



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-ER/LR-P004-(01)	
TITLE/DESCRIPTION: POLICY ON MANDATORY COMPLIANCE ON SEPARATION CLEARANCES AND QUIT CLAIMS UPON EMPLOYEE SEPARATION			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: DPOTMH-D-48-P04	NO. OF PAGES: 1 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

PURPOSE:

To adhere to the Guidelines on the Payment of the Final Pay and Issuance of Certification of Employment in pursuant to Labor Advisor No. 06 Series of 2020. This shall establish a standard policy in the processing of clearances and accountability upon employee's separation from the company, whether the separation is voluntary or compulsory in nature.

DEFINITIONS:

Voluntary Resignation-it is the act of employment termination initiated and by conscious volition of the employee due to personal reasons.

Compulsory Separation- it is the act employment termination that is mandated to the employee by the management pursuant to law (just and authorized causes) and company policies (retirement).

Request for clearance Form- it is a document showing the various departments where the employee should be cleared from any accountabilities from the hospital.

Waiver, Release and Quit Claim-it is document executed by the employee acknowledging the final and complete consideration of his/her services including taxes and all accrued benefits from the hospital. It is also indicates that the release is considered as a bar to any suit of proceeding of the employee against the Hospital.

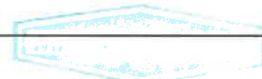
Final Pay or Last Pay-refers to the sum of totality of all wages or monetary benefits due to employee as defined in the HR ER/LR Policy on Resignation.

RESPONSIBILITY:

Resigned employee or its Attorney-in-fact, Employee Relations Staff, Human Resource Division Head, Labor Relations Staff

POLICY:

1. In case of resignation and/or separation, employee shall adhere to the standard policies as defined in the HR ER/LR Policy on Resignation.
2. "No Clearance, No Final Pay" policy shall be observed by the company. Requiring clearance before the release of last payment to the employee is a standard procedure on RMCI. Clearance procedure are instituted to ensure that the properties, real or personal, belonging to the employer before the effective date of the employee's separation from the company. Clearance process is a requirement imposed by the management on an employee to settle all debts and obligations, including return on Company properties or documents, to be cleared of any accountability and be issued a clearance document.





DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-ER/LR-P004-(01)	
TITLE/DESCRIPTION: POLICY ON MANDATORY COMPLIANCE ON SEPARATION CLEARANCES AND QUIT CLAIMS UPON EMPLOYEE SEPARATION			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: DPOTMH-D-48-P04	NO. OF PAGES: 2 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

3. All resigned/separated employees shall process and complete their clearance within thirty (30) days after date of resignation. This is in consonance to DOLE Labor Advisory No. 06 Series of 2020 which states that:

Time and Payment and/or Release of Final Pay

To effectively harmonize the management prerogative of the employer and the right of the employee, the FINAL pay shall be released within thirty (30) days from the date of separation, or termination of employment, unless there is a more favorable company policy, individual or collective agreement thereto.

4. To ensure compliance with the Policy and if the resigning/separated employee cannot personally process his/her clearance/s, he/she shall submit a duly executed Special Power of Attorney, attached to his/her letter of resignation or separation authorizing his/her Attorney-In-Fact (AIF) to process the clearance, claim the terminal pay and other benefits, and sign and/or execute the Release, Waiver and Quitclaim.
5. Additionally, the resigning/separated employee shall agree and sign the Authorization and Waiver Agreement, stating that, in the event wherein the AIF shall not be able to process his/her clearance within the 30-day period given to resigning employees, all rights and claims with RMCI shall be waived.
6. In the event that the employee or his AIF cannot complete and submit his/her clearance to the company within thirty (30) days after date of resignation/separation, the employee shall be conclusively deemed to have abandoned his/her employment and for violation/non-compliance with this policy, he/she shall be considered to have waived his/her **right for "Final Pay" or "Last Pay", including rights for future claims, by way of penalty and/or liquidated damages in favor of the company.**
7. The authority to accept and/or approve resignation/separations is hereby delegated by the President of the Company to the Human Resources Division Head.
8. A designated stamp indicating that the document is accepted by the Human Resources Division Head shall be established, signifying that the resigning employees has finished settling all accountabilities with RMCI.





RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-ER/LR-P004-(01)	
TITLE/DESCRIPTION: POLICY ON MANDATORY COMPLIANCE ON SEPARATION CLEARANCES AND QUIT CLAIMS UPON EMPLOYEE SEPARATION			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: DPOTMH-D-48-P04	NO. OF PAGES: 3 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

PROCEDURE (SOP):

1. The resigned employee or its authorized Attorney-in-fact (AIF) starts processing all clearances a day his/her resignation date within 30 days.
2. In instances where the resigned employee cannot process all clearances within a month, employee submits a duly executed Special Power Attorney, attached to letter of resignation or separation, authorizing his or her Attorney-In-Fact to process all pertinent documents in his/her behalf.
3. The resigned employee or its Authorized Attorney-In-Fact (AIF) signs the Authorization and Waiver Agreement.
4. Resigned employee or its Authorized Attorney-In-Fact (AIF) submits all pertinent documents and will be submitted to the Employee Relations Staff and be approved by the Human Resource Division Head.
5. If the resigned employee complies with all requirements for clearance within 30 days, employee is cleared and final pay and quitclaim will be released to him/her by the Labor Relations Staff.
6. If the resigned employee did not comply with the requirements for clearance within 30 days and did not submit a Special Power of Attorney, final pay and other future claims will be waived.





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-ER/LR-P004-(01)	
TITLE/DESCRIPTION: POLICY ON MANDATORY COMPLIANCE ON SEPARATION CLEARANCES AND QUIT CLAIMS UPON EMPLOYEE SEPARATION			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: DPOTMH-D-48-P04	NO. OF PAGES: 4 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Starts processing all clearances a day after his/her resignation date within 30 days.	Resigned Employee or its authorized Attorney-In-Fact
2. Submits a duly executed Special Power of Attorney, attached to the letter of resignation or separation, authorizing his or her Attorney-In-Fact to process all pertinent documents in his/her behalf in instances where the resigned employee cannot process all clearances within a month.	
3. Signs the Authorization and Waiver Agreement	
4. Submits all pertinent documents to the Employee Relations Staff.	
5. Receives and checks the submitted documents by the resigned employee.	Employee Relations Staff
6. Approves the documents of the resigned employee.	Human Resource Division Head
7. Clears and releases the final pay and quit claim to the resigned employee once all the requirements are complied within 30 days.	Labor Relations Staff





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-ER/LR-P004-(01)

TITLE/DESCRIPTION:

**POLICY ON MANDATORY COMPLIANCE ON SEPARATION CLEARANCES AND QUIT CLAIMS UPON
EMPLOYEE SEPARATION**

EFFECTIVE DATE:

April 30, 2025

REVISION DUE:

April 29, 2028

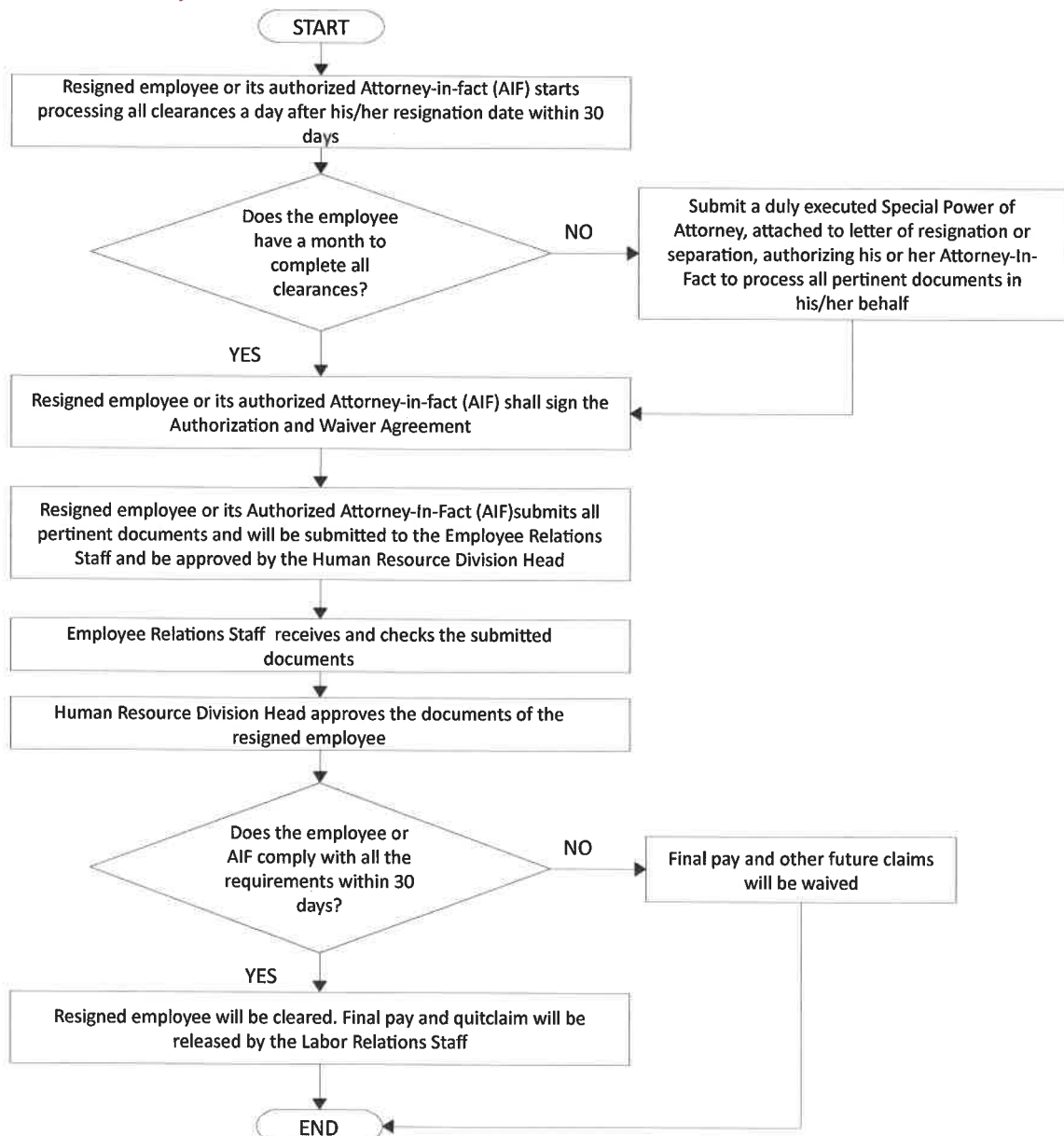
REPLACES NUMBER:

DPOTMH-D-48-P04

NO. OF PAGES: 5 of 7

APPLIES TO: All Employees of the RMCI
(DPOTMH, MRCCC, UK)

POLICY TYPE: Administrative

WORK FLOW:



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-ER/LR-P004-(01)	
TITLE/DESCRIPTION: POLICY ON MANDATORY COMPLIANCE ON SEPARATION CLEARANCES AND QUIT CLAIMS UPON EMPLOYEE SEPARATION			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: DPOTMH-D-48-P04	NO. OF PAGES: 6 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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-ER/LR-P004-(01)	
TITLE/DESCRIPTION: POLICY ON MANDATORY COMPLIANCE ON SEPARATION CLEARANCES AND QUIT CLAIMS UPON EMPLOYEE SEPARATION			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: DPOTMH-D-48-P04	NO. OF PAGES: 7 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	JOYCEE A. MESA Acting-OD Specialist		04-04-25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		04-07-25	
Approved by:	NANCY B. HIZON Human Resources Division Head		4-30-25	
	RODEL J. LLAVE Total Quality Division Head		5-06-25	
	HANNAH KHAY S. TREYES Chief Nursing Officer		5-23-25	
	JULIE ANNE CHRISTINE J. KO Chief Finance Officer		5/23/25	
	NOEL P. GARBO General Services Head		5/25	
	ROSARIO D. ABARING Ancillary Division Head		05.29.2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		06-02-25	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		6-4-25	
SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		06/09/2025		
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		06/14/25	

