



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



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

<b>DEPARTMENT:</b> Medical Services Division		<b>POLICY NUMBER:</b> DPOTMH-IPP-MDO-P003 (01)	
<b>TITLE/DESCRIPTION:</b> SPONSORSHIP GUIDELINES FOR PHYSICIAN LICENSURE EXAM (PLE) BOARD REVIEW OF POST-GRADUATE INTERNS			
<b>EFFECTIVE DATE:</b> July 1, 2025	<b>REVISION DUE:</b> June 30, 2028	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 6
<b>APPLIES TO:</b> All Post- Graduate Interns of DPOTMH		<b>POLICY TYPE:</b> Internal	

## PURPOSE:

In line with our people development program, the Riverside Medical Center is committed to fostering the academic and professional growth of Post-Graduate Interns. This policy establishes the guidelines for sponsoring the Physician Licensure Exam (PLE) Board Review through the Next Gen Med Scholars' Grant.

This initiative aims to provide financial assistance to deserving interns who intend to pursue residency training in their chosen department at the Riverside Medical Center upon passing the PLE. Beyond supporting academic advancement, this program also forms part of the hospital's strategic recruitment initiatives. By investing in and engaging future medical professionals early on. The hospital then ensures a continuous and sustainable supply of qualified residents to support its ongoing clinical operations and to uphold service excellence. This proactive approach strengthens both workforce stability and institutional capability in the long-term.

## DEFINITIONS: N/A

## RESPONSIBILITY:

Post- Graduate Interns of DPOTMH

## POLICY:

### 1. Scope and Coverage

- 1.1 This sponsorship shall cover the following:
  - 1.1.1 Signing Bonus of Php 10,000
  - 1.1.2 Physician Licensure Exam Review Tuition Fee
  - 1.1.3 Full Board Exam Review Tuition Fee
  - 1.1.4 Board and lodging expenses for a maximum of two (2) months, with a total financial assistance not exceeding PHP 10,000 per intern/month
  - 1.1.5 Completion Bonus shall be given after completion of the Residency Program, as certified by the Training Department/s
  - 1.1.6 A maximum of fifteen (15) interns may be granted sponsorship per calendar year. The assignment of residents to each department shall be based on the hospital's needs as determined by the Management.

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exam.

- 3.1.3 Must undergo a formal interview and selection process conducted by his chosen department.
- 3.1.4 Must achieve a satisfactory rating in the department's intern performance evaluation during his rotation.
- 3.1.5 Must sign a **Memorandum of Agreement (MOA)** acknowledging and agreeing to the terms and conditions of the sponsorship. The MOA shall also include a parental or guardian consent clause as part of the agreement.

#### 4. Application and Selection Process

##### 4.1 Application Submission

- 4.1.1 Interested Post-Graduate Interns must submit a letter of intent to the Medical Education and Training office and to the Department Chair at least six (6) months prior to the last enrollment date of the board review program.
- 4.1.2 The deadline for submission shall be determined based on the last enrollment date of their chosen board review program to ensure a timely registration.
- 4.1.3 **Special Selection:**  
The top five (5) Post-Graduate Interns with the highest general weighted average in academic performance in the medical school shall where they had enrolled be given first priority in the selection and evaluation process for their chosen department.

##### 4.1.4 Departmental Interview and Evaluation

- 4.1.4.1 Each department shall conduct an interview and evaluate applicants based on their performance, commitment, and potential for residency training.
- 4.1.4.2 The evaluation shall include professionalism, clinical competence, work ethic, and adaptability during their rotation.

##### 4.2 Selection and Endorsement

- 4.2.1 Following the assessment process, each department shall submit a formal endorsement of recommended interns for sponsorship. They must submit a formal endorsement letter confirming the intern's eligibility for their training programs upon successful completion of the board exam.
- 4.2.2 The final list of selected interns shall be submitted to the Medical Director, copy furnished the Head, Human Resources Division for approval.



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## 1.2 Detailed breakdown of the scholarship grant:

### Next Gen Med Scholars Grant

Training Departments	Target Recipients	Signing Bonus	PLE Application	Review Fee	Board & Lodging	Completion Bonus
1. Pediatrics 2. Internal Medicine 3. Anesthesiology  4. OB-GYNE  5. Surgery	15	₱10,000	₱1,000	₱20,000	₱20,000	<u>Pedia/IM/Anes</u> Php 10,000.00 annually or Php 30,000.00 (entire training period) <u>OB GYNE</u> Php 10,000.00 annually or Php 40,000.00 (entire training period) <u>Surgery</u> Php 10,000.00 annually or Php 50,000.00 (entire training period)
<b>Total Annual Cost to Implement:</b>						
Pediatrics/ Internal Medicine/Anesthesiology					Php 81,000.00	
OB-GYNE					Php 91,000.00	
Surgery					Php 101,000.00	

## 2. Other Benefits:

Residents recipients of the program shall be entitled to all the privileges of a Resident, including both hospital-initiated and department-initiated benefits.

## 3. Eligibility Criteria

3.1 To qualify for the sponsorship, Post-Graduate Interns must meet the following criteria, provided that their chosen residency program has available slots:

3.1.1 Must be a current and officially recognized Post-Graduate Intern of the Riverside Medical Center.

3.1.2 Must express a clear intent through a letter to pursue residency training in their chosen department at the next available training cycle upon passing the board



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4.2.3 The preparation and safekeeping of the Memorandum of Agreement (MOA) shall be managed by the HR-Organizational Development Section.

## 5. Terms and Conditions

- 5.1 A signing bonus of Php 10,000.00 shall be granted to the recipient within thirty (30) days from the signing of the Memorandum of Agreement.
- 5.2 Sponsored interns must enroll in an accredited board review program and submit proof of registration.
- 5.3 A stipend of PHP 10,000 per month for two (2) months shall be provided to the interns on the first day of board review program to cover for the board and lodging expenses.
- 5.4 Interns must actively participate in the review program, attend scheduled classes, and commit to focused study throughout the review period.
- 5.5 Interns must pass the Physician Licensure Examination (PLE) and commence training in their chosen department at the earliest available opening of the residency program.
  - 5.5.1 Should the recipient fail the PLE, the cost of retaking the examination shall be shouldered by the recipient.
    - 5.5.1.1 The intern shall personally fund their next exam attempt
    - 5.5.1.2 They are not automatically required to refund the grant, as long as they remain committed to retaking the exam and proceeding with residency training
    - 5.5.1.3 However, the intern is allowed a maximum of one (1) retake attempt under this provision. If they do not pass after this single retake or fail to commence the residency training as agreed, they must reimburse the full sponsorship amount plus applicable damages as calculated under *Section 5.8*.
- 5.6 Review center enrollment or board exam preparation conducted during the internship year shall not be covered under this sponsorship program. Only review activities undertaken after the official completion of the internship year shall be eligible for the program.
- 5.7 Failure to proceed with the agreed residency training, as stipulated in the MOA, shall result in the full reimbursement of the sponsorship amount, including costs for board exam application, review tuition fees, and board and lodging expenses. A penalty for non-compliance with the MOA shall also apply, in accordance with the existing company policies.
- 5.8 Formula for Computation:



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$$\frac{\text{Total Program Cost} + \text{interest (bank rate)} \times \text{unserved period}}{\text{Total Payback Period}}$$

$$= \text{Refundable Amount (RA)} + 100\% \text{ of RA for damages} = \text{Total Refundable Amount}$$

6. Any intern found in violation of the Memorandum of Agreement (MOA) during the review period shall be disqualified from the Sponsorship Program and is required to reimburse the full amount of the sponsorship, including any applicable damages.

#### 7. Implementation and Monitoring

- 7.1 The Committee on Medical Education and Training shall oversee the implementation of this policy and shall monitor the results of the PLE for sponsored interns.
- 7.2 The Committee shall follow-up with each sponsored intern upon the official release of the PLE results to confirm his commitment to residency training as agreed upon in the MOA.
- 7.3 Any concerns regarding non-compliance or failure to fulfill contractual obligations shall be addressed according to the terms outlined in the MOA.

#### 8. Effectivity

- 8.1 This policy shall take effect immediately, upon approval, and shall be subject to periodic review and necessary revisions to ensure its continued effectiveness and relevance.

**PROCEDURE (SOP):** N/A

**WORK INSTRUCTION:** N/A

**WORK FLOW:** N/A

#### FORMS:

- 1. DPOTMH-MDO-F007(01) - Letter of Intent

**EQUIPMENT:** N/A

**REFERENCES:** N/A







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APPROVAL:				
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