



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-MPP-HRD-P008-(01)	
TITLE/DESCRIPTION: STANDARD GUIDELINES ON PAYROLL, CORPORATE PRACTICES, AND OTHER PRIVILEGES OF EXECUTIVE & MANAGERIAL POSITIONS			
EFFECTIVE DATE: August 15, 2023	REVISION DUE: August 14, 2026	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 4
APPLIES TO: Executive Positions, Managerial Positions, Human Resources Division		POLICY TYPE: Multi Disciplinary	

PURPOSE:

This policy aims to establish standard guidelines on the payroll, corporate practices, and other privileges of executive and managerial positions.

DEFINITIONS:

Payroll 1 – These pertains to positions under the Executive Committee and the Management Committee (MANCOM).

Payroll 2 - These pertains to managerial positions and division heads (Non-MANCOM)

RESPONSIBILITY:

Executive Positions, Managerial Positions, Human Resources Division

POLICY:

A) Payroll

1. All executive positions shall be under Payroll 1 and shall be managed by the Vice President – Chief Operating Officer or any authorized personnel/ service provider approved by the RMCI President & Chief Executive Officer.
2. While all managerial positions shall be under Payroll 2 and shall be managed by the Payroll Supervisor.

B) Corporate Practices and other privileges

1. All executive positions are considered as “non-punching” personnel. The non-punching status is given by virtue of the nature of the position, scope of work, and the level of responsibility that the employee has.
2. All managerial positions are “punching” employees. They are required to swipe-in at the start and swipe-out at the end of their duty. In case of failure, the employee shall submit an incident report duly signed by the immediate supervisor, otherwise the employee is considered absent for one (1) whole day without pay.
3. All executive positions are not required to wear the prescribed uniform and can opt to wear business attire. While managerial positions are required to wear the prescribed uniform and expected to abide with the *Clothing/Uniform of Employees Policy*.
4. In terms of resignation, all executive positions shall serve his employer a written notice of the intended resignation at least ninety (90) days prior to its effective date.





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5. Meanwhile, all managerial positions shall comply and abide to the existing Resignation Policy in case of termination of employment by means of resignation.
6. For work-related travel, per diem of executive and managerial positions shall be based on executive per diem tariff and managerial per diem tariff respectively.
7. Summary of the corporate practices and privileges are defined in Table 1.0

TABLE 1.0 – Summary of Corporate Practices and Privileges of employees holding executive and managerial positions

	Category	Executive Positions (Payroll 1)	Managerial Positions (Payroll 2)
1	Attendance Monitoring	Non-punching	Punching
2	Uniform	Business Attire	Prescribed Uniform
3	Resignation Policy	90 days prior notice rule	30 days prior notice rule
4	Work-related Travel	Based on executive per diem tariff	Based on managerial per diem tariff
5	Communication Allowance	SMART Plan worth Php 1,000 up to Php 2,000	Standard Plan
6	Parking Space	Allotted parking space is located adjacent to Engineering Office, Cancer Center, and MAB Building	Open Parking





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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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