



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



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

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-IPP-NSD-P039 (01)	
<b>TITLE/DESCRIPTION:</b>  PREPARING WEEKLY WORK SCHEDULE			
<b>EFFECTIVE DATE:</b> June 30, 2025	<b>REVISION DUE:</b> June 29, 2028	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 6
<b>APPLIES TO:</b> Nursing Service Division		<b>POLICY TYPE:</b> Internal	

**PURPOSE:**

1. To ensure fair, efficient, and consistent scheduling of nursing personnel to meet patient care needs while considering staff well-being, workload balance, and institutional requirements.

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

Head Nurse

**POLICY:**

1. The Head Nurse, or the Senior Nurse designated as Officer-in-Charge (OIC) in the absence of the Head Nurse, is the authorized personnel responsible for preparing the station's weekly work schedule.
2. The deadline for encoding the finalized schedule into the Hospital Information System is every Wednesday at 12:00 noon. In cases of long weekends or extended holidays, a two-week schedule shall be prepared to facilitate timely processing and ensure continuous staffing coverage.
3. The final printing of the weekly work schedule is carried out every Friday by the Nursing Service Scheduler and distributed to the respective nursing stations by the Nursing Supervisor every Sunday.
4. Requests for days off and special shift arrangements must be posted at least one week in advance.





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



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

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-IPP-NSD-P039 (01)	
<b>TITLE/DESCRIPTION:</b>  PREPARING WEEKLY WORK SCHEDULE			
<b>EFFECTIVE DATE:</b> June 30, 2025	<b>REVISION DUE:</b> June 29, 2028	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 2 of 6
<b>APPLIES TO:</b> Nursing Service Division		<b>POLICY TYPE:</b> Internal	

## PROCEDURE (SOP):

1. The Head Nurse prepares the work schedule for the following week using the following steps:
  - 1.1. Review the previous week's work schedule for reference and continuity.
  - 1.2. Take note of staff requests for days off or specific shifts, and prioritize them based on fairness, rotation, and unit needs.
  - 1.3. Inform staff members whether their requests have been approved or not.
  - 1.4. Ensure that all shifts are adequately covered with the required number of staff.
  - 1.5. Assign at least one senior personnel per shift to maintain leadership and supervision..
  - 1.6. Review and double-check the finalized schedule for accuracy before encoding in the Hospital information system
2. All incident reports should be accomplished using the official NCR form provided by the corporation. All data should be completed and should reflect the action done/decision made by the Chief Nurse; after which, it should be duly countersigned by the person concerned as proof that he has been properly informed.

MASTER COPY



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



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

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-IPP-NSD-P039 (01)	
<b>TITLE/DESCRIPTION:</b>  PREPARING WEEKLY WORK SCHEDULE			
<b>EFFECTIVE DATE:</b> June 30, 2025	<b>REVISION DUE:</b> June 29, 2028	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 3 of 6
<b>APPLIES TO:</b> Nursing Service Division		<b>POLICY TYPE:</b> Internal	

## WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Reviews the previous week's work schedule for reference and continuity	Head Nurse
2. Take notes of staff requests for days off or specific shifts, and prioritize them based on fairness, rotation, and unit needs	
3. Informs staff members whether their requests have been approved or not.	
4. Ensures that all shifts are adequately covered with the required number of staff.	
5. Assigns at least one senior personnel per shift to maintain leadership and supervision	
6. Reviews and double-check the finalized schedule for accuracy before encoding in the Hospital information system	





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

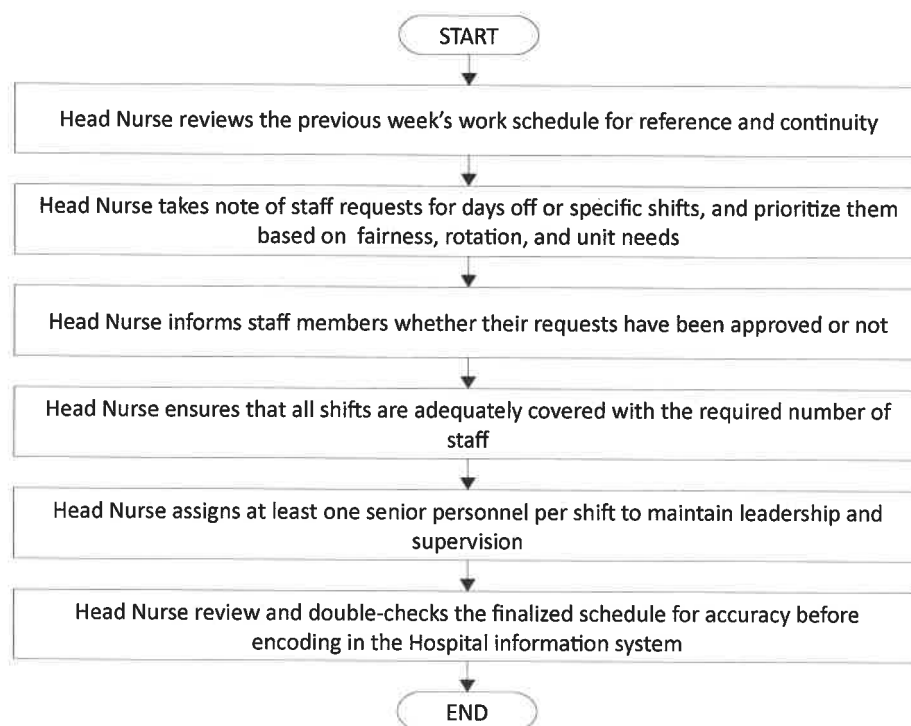
# RIVERSIDE MEDICAL CENTER, INC.



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

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-IPP-NSD-P039 (01)	
<b>TITLE/DESCRIPTION:</b>  PREPARING WEEKLY WORK SCHEDULE			
<b>EFFECTIVE DATE:</b> June 30, 2025	<b>REVISION DUE:</b> June 29, 2028	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 4 of 6
<b>APPLIES TO:</b> Nursing Service Division		<b>POLICY TYPE:</b> Internal	

## WORK FLOW:



MASTER COPY



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



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

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-IPP-NSD-P039 (01)	
<b>TITLE/DESCRIPTION:</b> <b>PREPARING WEEKLY WORK SCHEDULE</b>			
<b>EFFECTIVE DATE:</b> June 30, 2025	<b>REVISION DUE:</b> June 29, 2028	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 5 of 6
<b>APPLIES TO:</b> Nursing Service Division		<b>POLICY TYPE:</b> Internal	

<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> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-IPP-NSD-P039 (01)	
<b>TITLE/DESCRIPTION:</b> <b>PREPARING WEEKLY WORK SCHEDULE</b>			
<b>EFFECTIVE DATE:</b> June 30, 2025	<b>REVISION DUE:</b> June 29, 2028	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 6 of 6
<b>APPLIES TO:</b> Nursing Service Division		<b>POLICY TYPE:</b> Internal	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	ANTONIO O. LINACERO Policy Compliance Specialist		6/20/25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		6/20/25	
Approved by:	MARIA LIZA C. PERAREN Assistant Chief Nurse		6/20/2025	
	HANNAH KHAY S. TREYES Chief Nursing Officer		06/20/2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		06-20-25	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		6.25.25	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		07/01/25	

