



# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Human Resources Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-ORGDV-P005-(01)	
<b>TITLE/DESCRIPTION:</b>  LEADERSHIP COMPETENCIES FOR RMCI LEADERS			
<b>EFFECTIVE DATE:</b> May 15, 2024	<b>REVISION DUE:</b> May 14, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 4
<b>APPLIES TO:</b> All RMCI Managers, Human Resources		<b>POLICY TYPE:</b> Multi Disciplinary	

**PURPOSE:**

The RMCI is committed to fostering a culture of excellence in leadership. This policy establishes a framework to ensure the key leaders possess the necessary qualifications, skills, and knowledge to lead effectively, driving organizational success and employee development.

**DEFINITIONS:** N/A**RESPONSIBILITY:**

HR – Training and Development Section, All RMCI Managers

**POLICY:**

1. Prior to assuming Managerial and Executive positions, potential employees for key leadership positions shall possess the following competencies;
  - a. Admin Managers: A Master's degree in Business Administration (MBA) or a demonstrably equivalent qualification with a strong focus on relevant management principles (e.g., Diploma in Healthcare Leadership & Management) is required.
  - b. Technical Managers: A Master's degree in a field directly related to the technical area of responsibility is required or any degree required by accrediting bodies and or government agencies (e.g., Engineering Management for an Engineering Manager, Information Technology Management for an IT Manager) or a demonstrably equivalent qualification with a strong focus on relevant management principles (e.g., Diploma in Healthcare Leadership & Management) is required.
  - c. Clinical-Related Managers: A Master's degree in a field directly related to the technical area of responsibility is required or any degree required by accrediting bodies and or government agencies (e.g., Masters Degree in Nursing for Chief Nurse/Nursing Director).
2. RMCI prioritizes promoting from within when filling leadership vacancies. However, the primary consideration will be placing the most qualified individual in the role to ensure success.
3. When an internal candidate lacks the required educational qualifications for a promotion, RMCI will offer support to bridge the gap. This may include:
  - a. Financial Assistance: Tuition reimbursement programs or scholarship opportunities to help defray the cost of pursuing the necessary degree, subject to Management Approval and Budgetary requirements.
  - b. Flexible Work Arrangements: Schedule adjustments to facilitate the employee's ability to

MASTER COPY



# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Human Resources Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-ORGDV-P005--(01)	
<b>TITLE/DESCRIPTION:</b>  LEADERSHIP COMPETENCIES FOR RMCI LEADERS			
<b>EFFECTIVE DATE:</b> May 15, 2024	<b>REVISION DUE:</b> May 14, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 2 of 4
<b>APPLIES TO:</b> All RMCI Managers, Human Resources		<b>POLICY TYPE:</b> Multi Disciplinary	

balance work and education.

- c. Mentorship: Pairing the employee with an experienced leader for guidance and support.
  - d. Targeted Training Programs: Providing access to relevant training courses or workshops to develop specific leadership skills.
4. Should an employee choose to pursue the required education with RMCI's financial assistance, they will be required to sign a return-of-service agreement. This agreement stipulates a minimum period of employment with RMCI following the successful completion of their degree (e.g., 2-3 years). During this period, the employee will have the opportunity to fully utilize their newly acquired skills and knowledge in their leadership role, ensuring a strong return on investment for both RMCI and the employee.
  5. If an employee who received financial support from RMCI resigns before the designated return-of-service period is fulfilled, they will be responsible for reimbursing the company for a full amount of the costs incurred related to their education. This ensures a fair and balanced approach, supporting employee development while protecting RMCI's investment in its leadership team.
  6. Performance reviews will assess these competencies, and development plans will be created to address any identified gaps.
  7. The company shall endeavor to allot an annual budget for Professional Development of RMCI Leaders.







DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Human Resources Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-ORGDV-P005-(01)	
<b>TITLE/DESCRIPTION:</b> <b>LEADERSHIP COMPETENCIES FOR RMCI LEADERS</b>			
<b>EFFECTIVE DATE:</b> May 15, 2024	<b>REVISION DUE:</b> May 14, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 3 of 4
<b>APPLIES TO:</b> All RMCI Managers, Human Resources		<b>POLICY TYPE:</b> Multi Disciplinary	

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





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Human Resources Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-ORGDV-P005-(01)	
<b>TITLE/DESCRIPTION:</b> <b>LEADERSHIP COMPETENCIES FOR RMCI LEADERS</b>			
<b>EFFECTIVE DATE:</b> May 15, 2024	<b>REVISION DUE:</b> May 14, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 4 of 4
<b>APPLIES TO:</b> All RMCI Managers, Human Resources		<b>POLICY TYPE:</b> Multi Disciplinary	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	<b>LANCE CARY D. FUENTES</b> Organizational Development Specialist		4/23/24	
Reviewed by:	<b>RODEL J. LLAVE</b> Total Quality Division Head		4/24/24	
Approved by:	<b>MARIA LIZA C. PERAREN</b> Nursing Director		4/26/24	
	<b>JULIE ANNE CHRISTINE J. KO</b> Chief Finance Officer		4/26/24	
	<b>NOEL P. GARBO</b> General Services Head		5/09/24	
	<b>ROSARIO D. ABARING</b> Ancillary Division Head		5-10-24	
	<b>NANCY B. HIZON</b> Human Resources Division Head		5/14/24	
	<b>JOSE PEPITO B. MALAPITAN, MD</b> Medical Director		May 17, 2024	
	<b>MA. ANTONIA S. GENSOLI, MD</b> VP/ Chief Medical Officer		5-21-24	
	<b>SOCORRO VICTORIA L. DE LEON</b> VP/ Chief Operating Officer		05/23/2024	
Final Approved by:	<b>GENESIS GOLDI D. GOLINGAN</b> President and Chief Executive Officer		05/24/24	

MASTER COPY