



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-P008-(01)	
TITLE/DESCRIPTION: RETIREMENT PROGRAM			
EFFECTIVE DATE: December 28, 2024	REVISION DUE: December 27, 2027	REPLACES NUMBER: HR(ER.LR)-QP-08	NO. OF PAGES: 1 of 11
APPLIES TO: All RMCI Retirees		POLICY TYPE: Administrative	

PURPOSE:

To provide retirees with a program which aims to orient and facilitate retirement procedures such as endorsement of accountabilities, job responsibilities, retirement benefits processing, and post-retirement services.

DEFINITIONS:

Retirement Benefit – this refers to the privilege given to voluntary and compulsory retirees of RMCI. This is given in monetary form and is based on the current monthly salary and length of service in RMCI. Amount schemes are stipulated on MPP-COMP BEN-P002-(01) – Benefits Package Policy: Retirements Benefits

RESPONSIBILITY:

Employees' Relations (ER) and Labor Relations (LR), Recruitment and Manpower Planning, Section Department Heads, Accounting, Payroll, and Retirees

POLICY:

1. Employees who have reached the age of sixty (60) are covered by the **compulsory retirement** policy. This is in accordance with Article XI-H, Section 3 of the Collective Bargaining Agreement, which states that all employees shall be compelled or obliged to retire from the company upon reaching the age of sixty (60) years old.
2. For compulsory retirement, the effective date of the employee's retirement shall be on the birth date of the employee's 60th year.

If the retiree intends to change the aforesaid effectivity date to the last day of his/her birth month, the retiree shall write a letter addressed to the Human Resources Division Head for that purpose, subject to approval by the HR Division Head. Such approval or disapproval shall be communicated to the retiring employee within five (5) days from receipt of his/her letter request.

3. By the third quarter of the preceding year, the ER/LR Supervisor shall endorse the name/s of the retirees for the following year to the respective section/department heads, Organizational Development and Manpower Planning & Talent Acquisition Sections. The communication shall prompt the sourcing for candidates to replace the retiree in his/her current position, if necessary. The existing Recruitment and Selection Policy shall apply.





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4. The ER Staff shall prepare and send a Notice of Retirement to the compulsory retiree at least one (1) month prior to his/her effective date of retirement. The Notice of Retirement must be duly signed by the Human Resources Division Head and the retiree's immediate superior.

Employees who have rendered the prescribed length of service, may opt to avail for voluntary retirement, however, it is **subject to management approval**.

For voluntary and compulsory retirees with ongoing administrative cases, the following protocols shall be observed:

- 4.1. The employee's immediate superior shall endorse the Letter of Intent to Avail Voluntary Retirement / Notice of Compulsory Retirement to the HR Head for approval.
 - 4.2. The HR Head shall receive the same and shall write a notation on the bottom portion of the document. The notation shall state: ***"Notice of Retirement is duly noted without prejudice to the final outcome of the administrative case."***, only then shall the retirement be APPROVED and considered FINAL.
 - 4.3. No clearance shall be issued until the final outcome of the administrative case.
5. Upon receipt of the Notice of Retirement, the retiree shall proceed to the Human Resources Office. The ER Staff and/or ER/LR Supervisor shall orient the retiree on the following:
- 5.1. The Retirement Program Policy.
 - 5.2. The Clearance Form and Retirement Benefit processing and turn-around-time;
 - 5.3. The retiree's duty to settle his/her accountabilities, the turn-over of company property, if any, and the subsequent endorsement of his/her job responsibilities; and,
 - 5.4. Optional attendance to one of the seminars for retirees organized by the Training and Development section.
 - 5.5. ER Staff and/or ER/LR Supervisor shall also issue the retiree with a brochure containing important and pertinent details to the Retirement Program.
6. If replacement for the position is necessary, the Manpower Planning & Talent Acquisition Section shall supply a replacement for the retiring employee at least one (1) month prior to his/her retirement date.
7. Within 30 calendar days from receipt of the notice of retirement, the retiree shall turn-over any company property in his/her custody and shall endorse his/her job responsibilities to the immediate superior or to his/her successor.





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8. The ER Staff shall prepare and send out the Official Retirement Greeting Card to the retiree at least one (1) month prior to the effective date of his/her retirement.
9. The Retirement Benefit shall only be approved and released if the Clearance Form is duly accomplished. The Clearance Form shall signify that the retiree has already settled or turned-over all accountabilities and has already endorsed his/her job responsibilities.
10. Compulsory and Voluntary Retirees **with pending administrative cases** who are found liable and meted with the **penalty of dismissal** shall **not** be entitled to the Retirement Benefits stated herein. Moreover, if found to be liable for restitution of company funds/property, the same shall be endorsed to the Credit and Collection Department for proper disposition.
11. The ER Staff and/or ER/LR Supervisor shall be responsible in processing the Clearance Form and the Retirement Benefit. They shall start processing the said documents one (1) business day after the retiree's retirement date. The turn-around-time shall be as follows:





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Table 1: Retirement Benefit Processing Turn-Around-Time

Process	No. of Business Days	Person Responsible for Facilitator
1. Clearance Form routing in all of the following sections/department: CCA (for Nurses), Head Nurse (for Nurses) or Section/Department Head (for non-Nurses), Logistics, College Library, I.T., Cafeteria, Credit Cooperative, Credit and Collection, Accounting-Payroll, and Accounting – RCI	2 days	Retiree
2. Human Resources Division Head's signature	1 day	ER Staff and/or ER/LR Supervisor
3. Division Head, Chief Finance Officer, and President and CEO's signatures	3 days	ER Staff and/or ER/LR Supervisor Respective Administrative Secretaries
4. Computation of leave credits	1 day	HR – Compensation and Benefits Staff
5. Computation, approval, and check issuance of the final Retirement Pay	7 day	Accounting – Payroll General Accounting
6. Quit Claim preparation and check releasing	1 day	Labor Relations Staff
Total no. of days for Clearance Form and Retirement Benefit processing	15 days	

12. In a year, the Training and Development section shall conduct or facilitate at least one session of seminar for the retirees, focusing on topic such as retirement preparation, post-retirement occupations, etc.





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PROCEDURE (SOP):

1. For Compulsory Retirement, the ER/LR Supervisor endorses the name/s of the retirees for the following year to the respective section/department heads, Organizational Development and, Manpower Planning and Talent Acquisition.
2. Respective section/department heads initiates recruitment and selection for the replacement of the retiree, if necessary. Manpower Planning and Talent Acquisition facilitates the process accordingly and supplies a replacement for the retiree at least one (1) month prior to the retirement date, if necessary.
3. The ER Staff prepares and sends a Notice of Retirement to the retiree at least one (1) month prior to the effective date of retirement.
4. Upon receipt of the Notice of Retirement, the Retiree shall proceed to the Human Resources Office.
5. For voluntary and compulsory retirees **with pending** administrative cases, the retirement shall be subject for approval of the HR Head. The HR Head shall write a note on the Letter of Retirement "without prejudice to the final outcome of the administrative case".
6. The ER Staff and/or ER/LR Supervisor shall orient the retiree on the Retirement Program.
7. Retiree shall settle his/her accountabilities and must turn-over company property in his/her custody, if any. The retiree should endorse his/her job responsibilities before retirement date.
8. The ER Staff shall prepare and send out the Official Retirement Greeting Card to the retiree at least one (1) month prior to the effective date of his/her retirement.
9. Processing of the retiree's Clearance Form will commence one (1) business day after the retiree's separation date by the ER Staff or ER/LR Supervisor.
10. Once the Clearance Form is duly accomplished, the Accounting Dept. shall compute, approve, and facilitate the issuance of the check representing the Retiree's Retirement Benefit. Compulsory and Voluntary Retirees **with pending administrative cases** who are found liable and meted with the **penalty of dismissal** shall **not** be entitled to the Retirement Benefits stated herein.
11. Labor Relations Staff shall prepare the Quit Claim Form to be accomplished and signed by the retiree prior to the release of his/her Retirement Benefit check, if entitled thereto.
12. Retiree claims his/her Retirement Benefit check, if entitled thereto.
13. Retiree may or may not attend seminars on retirement conducted by the Training and Development.





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WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Settles or turns-over account abilities and endorses job responsibilities.	Retiree
2. Proceeds to Human Resources office for orientation.	
3. Claims Retirement Benefit check.	
4. Initiates recruitment and selection for the replacement of the retiree based on the Recruitment and Selection Policy, if necessary.	Section/Department Head
5. Endorses names of the retiree/s for the following year only for compulsory retirement.	ER/LR Supervisor
6. Orients retiree on the Retirement Program.	
7. Prepares and sends Notice of Retirement to the retiree.	
8. Processes the retiree's Clearance Form.	
9. Facilitates Retirement Benefit computation, approval, check preparation and release.	
10. Orients retiree on the Retirement Program.	ER Staff
11. Prepares and sends Letter of Retirement to the retiree.	
12. Prepares and sends Retirement Card to the retiree.	
13. Processes the retiree's Clearance Form.	
14. Prepares Quit Claim Form.	LR Staff
15. Informs retiree that he/she can claim his/her Retirement Benefit check.	
16. Facilitates the recruitment and selection process accordingly, necessary.	Manpower Planning & Talent Acquisition





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17. Supplies a replacement for the retiree at least one (1) month prior to retirement date, if necessary.	Manpower Planning & Talent Acquisition
18. Computes the retiree's Retirement Benefit, facilitates approval, and prepare check.	Accounting/Payroll
19. Conducts or facilitates at least one session of seminar for the retirees.	Organizational Development





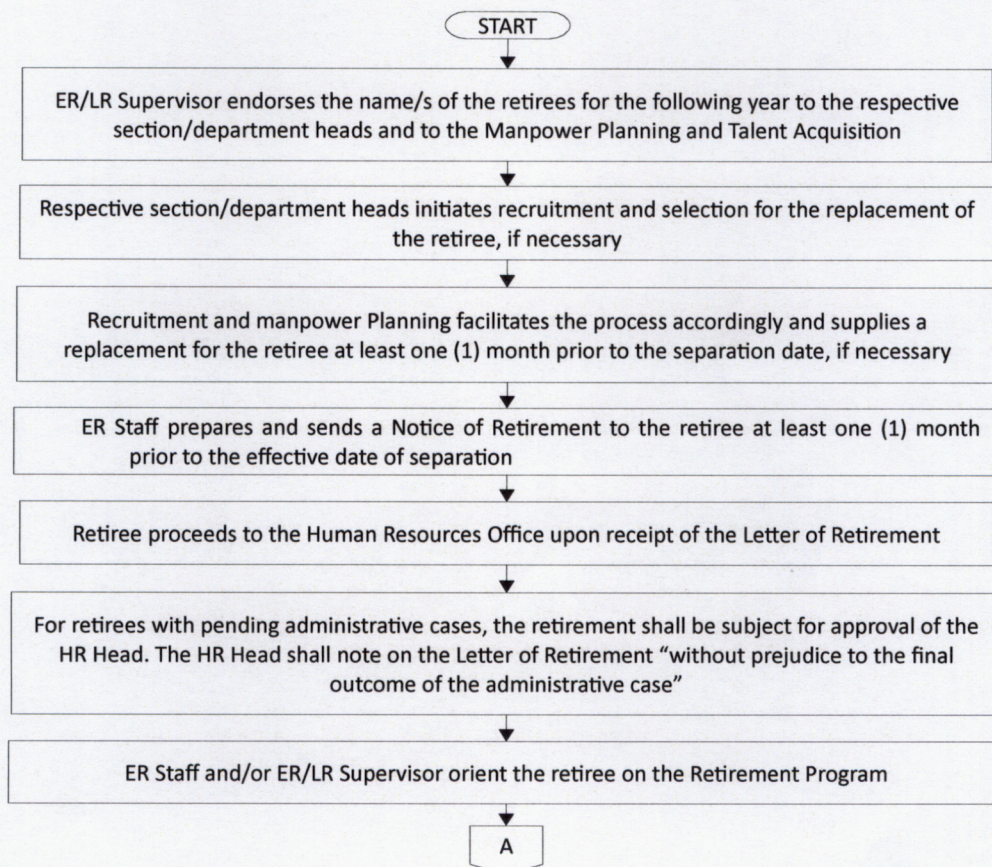
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WORK FLOW:





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TITLE/DESCRIPTION:**RETIREMENT PROGRAM****EFFECTIVE DATE:**

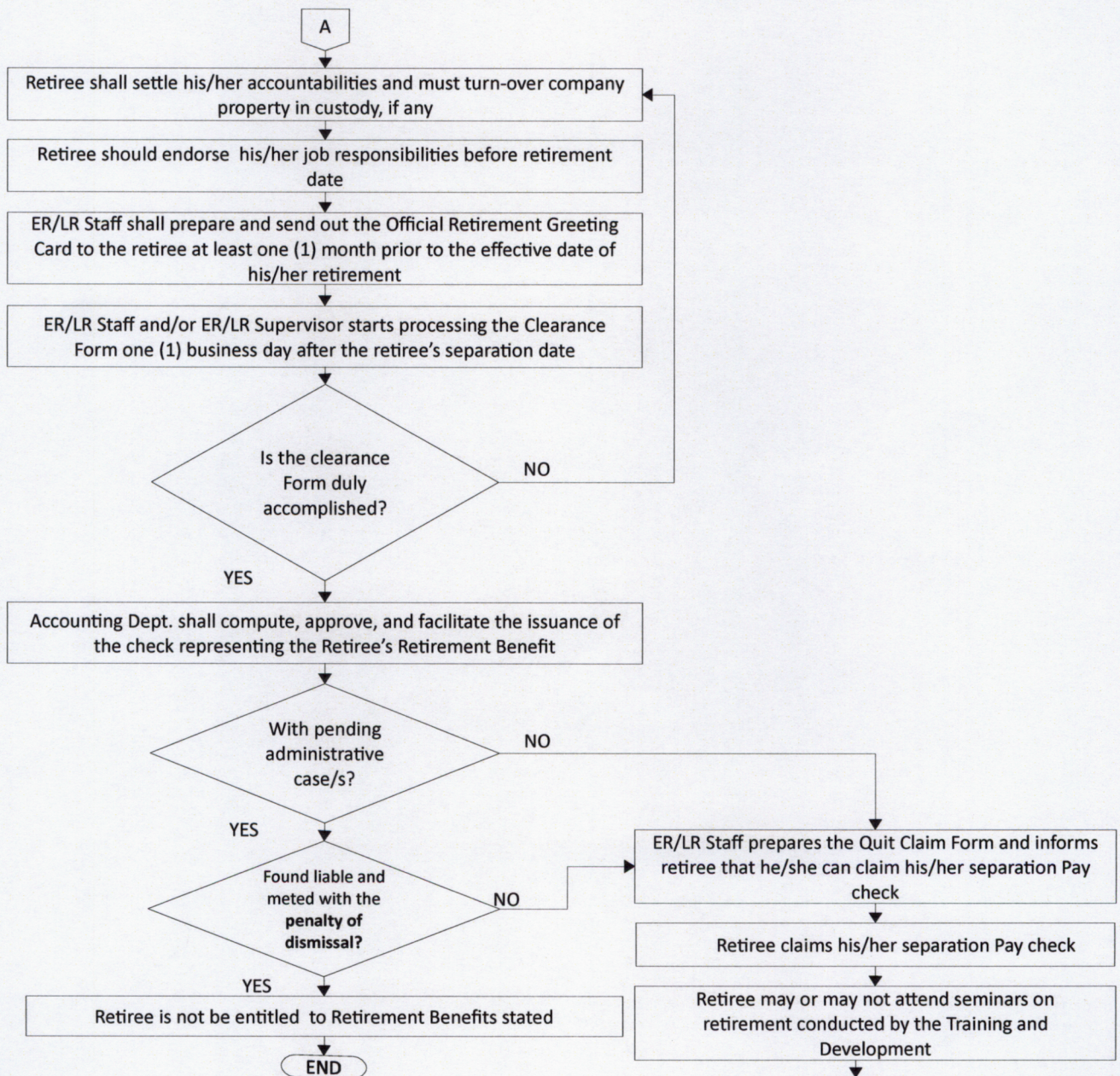
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FORMS: 1. Request for Clearance Form
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
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