
	<b>Department of Health</b> <b>SAN LAZARO HOSPITAL</b> <b>CITIZEN'S CHARTER</b> <b>MANUAL</b>		DOCUMENT CODE:
			CC - IHOM - 004
			REVISION NO.:
			0
			DATE EFFECTIVE:
			JUNE 1, 2019

**DEPARTMENT: IHOM Unit (Integrated Hospital Operations & Mngt.) Unit**

**PROCESS 4: Website Posting Request (WPR)**

**Schedule of Services:**

Monday to Friday: 8:00 am – 5:00 pm (NO NOON BREAK)

Saturday to Sunday: 8:00 am – 5:00 pm (NO NOON BREAK)

**Services Provided to:**

San Lazaro Hospital Personnel

**Requirements Needed:**

Accomplished WPR Form (signed by their respective Heads)  
(FM-HOPSS-IHOM-004)

**Duration:**

21 mins. – 5 hrs. & 10 mins.

Step (no.)	Activities (procedure, start with verb, present tense, with direct contact with clients)	Forms (reference link, docs)	Fees	Response Time	Person Responsible
1	Receive and validate submitted WPR form	WPR Form	None	3 – 5 mins	Juan Joselito N. Lazo
2	Post requested contents to official San Lazaro website once WPR form is signed by Chief Administrative Officer or Head of Bids and Awards Committee (BAC) for BAC concerns only.	WPR Form	None	15 mins. – 5 hrs.	Ryan Elizon
3	Inform end-user once contents are successfully posted in the website	None	None	3 – 5 mins.	IHOM Personnel
END OF TRANSACTION					