



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**OFFICE OF THE CHIEF, PNP**  
Camp BGen Rafael T Crame, Quezon City

ODRD(C)-231107-487

JAN 12 2024

**MEMORANDUM CIRCULAR**

NO.: **2024-003**

**PRESCRIBING THE MINIMUM TECHNICAL SPECIFICATIONS  
FOR MAJOR SURGICAL SET**

**1. REFERENCES:**

- a. NAPOLCOM Memorandum Circular (MC) No. 2019-002 entitled, "Defining the Duty and Authority of the NAPOLCOM to Prescribe Minimum Standards for Uniforms, Arms, and Equipment to be Procured by the Philippine National Police" dated January 29, 2019;
- b. NAPOLCOM Resolution No. 2015-019 entitled, "Prescribing the Guidelines to Determine Whether a Consumable or Expandable Item and/or Small Tangible Asset Intended to be Procured by the PNP Will Need a NAPOLCOM Approved Specifications as Generally Required for Purposes of Procurement" dated January 23, 2015;
- c. Minutes of the Uniform and Equipment Specifications Board Meeting conducted on October 3, 2023; and
- d. Memorandum from Director, Health Service with attached Health Service Table of Equipment and Allowances.

**2. RATIONALE:**

This MC sets forth the technical specifications for Major Surgical Set used by healthcare providers to safely perform any major surgical procedures in the field of General, OB-Gyne, Urological, and Orthopedic Surgeries.

**3. SITUATION:**

The PNP Health Service is mandated to provide timely, comprehensive, and quality health services to PNP personnel, their dependents, and authorized civilians. At present, the PNP General Hospital (PNPGH) is the only PNP Level II hospital that caters to the hospitalization needs of PNP personnel and their dependents. Unfortunately, its capability is still limited, thus, its enhancement through procurement of medical equipment and supplies is needed.

The PNP intends to procure Major Surgical Set for use of the PNPGH and Medical Plaza. The set of stainless surgical instruments comes in various sizes, shapes, and appearance that will be used in any major surgical procedures.

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Police Lieutenant Colonel  
Chief, Administrative Section



Under NAPOLCOM No. 2015-019 dated July 14, 2014, it prescribes that the Commission does not need to set the technical specifications of consumables and/or expendable supplies, to which the components of Major Surgical Set are included.

#### 4. PURPOSE:

To establish the technical specifications of Major Surgical Set that will serve as reference in its procurement.

#### 5. DEFINITION OF TERMS:

For the purpose of this MC, the following terms, words, and phrases shall mean or be understood, as follows:

- a. Abdominal Retractor<sup>1</sup>- a surgical instrument used for retracting abdominal thick tissues and skin.
- b. Army Navy Retractor<sup>2</sup> - a basic surgical instrument included in most minor and major surgical set used for shallow or superficial tissues.
- c. Allis<sup>3</sup> - a toothed surgical instrument, used to grasp firm tissues (such as fascia).
- d. Babcock<sup>2</sup> - a jawed instrument with a smooth end, allowing for more delicate structures to be held in an atraumatic manner.
- e. Balfour Abdominal Retractor<sup>4</sup> - a self-retaining retractor used during surgeries in which large abdominal incisions need to be held open to provide more visibility to the surgeon.
- f. Deaver Retractor<sup>2</sup> - a surgical instrument used in a wide range of surgical procedures. It is a versatile instrument that is used to retract tissues and organs during surgery to improve visualization and facilitate access to the surgical site.
- g. Debakey Forceps<sup>3</sup> – a non-toothed forceps used in a wide variety of procedures most importantly to grasp tissues without damaging them.
- h. Kelly Forceps - a clamp of larger size variation of hemostat with similar function for grasping larger tissues or vessels.
- i. Kidney Basin<sup>5</sup> - a shallow basin with a kidney-shaped base and sloping walls. It is used for collecting everything from tissue or objects extracted from the body during surgeries.

<sup>1</sup> Definition from GerMedUSA

<sup>2</sup> Definition from Google

<sup>3</sup> Definition from TeachMe Surgery

<sup>4</sup> Definition from MPM Medical Supply

<sup>5</sup> Definition from Medical Depot Shop



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Chief, Administrative Section



- j. Malleable Ribbon Retractor<sup>2</sup> - used to hold back tissues and organs during surgery. It is suitable for abdominal, cardiovascular, ophthalmic, and neurosurgical procedures.
- k. Mayo Scissors<sup>2</sup> - a heavy scissors, with semi-blunt ends, often used to cut thick tissues or sutures, either straight or curved.
- l. Metzenbaum Scissors<sup>4</sup> - a lighter scissors used for delicate tissue and for blunt dissection. It is also called "Metz" in practice.
- m. Mixer Forceps - comprised of fully curved delicate and serrated jaws that allow surgeons to get a hold of blood vessels that may be obstructed by tissue.
- n. Mosquito Forceps<sup>2</sup> – a multi-purpose surgery instrument made to handle the blood vessels and prevent blood loss. It is used for handling blood vessels and controlling bleeding during many surgical procedures.
- o. Needle Holder<sup>2</sup> - used for holding needles and comes in varying sizes and length depending on the needle and tissue in question.
- p. Ochsner Forceps<sup>6</sup> - a hemostat that is helpful in clamping off blood vessels to avoid bleeding during procedures such as orthopedic surgery.
- q. Ovum Forceps<sup>7</sup> - an angled, non-ratchet forceps that has straight jaws which end in oval tips with indentations to grip the soft tissue better.
- r. Pean Curved Forceps<sup>2</sup> – a forceps with long serrated jaws that are primarily used as a hemostatic agent to clamp bigger blood vessels.
- s. Richardson Retractor<sup>2</sup> - a retractor that can be used during procedures to grasp soft tissues.
- t. Scalpel Handle<sup>8</sup> - used to hold the scalpel blade, it is a small and extremely sharp instrument used for surgery and anatomical dissection.
- u. Schidtz<sup>1</sup> - a hemostatic agent used to cease bleeding from blood vessels.
- v. Specimen Collection Container<sup>2</sup> - proper container to preserve and protect the specimen.
- w. Thumb Forceps<sup>4</sup> - non-toothed forceps used for fine handling of tissue and traction during dissection.
- x. Tissue Forceps - used to hold soft tissues during multiple surgical procedures. It comes with teathed tips and a serrated surface.

<sup>6</sup> Definition from MPM Medical Depot Shop

<sup>7</sup> Definition from MedLogs Medical Devices and Instruments

<sup>8</sup> Definition from www.harfins.com



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Police Lieutenant Colonel  
Chief Administrative Section



- y. Towel Clip<sup>2</sup> - most commonly used to secure towels or drapes in place, however can be used to grasp tissue if required.

#### 6. SPECIFICATIONS:

| No. | Particular                 | SPECIFICATIONS |   |
|-----|----------------------------|----------------|---|
|     |                            | Quantity       | Size  |
| 1.  | Abdominal Retractor        | 1 pc.          | 8 - 11" L; 3 ½" - 4" W;<br>1 ¼" - 2 ½" T                    |
| 2.  | Allis                      | 6 pcs.         | 6 - 7"; 5 x 6 Teeth   |
| 3.  | Army Navy Retractor        | 2 pcs.         | 7 - 9"; Double Ended  |
| 4.  | Babcock                    | 4 pcs.         | 6 - 8"  |
| 5.  | Balfour Retractor          | 1 set          | 7 - 9 1/2" Opening<br>3 - 5" x 1 ¾" - 2 ½"<br>Central Blade |
| 6.  | Deaver Retractor           | 1 pc.          | 1 - 1 1/2" W; 11 - 12" L                                    |
|     |                            | 1 pc.          | 2 - 2 1/2" W; 12 - 13" L                                    |
|     |                            | 1 pc.          | 3 - 4" W; 12 - 13" L  |
| 7.  | Debaquey Forceps           | 2 pcs.         | 6 - 7"  |
| 8.  | Instrument Basin           | 1 pc.          | 18 - 22" L; 11 - 13" W;<br>3 1/2" - 5" H                    |
| 9.  | Kelly Forceps              | 10 pcs.        | 5 - 6 ½"; Curved  |
|     |                            | 8 pcs.         | 5 - 6 ½"; Straight  |
| 10. | Kidney Basin               | 2 pcs.         | 6 - 8" L  |
| 11. | Malleable Ribbon Retractor | 1 pc.          | 1 - 1 ½" W; 12 - 13" L                                      |
|     |                            | 1 pc.          | 2 - 4" W; 12 - 13" L  |
| 12. | Mayo Scissors              | 1 pc.          | 6 - 7" Straight   |
|     |                            | 1 pc.          | 6 - 7" Curved   |
| 13. | Metzenbaum Scissors        | 1 pc.          | 6 - 7"; Curved  |
|     |                            | 1 pc.          | 9 - 10"; Curved<br>Blunt/Blunt                              |
| 14. | Mixter Forceps             | 6 pcs.         | 6 - 8"  |
| 15. | Mosquito Forceps           | 10 pcs.        | 4 - 5" Curved   |
|     |                            | 8 pcs.         | 4 - 5" Straight   |
| 16. | Needle Holder              | 2 pcs.         | 10 - 11"  |
|     |                            | 2 pcs.         | 7 - 8"  |
| 17. | Ochsner Forceps            | 6 pcs.         | 6 - 8"; Curved<br>1 x 2 Teeth                               |
|     |                            | 6 pcs.         | 7 - 8"; Straight<br>1 x 2 Teeth                             |
| 18. | Ovum Forceps               | 2 pcs.         | 9 - 10"   |
| 19. | Peaen Curved Forceps       | 6 pcs.         | 9 - 10" Curved  |
| 20. | Richardson Retractor       | 2 pcs.         | 10 - 11"; Double Ended                                      |
|     |                            | 2 pcs.         | 8 - 10 ½"; Double Ended                                     |
| 21. | Scalpel Handle #3          | 1 pc.          | 8 - 9"  |
|     |                            | 1 pc.          | 5 - 6"  |

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Chief, Administrative Section



|     |                    |        |  |
|-----|--------------------|--------|--|
| 22. | Scalpel Handle #4  | 1 pc.  | 8 - 9"   |
|     |                    | 1 pc.  | 5 - 6"   |
| 23. | Schmidt            | 2 pcs. | 7 - 8"   |
| 24. | Specimen Container | 1 pc.  | 6 - 8" Top Diameter<br>2 - 4" Depth<br>Total Capacity:<br>1000 - 1500 ml |
| 25. | Thumb Forceps      | 1 pc.  | 9 - 10"  |
|     |                    | 1 pc.  | 6 - 7"   |
| 26. | Tissue Forceps     | 1 pc.  | 9 - 10", 1 x 2 Teeth   |
|     |                    | 1 pc.  | 5 ½ - 6", 1 x 2 Teeth  |
| 27. | Towel Clip         | 5 pcs. | 4 - 5 ½";<br>Non - Penetrating Teeth                                     |

**7. REPEALING CLAUSE:**

All other technical specifications contrary to or inconsistent with the provisions of this PNP MC are hereby rescinded, modified or amended.

**8. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy at the University of the Philippines Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



*[Signature]*  
**BENJAMIN C ACORDA, JR**  
 Police General  
 Chief, PNP

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OCPNP Signed 2023 S097586



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**MARY GRACE B NASDOMAN**  
 Police Lieutenant Colonel  
 Chief, Administrative Section

