



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-ORGDV-P014-(01)	
TITLE/DESCRIPTION: POLICY ON THE ELIGIBILITY OF PULL-OUT ALLOWANCE			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 3
APPLIES TO: All Nursing Stations and special areas of the Nursing Service Division		POLICY TYPE: Multi disciplinary	

PURPOSE:

This policy aims to establish guidelines on the eligibility of employees to receive the pull-out allowance.

DEFINITIONS:

Pull-Out Allowance – an allowance given on top of the salary to designated nurses in the trained pool and nurses who have completed the training as specified by Nursing Education Department, when they are needed to work as relievers in specialized areas to cover staff absences.

RESPONSIBILITY:

All Nursing Stations and special areas of the Nursing Service Division, HR-Training and Development

POLICY:

1. To be eligible for a pull-out allowance, the employee shall have a complete specialized training as certified by the Nursing Education Department or must be a part of the Nursing Service trained pool for specialized area.
2. An employee assigned to cover absences in the special areas and Center of Excellence areas will be eligible for a pull-out allowance of Php 80.00 on a per shift basis.
3. The Pull-Out allowance shall be multiplied to the number of days covered as reliever in the absence of a staff.
4. Pay out shall follow the salary cut-off schedule.
5. Reliever work shall be a minimum of one (1) day to a maximum of 120 days.
6. Head nurse shall be informed of the employee pulled out from their area.
7. Employee shall no longer be entitled to the pull-out allowance once transfer to a special area position is permanent.





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-ORGDV-P014-(01)	
TITLE/DESCRIPTION: POLICY ON THE ELIGIBILITY OF PULL-OUT ALLOWANCE			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 2 of 3
APPLIES TO: All Nursing Stations and special areas of the Nursing Service Division		POLICY TYPE: Multi disciplinary	

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





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-ORGDV-P014-(01)	
TITLE/DESCRIPTION: POLICY ON THE ELIGIBILITY OF PULL-OUT ALLOWANCE			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 3 of 3
APPLIES TO: All Nursing Stations and special areas of the Nursing Service Division		POLICY TYPE: Multi disciplinary	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	JOYCEE A. MESA Acting OD Specialist		04-22-25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		04-22-25	
Approved by:	NANCY B. HIZON Human Resources Division Head		4-30-25	
	HANNAH KHAY S. TREYES Chief Nursing Officer		05/02/2025	
	JULIE ANNE CHRISTINE J. KO Chief Finance Officer		5/6/25	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		5-19-25	
	SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		5-22-25	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		05/27/25	

