



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P005 (02)	
TITLE/DESCRIPTION: POLICY ON THE ELIGIBILITY TO RECEIVE HONORARIUM			
EFFECTIVE DATE: April 15, 2025	REVISION DUE: April 14, 2028	REPLACES NUMBER: DPOTMH-APP-COMP BEN-P005 (01)	NO. OF PAGES: 1 of 7
APPLIES TO: All Employees of the RMCI (UK)		POLICY TYPE: Administrative	

PURPOSE:

This aims to establish a standard policy on the proper allocation of honorarium to RMCI employees and to determine the eligibility of employees to receive honorarium.

DEFINITIONS:

Honorarium – Payment given to the employee in addition to his/her basic salary due to various reasons concerning company sustainability, compliance, and employee retention.

RESPONSIBILITY:

Human Resources Division Personnel, Payroll Supervisor, MANCOM, Executive Committee

POLICY:

1. RMCI employees under special cases as defined on Table 1.0, are given honorarium every 7th of the month. Amount of honorarium and eligibility to receive honorarium is specified on Table 1.0.
2. Revocation or change of honorarium shall occur only if this policy is superseded by organizational change such as integration of honoraria to the monthly basic salary, depending on business conditions and affordability.
3. All honoraria of respective positions are temporary in nature, and are given under special reason/ considerations.
4. Other positions that require honorarium and are not specified in this document shall no longer be in need of a request as it is already defined by the RMCI as either a critical position or vital in compliance with the law or certain guidelines.





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Table 1.0 – Matrix of Honorarium Eligibility

Position	Amount	Eligibility
Medical Technologist (Probationary)	Php 1,500.00	Honorarium is given to scarce positions in the job market.
Medical Technologist (Permanent)	Php 3,000.00	
Radiologic Technologist (Probationary)	Php 1,500.00	
Radiologic Technologist (Permanent)	Php 3,000.00	
Physical Therapist (Probationary)	Php 1,500.00	
Physical Therapist (Permanent)	Php 3,000.00	
Staff Pharmacist (Probationary)	Php 1,500.00	
Staff Pharmacist (Permanent)	Php 3,000.00	
Respiratory Therapist (Probationary)	Php 1,500.00	
Respiratory Therapist (Permanent)	Php 3,000.00	
Cath Lab Nurse with Training	Php 3,000.00	Honorarium is given to this position as an allowance for retention programs, specialized functions, and specialized training.
Cath Lab Med Tech with Training	Php 3,000.00	
Cath Lab Rad Tech with Training	Php 3,000.00	
Perfusionist	Php 3,000.00	
COE Stroke Care – Staff Nurse	Php 3,000.00	
COE Dementia – Staff Nurse	Php 3,000.00	
Cardiovascular Technologist	Php 3,000.00	
Use of Pharmacist's Professional License	Php 8,000.00	Honorarium is given to Pharmacists whose Professional License is utilized by RMCI Pharmacy Branches in compliance to the Food and Drug Administration.
Credit and Collection Collector	Php 500.00	Honorarium is given to employees who perform cash-handling functions.
Cashiering Duties	Php 500.00	
Billing Account Officer	Php 500.00	Honorarium is given to employees who perform direct-client functions and may be at risk for COVID-19 exposure.
PHIC Staff	Php 500.00	
Admitting Staff	Php 300.00	Honorarium is given to employees who perform cash-handling functions beyond 10 PM.
Selected Supervisors & Managers	Amount varies	Honorarium is given to employees under the retention program of RMCI Leaders.
BioMed Technician	Php 13,000.00	Honorarium is given to employee as retention allowance.
Special Area Head Nurses	Php 2,645.00	Honorarium is given to special area head nurses who perform specialized functions.





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PROCEDURE (SOP):

1. For selected Supervisor and Managers, the Division Head submits a letter of request for honorarium, addressed and submitted to the Human Resource Head.
2. The Human Resource Division Head seeks the approval of the Executive Committee.
3. Once approved, HR Staff the relays the decision to the employee concerned for information dissemination and to the Payroll Supervisor for remuneration arrangements.





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WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
1. Creates a letter of request for an honorarium; addressed and submitted to the Human Resources Division Head	Supervisor/Manager/ Division Head
2. Seeks the approval of the Executive Committee	Human Resource Division Head
3. Relays the decision once approved to the employee concerned for information dissemination and to the Payroll Supervisor for remuneration arrangements	HR Staff





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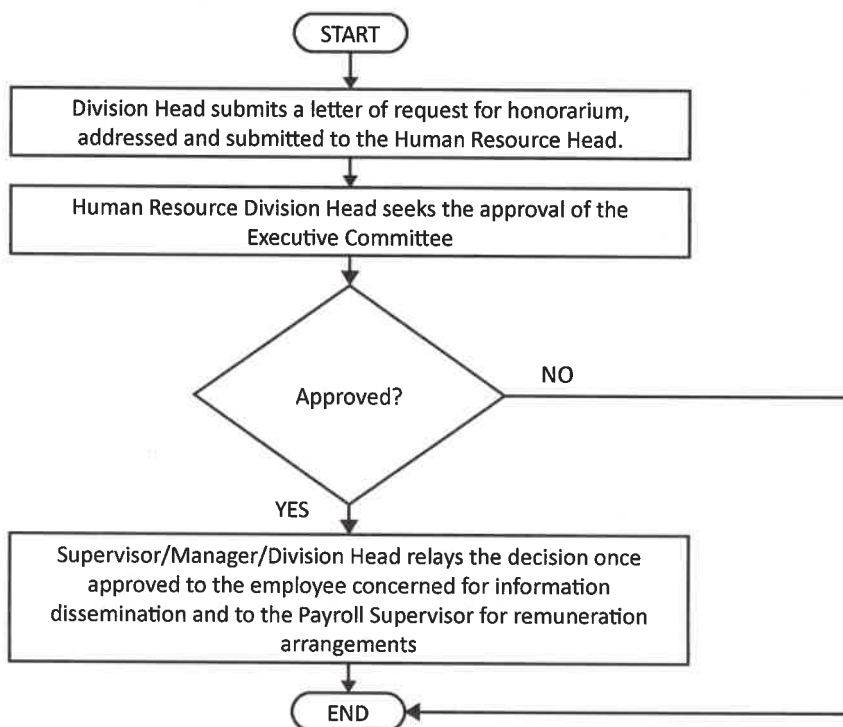
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WORK FLOW:





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FORMS: N/A

EQUIPMENT: N/A

REFERENCES: N/A





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	PETER L. MINGUILLO Organizational Development Manager		3-14-25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		3-14-25	
Approved by:	NANCY B. HIZON Human Resources Division Head		3-14-25	
	RODEL J. LLAVE Total Quality Division Head		3/17/25	
	HANNAH KHAY S. TREYES Chief Nursing Officer		3-27-2025	
	JULIE ANNE CHRISTINE J. KO Chief Finance Officer		4/2/25	
	NOEL P. GARBO General Services Head		4/4/2025	
	ROSARIO D. ABARING Ancillary Division Head		04.07.2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		09-10-2025	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		4-10-25	
	SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		04/16/2025	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		04/22/25	

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