



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

JAN 17 2024

ODRD(C)-231107-486

MEMORANDUM CIRCULAR

NO.: 2024-005

**PRESCRIBING THE MINIMUM TECHNICAL SPECIFICATIONS
FOR OB-GYN 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 OB-Gyn Set used by healthcare providers to safely perform all abdominal gynecologic cases.

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 OB-Gyn Set for use of the PNPGH and Medical Plaza to help surgeons and other healthcare providers to safely perform all abdominal gynecologic cases. The gynecological surgical instrument set is needed in performing abdominal gynecologic procedures including but not limited to TAHBSO (Total



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BACONG PILIPINAS

Abdominal Hysterectomy Bilateral Salphingo-Oophorectomy), pelvic laparotomy, myomectomy, ovarian surgeries, and fallopian tube/ectopic pregnancy surgeries.

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 OB-Gyn Set are included.

4. PURPOSE:

To establish the technical specifications of OB-Gyn 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 Retractor¹ - a surgical instrument used for retracting abdominal thick tissues and skin.
- b. Army Navy Retractor² - a basic surgical instrument included in most minor and major surgical set used for shallow or superficial tissues.
- c. Allis³ - a toothed surgical instrument, used to grasp firm tissues (such as fascia).
- d. Babcock² - a jawed instrument with a smooth end, allowing for more delicate structures to be held in an atraumatic manner.
- e. Balfour Abdominal Retractor⁴ - 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 Retractor² - 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. Debaquey Forceps³ - non-toothed forceps used in a wide variety of procedures most importantly to grasp tissues without damaging them.
- h. Heaney Forceps² - used to excise the uterus from its adnexal ligaments and tissues.

¹ Definition from GerMedUSA

² Definition from Google

³ Definition from TeachMe Surgery

⁴ Definition from MPM Medical Supply



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- i. Kelly Forceps⁵ - a clamp of larger size variation of hemostat with similar function for grasping larger tissues or vessels.
- j. Kidney Basin⁶ - a shallow basin with a kidney-shaped base and sloping walls. It serves many purposes that include collecting everything from tissue or objects extracted from the body during surgeries.
- k. Lahey Forceps² - used to grasp and manipulate soft tissues and vessels, in order to pass suture threads around them and perform ligature.
- l. Malleable Ribbon Retractor² - used to hold back tissues and organs during surgery. They are suitable for abdominal, cardiovascular, ophthalmic, and neurosurgical procedures.
- m. Mayo Scissors² - a heavy scissors, with semi-blunt ends, often used to cut thick tissues or sutures, either straight or curved.
- n. Metzenbaum Scissors⁴ - a lighter scissors used for delicate tissue and for blunt dissection. It is also called "Metz" in practice.
- o. Mixer Forceps⁷ - comprised of fully curved delicate and serrated jaws that allow surgeons to get a hold of blood vessels that may be obstructed by tissue.
- p. Mosquito Forceps² - a multi-purpose surgery instrument used to handle the blood vessels and prevent blood loss by controlling the bleeding during surgical procedures.
- q. Needle Holder² - used for holding needles and comes in varying sizes and length depending on the needle and tissue in question.
- r. Ochsner Forceps⁸ - a hemostat that is helpful in clamping off blood vessels to avoid bleeding during procedures such as orthopedic surgery.
- s. Ovum Forceps⁹ - an angled, non-ratchet forceps that has straight jaws which end in oval tips with indentations to grip the soft tissue better.
- t. Pean Curved Forceps² - a forceps with long serrated jaws primarily used as hemostatic agent to clamp bigger blood vessels.
- u. Richardson Retractor² - a retractor that can be used during procedures to grasp soft tissues.

⁵ Definition from ACS Division of Education, American College of Surgeons

⁶ Definition from Medical Depot Shop

⁷ Definition from Warmed Surgical.com

⁸ Definition from MPM Medical Depot Shop

⁹ Definition from MedLogs Medical Devices and Instruments



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 Chief, Administrative Section 11/25/21



- v. Scalpel Handle¹⁰ - a small and extremely sharp instrument used to hold the scalpel blade for surgery, and anatomical dissection.
- w. Schnidtz¹ - a hemostatic agent used to cease bleeding from blood vessels.
- x. Schroeder Vulsellum Forceps¹¹ - an instrument that is suitable for gripping the uterus in gynecological procedures. It has a finger ring handle for convenient manipulation.
- y. Singley Tissue Forceps² - a multipurpose surgical instrument commonly used for grasping delicate internal tissues. It is often used to grip intestines and other internal organs while minimizing inflicted damage.
- z. Specimen Collection Container² - proper container to preserve and protect the specimen.
- aa. Tenaculum² - a surgical instrument, usually classified as a type of forceps. It consists of a slender sharp-pointed hook attached to a handle and is used mainly in surgery for seizing and holding parts, such as blood vessels.
- bb. Thumb Forceps⁴ - used for fine handling of tissue and traction during dissection.
- cc. Tissue Forceps - used to hold soft tissues during multiple surgical procedures. It comes with toothed tips and a serrated surface.
- dd. Towel Clip² - 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" - 4" W; 1" - 2 1/2" D
2.	Adson Needle Holder	2 pcs.	6 1/2" - 7"
3.	Allis	6 pcs.	9 - 10" 5 x 6 Teeth
		6 pcs.	6 - 7" 5 x 6 Teeth
4.	Army Navy Retractor	2 pcs.	8 - 9"; Double Ended
5.	Babcock	4 pcs.	6 - 8"
6.	Balfour Retractor	1 set	7 - 10" Opening 3 - 5" x 1 3/4" - 2 1/2" Central Blade
7.	Deaver Retractor	1 pc.	1 - 1.5" W; 11 - 12" L
		1 pc.	2 - 2 1/2" W; 12 - 13" L
		1 pc.	3 - 4" W; 12 - 13" L

¹⁰ Definition from www.harfins.com



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Police Lieutenant Colonel

Chief, Administrative Section



8.	Debakey Forceps	2 pcs.	6 - 7"
9.	Heaney Forceps	2 pcs.	8 - 8 1/2" Curved Single Tooth/Groove
		4 pcs.	8 - 8 1/2" Curved Double Teeth/Groove
		2 pcs.	8 - 8 1/2" Straight Single Tooth
10.	Heaney Needle Holder	2 pcs.	9 - 11"
11.	Instrument Basin	1 pc.	18 - 22" L; 11 - 13" W; 3 1/2" - 5" H
12.	Kelly Forceps	10 pcs.	5 - 6 1/2"; Curved
		8 pcs.	5 - 6 1/2"; Straight
13.	Kidney Basin	2 pcs.	6 - 8" L
14.	Lahey Forceps	2 pcs.	6 - 7" 3 x 3 Teeth
15.	Malleable Ribbon Retractor	1 pc.	1 - 1 1/2" W; 12 - 13" L
		1 pc.	2 - 4" W; 10 - 13" L
16.	Mayo Scissors	1 pc.	6 - 7" Straight
		1 pc.	6 - 7" Curved
17.	Metzenbaum Scissors	1 pc.	6 - 7" Curved
		1 pc.	9 - 10" Curved Blunt/ Blunt
18.	Mixter Forceps	6 pcs.	7 - 8"
19.	Mosquito Forceps	10 pcs.	4 - 5" Curved
		8 pcs.	4 - 5" Straight
20.	Needle Holder	2 pcs.	10 - 11"
		2 pcs.	7 - 8"
21.	Ocshner Forceps	6 pcs.	9 - 10 3/8" Straight 1 x 2 Teeth
		6 pcs.	9 - 10 1/4" Curved 1 x 2 Teeth
22.	Ovum Forceps	2 pcs.	9 - 10"
23.	Pean Curved Forceps	6 pcs.	9 - 10" Curved
24.	Richardson Retractor	2 pcs.	10 - 11"; Double Ended
		2 pcs.	9 - 10 1/2"; Double Ended
25.	Scalpel Handle #3	1 pc.	8 - 9"
		1 pc.	5 - 6"
26.	Scalpel Handle #4	1 pc.	8 - 9"
		1 pc.	5 - 6"
27.	Schmidt	2 pcs.	7 - 8"
28.	Schroeder Vulsellum Forceps	1 pc.	9 - 10"
29.	Singley Tissue Forceps	2 pcs.	9 - 10"
30.	Specimen Container	1 pc.	6 - 8" Top Diameter 2 - 4" Depth Total Capacity: 1000 ml - 1500 ml
31.	Tenaculum Forceps	4 pcs.	9 - 10"



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Police Lieutenant Colonel
Chief, Administrative Section 1/23/24



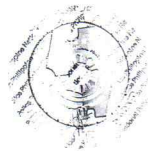
32.	Thumb Forceps	1 pc.	9 - 10"
		1 pc.	6 - 7"
33.	Tissue Forceps	1 pc	9 - 10", 1 x 2 Teeth
		1 pc.	5 ½ - 6" 1 x 2 Teeth
34.	Towel Clip	5 pcs.	4 - 5 ½"; Non - Penetrating Teeth

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 UP 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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