



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-P005 (01)	
TITLE/DESCRIPTION: CERTIFICATE OF EMPLOYMENT			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: HR (ER/LR) – QP – 04	NO. OF PAGES: 1 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

PURPOSE:

To establish a standard policy in the issuance and/or processing of the Certificate of Employment to active, resigned, and retired employees.

DEFINITIONS:

Certificate of Employment. A document issued upon the request of the employee based on the legal purpose or use for which it is intended.

Purpose(s) of Certificate of Employment:

1. Travel Abroad
2. Employment abroad
3. Local Employment
4. Loan Application requirement (housing loan, credit card, car, salary loan)
5. Retirement requirement (SSS, Pag-ibig, Philhealth)
6. Further Study
7. Evaluation (school-related)

Basic Contents of the Employment Certification:

1. Name
2. Social Security System No.
3. Position/Designation
4. Name of Company (Dr. Pablo O. Torre Memorial Hospital)
5. Hospital's bed capacity
6. Date Hired/Period of employment
7. Purpose of Certification

RESPONSIBILITY:

Corporate Human Resources Officer, Division Head, Department Head, Immediate Head, HR Staff, and All Employees

POLICY:

1. The employee shall submit a Letter-Request for Certificate of Employment to the Human Resources Division (HRD) duly noted and/or approved by the Immediate Head, indicating the specific reason or purpose for which it is intended and the number of copies needed.
2. The HR Staff shall orient the requesting employee of the related-policy e.g. the processing time and fee.
3. The requesting employee shall pay the processing fee thru the RMCI-Cashier; however, if the purpose of the certification of employment is for retirement and voluntary resignation, the processing fee is waived. The processing fee is applicable to only one (1) copy for each document



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and any excess copy thereof shall be paid by the employee.

- The employee shall submit the Official Receipt of the processing fee to the HR Staff to initiate the processing.
- The HRD Staff shall schedule the release of the certification of employment based on the purpose, as follows:

Purpose	Schedule of Release
Travel Abroad	5 working days
Employment Abroad	2 months*
Employment – Local	1 month
Loan Application Requirement – (Bank, SSS, PAG-IBIG and Salary)	5 working days
Retirement	5 working days

*Note: * This was deliberated and approved during the Weekly Management Meeting composed of the supervisors and department heads of different areas.*

- The certification shall be printed in the official corporate letterhead (short-sized bond paper) following the standard format or may be specified by the employee. It shall also bear the corporate seal of the hospital.
- The employee may request for her/his job description as additional document to his/her certificate of employment abroad following the standard format or as maybe specified or requested by the employee. However, the employee shall pay for another processing fee for this document.
- The job description shall also be printed on the official corporate letterhead, bear the seal of the DPOTMH and signed by the Corporate HR Officer only.
- The Certificate of Employment for employment abroad shall be signed by the immediate Head, Division Head and Corporate HR Officer. However, the certification for local employment, retirement, resignation and loan application requirements and others, shall be signed by the Corporate HR Officer only.
- The certificate of employment is only valid for six (6) months from date of issue. However, resignation, retirement and separation are exempted from the 6-month validity clause.
- A control and reference number shall be assigned to the Certificate of Employment and Job Description e.g. (HR-ER/LR-month of issue-year-number series of certificate issued).
- The HR Staff shall file the copy of the certification in a folder labelled as "CERTIFICATE OF EMPLOYMENT" – (year: xxxx) with retention period of one (1) year only.





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PROCEDURE (SOP):

1. The employee submits a Letter-Request for Certificate of Employment to the Human Resources Division duly noted and/or approved by the immediate Head.
2. The HR Staff orients the requesting employee of the related-policy e.g. processing time or the schedule of release of the certification as well as the processing fee.
3. The employee pays the processing fee thru the RMCI-Cashier and submits the Official Receipt to the HR Staff for processing of the certification.
4. The HR Staff prepares the certification and prints in the official corporate letterhead (short-size bond paper) with corporate seal placed at the lower portion of the page.
5. The HR Staff facilitates the signing of the certification by the immediate Head, Division Head of the requesting employee and the Corporate HR Officer.
6. The Corporate HR Officer, immediate Head and Division Head of the requesting employee sign the Certificate of Employment abroad. Other than the Certificate of Employment abroad, only the Corporate HR Officer signs the certification.
7. The HR Staff releases the certification to the requesting employee based on the schedule and purpose of the certification.



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WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Submits Letter-Request for Certificate of Employment to the Human Resources Division duly noted by his immediate Head/Supervisor	Employee
2. Pays the processing fee thru the RMCI-Cashier	
3. Submits Official Receipt to the HR-Staff.	
4. Signs the Certificate of Employment	Immediate Head/Supervisor, Division Head
	Corporate HR Officer
5. Orients the employee of the policy e.g. processing time and schedule of release of the certification.	HR Staff
6. Prepares the Certificate of Employment.	
7. Facilitates the signing of the Certificate of Employment by the Corporate HR Officer, immediate Head and Department/Division Head of the requesting employee.	
8. Releases the certification to requesting employee.	
9. Files the certification in the folder.	



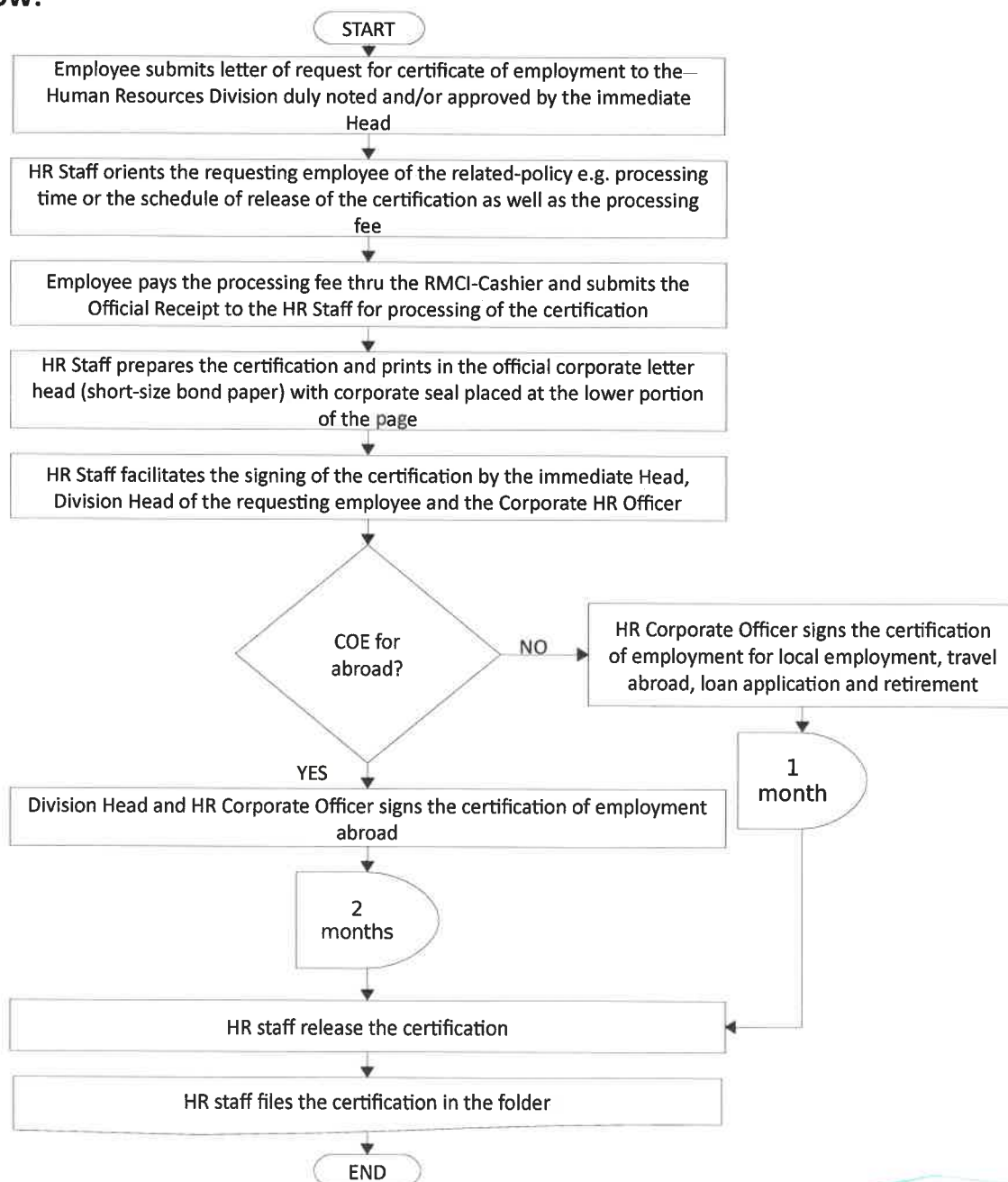
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WORK FLOW:





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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:	JOYCEE A. MESA Acting OD Specialist		04-04-25	
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	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		5/28	
	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		06/04/2025	
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