



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-ORGDV-P011-(01)	
TITLE/DESCRIPTION: RAFFLE BONANZA			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 8
APPLIES TO: All employees of the RMCI (Una Konsulta)		POLICY TYPE: Administrative	

PURPOSE:

The Raffle Bonanza Program is designed to recognize employees who demonstrate consistent attendance by offering exciting rewards through a structured raffle draw. The program will apply to all eligible employees across RMCI, Metro RMCI Cancer Center Corporation (MRCCC), and Una Konsulta.

DEFINITIONS:

Raffle Bonanza – a raffle event that offers variety of prizes to engage participants.

RESPONSIBILITY:

Human Resources Division

POLICY:

1. ELIGIBILITY CRITERIA

1.1. One (1) Raffle Ticket for a month

- Active Employees:** All permanent, probationary, fixed-term, and project-based employees are eligible to participate. Employees status must be "active" at the time of the raffle draw.
- Perfect Attendance:** Employees with no absences or have not availed leaves (sick leave, vacation leave, leave without pay, emergency leave, maternity/paternity leave, solo parent leave, and other similar types of leave) within the month.

1.2. Quarterly Incentive:

- Employees who maintain perfect attendance for three (3) consecutive months shall earn additional three (3) raffle ticket entries for the quarterly draw.

2. IMPLEMENTATION AND DRAW SCHEDULE

- The raffle draw shall be conducted electronically on the 15th day of each month, covering attendance from the previous month.
- Quarterly draws shall take place on the 15th day of the month following each Quarter.

3. ILLUSTRATION OF TICKET ELIGIBILITY

- Employees with perfect attendance** each month shall accumulate individual tickets and additional tickets for quarterly draws.
- Employees with absences** shall lose eligibility for that particular month but can still participate in subsequent draws if they regain perfect attendance.





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4. Resigned Employees:

4.1. Employees who submit resignation letters within the covered month shall not be eligible.

I. Sample illustration of an employee with perfect attendance and no availed leaves for the whole year:

Covered Month	Attendance Record	Monthly Draw Ticket Entries	Monthly Draw Date	Quarterly Draw Incentives (Ticket Entries)	Quarterly Draw Date
January	No absences	1	February 15	3	April 15
February		1	March 15		
March		1	April 15		
April		1	May 15	3	July 15
May		1	June 15		
June		1	July 15		
July		1	August 15	3	Oct. 15
August		1	September 15		
September		1	October 15		
October		1	November 15	3	Jan. 15
November		1	December 15		
December		1	January 15		





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II. Sample illustration of an employee with absences:

Covered Month	Attendance Record	Ticket Entries	Monthly Draw Date	Quarterly Draw Incentives (Ticket Entries)	Quarterly Draw Date
January	No absences	1	February 15	0	April 15
February	No absences	1	March 15		
March	With absences	X	April 15		
April	No absences	1	May 15	3	July 15
May	No absences	1	June 15		
June	No absences	1	July 15		
July	No absences	1	August 15	0	Oct. 15
August	No absences	1	September 15		
September	With Absences	X	October 15		
October	No absences	1	November 15	3	Jan. 15
November	No absences	1	December 15		
December	No absences	1	January 15		





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PROCEDURE (SOP):

1. HR Department generates and maintains an updated list of eligible employees at the end of each month.
2. HR Department electronically draws a total of fifty-six (56) winners for monthly draw and another fifty-six (56) winners for quarterly draw per area, as follows:

Raffle Winners		
Area	Monthly Number of Winners	Quarterly Number of Winners
Cardiology (CVOR/CathLab)	3	3
Oncology (Chemotherapy)	1	1
Neurology (Critical Care Units)	2	2
Gastrology (provision included in the SurgCom)	-	-
Orthopedics (Surgical Complex)	5	5
Non-CONGO (General Ward)	15	15
Ancillary	10	10
Pharmacy	5	5
Admin Support	15	15
Total	56	56

3. In order to guarantee transparency, the HR department ensures that representatives from the compliance office, the union office, and internal audit are present during the raffle draw.
4. HR Department presents the winners with a variety of prizes, which are available for pickup at the HR Office.
5. Prizes may be claimed by the winner, an immediate supervisor, or an authorized representative.
6. Unclaimed prizes are forfeited after five (5) working days after the raffle and are added to the next month's raffle pool.





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WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Generates and maintain an updated list of eligible employees at the end of each month.	HR Department
2. Ensure transparency raffle	Internal Audit
	Union Officers
	Compliance Officer
3. Claims the prize	Winner
	Authorized Representatives



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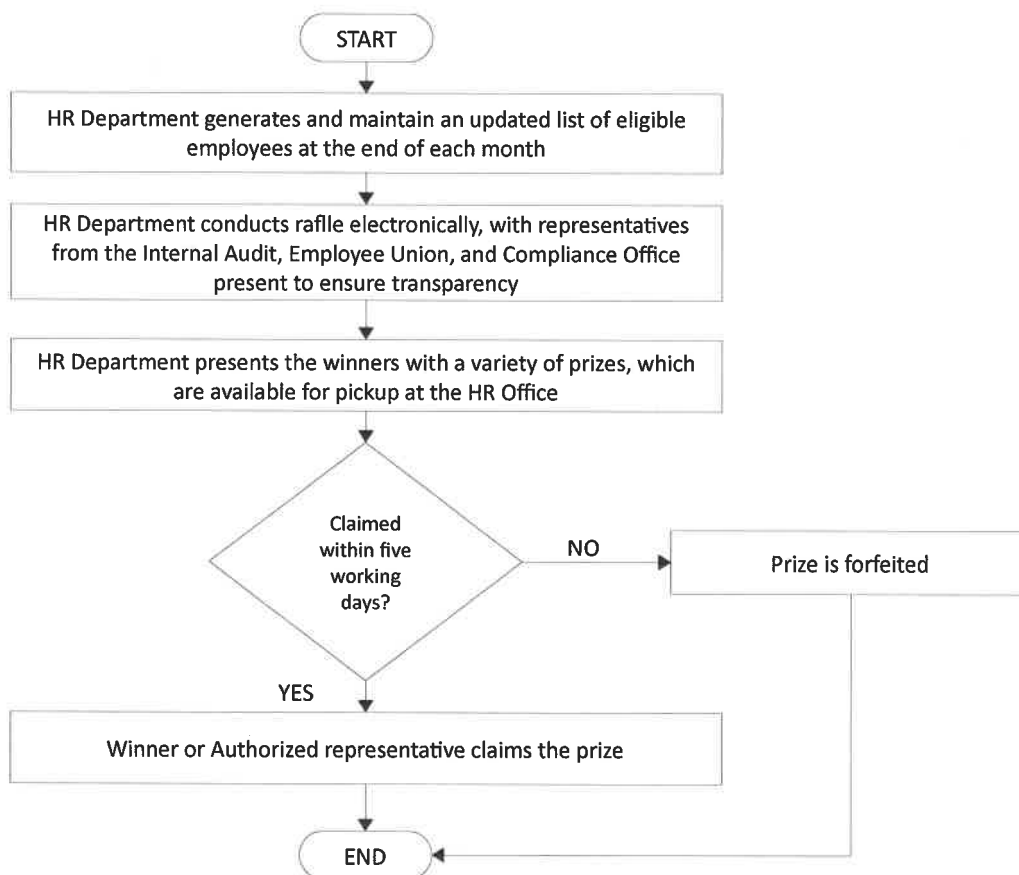
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WORK FLOW:



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





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APPROVAL:				
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