



DR. PABLO O. TORRE
MEMORIAL HOSPITAL



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

RIVERSIDE MEDICAL CENTER, INC.

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-MPP-ORGDV-P013 (01)	
TITLE/DESCRIPTION: RETENTION PROGRAM FOR NURSES AND ALLIED HEALTH PROFESSIONALS WITH SPECIALIZED TRAINING			
EFFECTIVE DATE: April 15, 2025	REVISION DUE: April 14, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 5
APPLIES TO: Nursing Service Division, Human Resource Division		POLICY TYPE:	Multi disciplinary

PURPOSE:

The retention program aims to maintain the required competencies for nurses and allied health professionals needed for hospital operations. This policy outlines the provisions and guidelines of the program to ensure effective implementation.

DEFINITIONS:

Retention - the ability of an organization to keep its employees over time. It refers to a set of strategies and initiatives designed to keep employees engaged and satisfied, ultimately reducing employee turnover.

Specialized Training Programs – designed to provide employees with the specific skills and knowledge needed to perform specialized tasks or work within a specific unit. It focuses on particular areas of expertise and is often aimed at roles that require advanced or niche skill sets.

Return of Service (ROS) - is an agreement in which an employee agrees to work for an organization for a specified period after receiving specialized training to commensurate for the expenses incurred from the training.

RESPONSIBILITY:

All Nursing Stations and Special Areas of the Nursing Service Division, HR-Training & Development Section

POLICY:

1. The company shall have approved slots provision on the Retention Program for trained pool for nurses and allied health professionals yearly. The nurse education shall be informed of the yearly approved number of pool in each area/program.

Table 1.0 – Illustration for approved 2025 Provision for the Retention Program

Area	Number of Pool
Cardiology	2
Oncology	1
Neurology	2
Orthopedics	2
Ancillary – Hemodialysis	2
Total	9

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2. Prior to the start of the training, selected employees to be in the trained pool must sign a mandatory Memorandum of Agreement (MOA) and agree to the terms and conditions of the program in order to be eligible for a training allowance.
3. Qualified employees in the trained pool shall undergo training according to the area and shall receive an allowance of Php 500.00 on a monthly basis for the entire training period.
4. Upon completion of training as certified by the nursing education, employees in the trained pool shall be entitled to a retention allowance of Php 1,000.00.
5. The Retention Allowance of Php 1,000.00 shall be maintained to the trained personnel in the pool until they are promoted to transfer to a special area.
6. The required return of service (ROS) commitment is two (2) years.
7. Employees who resign, retire, or have their employment terminated due to End of Contract (EOC) or any other reason before fulfilling their Return of Service (ROS) obligation must reimburse the company for the remaining training allowance balance and shall be computed using the formula below:
$$\frac{\text{Total Training Cost} + \text{interest (bank rate)} \times \text{unserved period}}{\text{Total Payback Period}}$$

$$= \text{Refundable Amount (RA)} + 200\% \text{ of RA for damages} = \text{Total Refundable Amount}$$
8. The Memorandum of Agreement (MOA) may be renewed every two (2) years, subject to management approval if applicable.
9. External training shall be accompanied by a separate Memorandum of Agreement and shall follow the return of service guidelines.





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I. TRAINING RETENTION ALLOWANCE ILLUSTRATION

- A. The employee shall be entitled to a Training Allowance of Php 500.00 on a monthly basis for the entire training period and receive the Retention Allowance of Php 1,000.00 upon completion of training, and shall be maintained until the end of the Return of Service period, and until transfer to a special area.

Sample Illustration:

Staff Nurse	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Year 1	500	500	500	1000	1000	1000	1000	1000	1000	1000	1000
	Year 2	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

- B. Staff nurses who have been promoted to a special area will no longer be eligible for the retention allowance but will instead receive the compensation associated with the special area position.

Sample Illustration:

Current Area	Transferred Area	Training Allowance	Retention Allowance	Total
ICU	CCU	NONE	NONE	N/A

Note: Employee may register to *ICare, ICover, IVolunteer Program*.

II. Eligibility to be part of the Skilled Trained Pool (STP):

1. The employee shall have consistently held a rating of Very Satisfactory to Excellent for the past 6 months to 1 year from the date of recommendation.
2. An endorsement letter from their Immediate Head must be secured.
3. The employee must agree to participate as a trained pool member.
4. The employee must sign a Memorandum of Agreement and agree with a letter of intent to the required Return of Service period.

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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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