000.00

DEPARTMENT: Pharmacy

IMMEDIATE SUPERVISOR: Ms. Riscilla E. Lazatin, Pharmacist V
Head Department of Pharmacy

NO OF WORKING HOURS/WEEK: 40 hours/week

STAFFS SUPERVISED: 4 Administrative Assistants

JOB SUMMARY:

Pharmacist main role is to provide safe and effective acquisition, dispensing, distribution, storage and good quality drugs consistent with the medicines of our patients and to rationalize drug utilization in collaboration with our medical staff and other allied health services. The hospital in-patient pharmacy provides a 24 hour supply of the in-patients drug profile by means of UDDDS (Unit Dose Drug Distribution System).

DUTIES AND RESPONSIBILITIES:

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 - For Philippine Health Insurance (PHIC), Philippine Charity and Sweepstakes Office (PCSO), Medical Assistance Program (MAP), Indigent patients/clients, ask the client to sign the charge slip. In addition to the signed charge slip, the PCSO and MAP recipients need to provide a copy of the referral letter. Issue the Pharmacy Bill of Medicines to the In-patient client. All drugs/medicines shall be charged to the In-patient client and do emergency purchase in case drug/medicine prescribed is out of stock.
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 - Ask for prescription if the customer or patient is buying antibiotic medicine.
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 - Some foods and alcohol may interact badly with antibiotic medicines; tell the patient if he/she should take antibiotics on an empty or full stomach.
 - Advise proper storage of antibiotics. Although most may be stored at room temperature in a dry place, some require refrigeration.
- Dispense drugs to wards, as per instructions of health care professionals such as physicians and other nurses or center protocols

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- Look for active patients by rendering it to the Hospital Operations and Management Information System Hospital Operations and Management Information System and charge active electronic prescriptions.
- After the grand rounds of the physicians, the pharmacist reviews, assesses and interprets all the medication orders in the patient's charts.
- Accomplish the Patient Drug Profile. It includes writing the complete name of the patient, address, admission date, hospital identification number, ward and room, age, sex, initial and final diagnosis, allergies.
- Check the patient's medicine tray/containers and collects any discontinued medicines due for return.
- Verify the Hospital Operations and Management Information System for advance charges of medicines.
- Encode the medication orders to Hospital Operations and Management Information System and print the charge slips.
- Prepare the drugs/medicines and medical supplies.
- Dispense the prepared medicines to the nurse attendant on duty. The nurse attendant on duty receives the medicines and signs the charge slips and the patient drug profile.
- Distribute the medicines to patient's medicine tray/container.
- Utilize the patient drug profile form while the patient is in the hospital and file for 3 months upon discharge.
- Prepare, pack, label and issue drugs and medical supplies requested per patient for operating room use.
- Compound prescribed pharmaceutical products by calculating, measuring and mixing the quantities of drugs and other ingredients required.
 - Use materials/equipment such as Mask and Head Cap, Mortar and Pestle, Pill tile, Spatula, Wax paper and record preparation procedures to Logbook of Papertab Preparation
 - Receive the prescription with the instructions on how to make the papertab preparation.
 - Clarify the instruction written on the prescription to the nurse/doctor.
 - Charge the medicine prescribed to the patient and prints the charge slip.
 - Prepare all the necessary materials/equipments required in the preparation.
 - Prepare the requested dosage of the medication and label properly indicating the name of the patient, generic name, dosage and expiration date of the medicine.
 - Record and compile the prescription to the Logbook of Papertab Preparation.

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- Dispense and record Dangerous Drug Preparations and drug preparations containing controlled chemicals.
 - May use ordinary prescriptions, yellow prescriptions and prescriptions in triplicate copies for dispensing
 - Receive the ordinary prescription of dangerous drug preparations and drug preparations containing controlled chemical.
 - Do end of shift count as an inventory control and monitoring for all dangerous drug preparations or drug preparations containing controlled chemical.
 - Maintain and record the prescription to the assigned Dangerous Drug record book and file prescriptions for 2 years.
- Check and record prescription in the Outpatient Record Book.
 - Collect prescriptions with the complete details of the patient.
 - Record the prescription with the following information: name of physician, name of the drug, quantity, strength, dosage form, lot number, expiration date and instruction to patient.
 - Record of the prescriptions dispensed must be retained for two years from the date of dispensing.
- Check and ensure that all vaccines, serums and other pharmacy products requiring a regulated temperature range are stored on proper refrigerators/regulators
 - Use Biopharmaceutical refrigerator/Bioref, house refrigerator, cold dogs/Ice packs, thermometers and big Styrofoam cold boxes with tight fitting lids for temperature regulation of biological products
 - Check and inspect the delivered biological products, parenterals, suppositories and other requiring refrigeration if the temperatures of containers comply with the required or standard storage temperature.
 - Immediately transfer the products to the biopharmaceutical refrigerator while doing random ocular inspection.
 - Arrange the products according to standard temperature requirement, therapeutic use and dosage form. Adhere with the required spacing of 5-8cms from biopharmaceutical refrigerator walls and from other groups of vaccines/biological.
 - Follow the First Expiry First Out (FEFO) and First In First Out (FIFO) methods.
 - Regular temperature monitoring and recording is done daily. Checking the biopharmaceutical refrigerator reading against the thermometer temperature reading placed inside the biopharmaceutical refrigerator.

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- Check and monitor expiration dates and labels on drugs.
 - Upon dispensing, make sure that the product is provided with ice or ice packs until the time of administration or until the transfer to another suitable equipment is done.
- Maintain stock of pharmaceutical supplies and medicines and its proper storage.
 - Place a room thermometer in the dispensing and storage area. Also place a biopharmaceutical refrigerator thermometer inside the pharmaceutical refrigerator.
 - Monitor and record the temperature daily.
 - Use pallets for Intravenous fluids and Intravenous preparations and other drugs that are to be stored first.
 - Inspect for pest and moisture.
 - Strictly follow manufacturer's stocking instructions for heavy and fragile items to prevent crushing and breakage of stocks.
 - Habitually clean the regular refrigerator, biopharmaceutical refrigerator, the dispensing and storage area, as well as the shelves and display area.
 - Dispose the garbage daily and ensure adequate water supply.
 - Ensure that a fire extinguisher is available, functional and working.
 - Follow First Expiry First Out (FEFO) and First In First Out (FIFO) rule.
 - Place Dangerous drug preparations in fixed covered double locked cabinets and surrender the key to the Chief pharmacist.
- Assist in the regular physical inventory of stocks.
 - Use stock cards, bin cards, tally sheets, and calculators for physical counts of pharmacy supplies
 - Monthly report of issuances and inventory of drugs/medicines and prepare Summary report of inventory
 - Make physical inventory every after monthly report of inventory is done. Count the actual stock as indicated in the Inventory report.
 - Check if the actual stock tallies with the stock card, bin card, daily report and tally sheet.
 - If discrepancy occurs, checks all issued drugs for the day. If not found, make a report immediately and conduct investigation.
 - Check the accuracy of the running balance recorded as against the actual count.
 - Stocks received on the day of the inventory of shortly thereafter shall not be counted and clearly marked "post inventory".

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- Check and monitor expiration dates and labels on drugs.
 - Check and label red tags (3 months before expiration date) and green tags (expiring within the year)
 - Check and monitor list of available drugs/medicines; Slow moving and Nearly expiring drugs/medicines
 - Check upon receipt the expiration date of drugs/medicines and medical supplies.
 - Secure Guarantee letter of stock replacement for drugs/medicines and medical supplies delivered by suppliers that has an expiration date of eighteen (18) months and below.
 - List the drugs/medicines and medical supplies which expiry date is less than eighteen (18) months upon receipt from the Procurement, Property and Supply Section.
 - Check expiry date of drugs/medicines and medical supplies in conducting monthly inventory.
 - Sinate green tag as a precautionary label that the drugs/medicines and medical supplies are about to expire within the year.
 - Segregate the drugs/medicines and medical supplies three (3) months before its expiration date and sinuate red tag for replacement of the supplier.
 - Submit List of available drugs/medicines; slow moving and nearly expiring drugs/medicines to the Chief of the Hospital and to the Chief of Medical and Professional Staff.
 - Distribute and furnish copies of List of available drugs/medicines; slow moving and nearly expiring drugs/medicines monthly to the different wards and clinics to be received by the physicians, in order to update them of the quantity and status of the nearly expiring drugs/medicines and medical supplies which must be given priority when prescribing.
 - Communicate with the supplier to return the said drugs/medicines three (3) months before their expiration date for their disposal.
 - Donate the near expiring drugs/medicines and medical supplies to medical missions.

SPECIAL PROJECTS / ASSIGNMENTS / DESIGNATIONS

TITLE: MEMBER, MEDICAL SUPPLIES COMMITTEE

INCLUSIVE DATES: 2015- 2018

ROLE/ FUNCTION: The committee is in charge for the specifications of all medical supplies to be procured for the hospital each year.

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TITLE: INTERNAL AUDITOR
INCLUSIVE DATES: MAY 2016- PRESENT
ROLE/ FUNCTION: Acts as auditor of any assigned department

TRAININGS AND SEMINARS ATTENDED:

TITLE: The 2th Federation of Asian Pharmaceutical Associations Congress
PLACE/ VENUE: Philippine International Convention Center, Manila, Philippines
DATE HELD: October 24-27 2018

TITLE: Seminar on Valuing Our Leadership Roles towards Attaining Trust by Mr. Chinkee Tan
PLACE/ VENUE: Teachers Camp, Baguio City, Philippines
DATE HELD: October 5, 2018

TITLE: Orientation on Data Privacy Act
PLACE/ VENUE: March 26, 2018
DATE HELD: Baguio General Hospital and Medical Center, Baguio City, Philippines

TITLE: Hospital Pharmacy Forum: Antimicrobial Stewardship Program
PLACE/ VENUE: Camp John Hay, Baguio City
DATE HELD: November 25, 2017

TITLE: 2nd Certificate Course In Global Health Pharmacy: "Redefining the Pharmacist's Role in Global Health"
PLACE/ VENUE: University of Immaculate Conception, Davao City, Philippines
DATE HELD: August 3-5 2017

TITLE: Aligning Pharmacy Practice with Current Regulatory Reforms
PLACE/ VENUE: Hotel Ariana, Bauang, La Union, Philippines
DATE HELD: April 29, 2017

TITLE: ISO 9001:2015 Internal Audit Training
PLACE/ VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: May 2-2, 2016

TITLE: Alagang Pinoy-DOH Customer Service...The Extra Mile Way
PLACE/ VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: March 31- April 1, 2016



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TITLE: ISO Awareness Orientation
PLACE/VENUE: Baguio General Hospital and Medical Center, Baguio City, Philippines
DATE HELD: October 22, 2016

TITLE: Optimum Health Outcomes through Medication Safety 2
PLACE/ VENUE: Baguio City, Philippines
DATE HELD: March 13, 2015

TITLE: Enhancing the Pharmacist & Drugstore Participation in the Control of Tuberculosis through the Pharma
PLACE/ VENUE: Cauayan City, Isabela, Philippines
DATE HELD: October 18, 2014

TITLE: Advancing Safe Medication Practices and Systems
PLACE/ VENUE: Cebu City, Philippines
DATE HELD: September 25-27, 2014

TITLE: Philippine Drug Enforcement Agency (PDEA) And Food and Drug Administration (FDA) Updates
PLACE/VENUE: Baguio City, Philippines
DATE HELD: August 23, 2014

TITLE: Access to Pharmacists, Access to Better Health
PLACE/ VENUE: Baguio City, Philippines
DATE HELD: June 14, 2014

EDUCATIONAL ATTAINMENT:

COURSE: Bachelor of Science in Pharmacy
SCHOOL: Saint Louis University
DATE GRADUATED: April 2004

LICENSURE EXAMINATION TAKEN:

TITLE: Pharmacist Licensure Examination (Professional Regulation Commission)
DATE HELD: July 2004
RATING: 75.53
LICENSE NO: 0050726

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This is to certify that the above-mentioned position, dates of employment, duties and responsibilities, and other information presented are true and correct as per verification from our personnel records.

This certification is issued for the benefit of **Jovelyn M. Dagupen** for whatever legal purpose this affirmative declaration may serve.

RISCILLA E. LAZATIN

Chief Pharmacist

09173654770/bghmcpharmacy@gmail.com