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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Compensation and Benefits Section
	Document Title:	OFFICIAL LEAVE

PURPOSE:

To establish a standard procedure for the availment of the Official Leave Benefit, both external and internal in nature.

SCOPE:

Applies to all employees of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:


Employee, Compensation and Benefits Head, Training and Development Head

GENERAL GUIDELINES:


OFFICIAL LEAVE – External (Outside the Hospital Premises)

- 1 The Official Leave, covering the employee's offsite seminars, training, conferences, conventions, and other-related business trips outside the hospital premises, shall be covered with a Travel Order (T.O.) Form and shall be initiated and/or prepared by the department concerned in three (3) copies.
- 2 The Department Head shall make his recommendation for the approval of the Travel Order (T.O.) Form based on the invitation from the outside party.
- 3 The department concerned or employee shall process and submit the Travel Order (T.O.) for approval and signature to the different areas at least one (1) month before the seminar/training schedule, as follows:
 - 3.1 Budget Section – for budget allocation
 - 3.2 Corporate Finance Officer – for budget approval
 - 3.3 President/CEO – for approval of the trip/seminar

Note: For T.O. within Bacolod or Negros Area, submission shall be within 3 days.


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- 4 As soon as the Travel Order is approved by the President/CEO, the department concerned or employee shall submit the approved T.O. to the Human Resource Division.
- 5 The HR-Compensation and Benefits Head or Staff shall perform the following:
 - 5.1 HR-Compensation and Benefits Head or staff signs the T.O.
 - 5.2 Retains one (1) copy of the T.O. for reference
 - 5.3 Forwards the T.O. to the HR-T&D Section
- 6 The following tasks shall be completed by the HR-Training and Development Head or Staff:
 - 6.1 Records the employee's training
 - 6.2 Follows up on the employee's or participant's seminar feedback and/or echo seminar.
 - 6.3 Gets a copy of the seminar/training materials
 - 6.4 Prepares a Memorandum of Agreement for the payback scheme, if applicable.
 - 6.5 Retains one (1) copy of the T.O. for reference.
 - 6.6 The Training and Development Head signs and forwards the T.O. to the Chief Accountant.
- 7 The Chief Accountant shall initiate the request for the issuance of a check based on the approved Travel Order.
- 8 The employee shall file for Official Leave and indicate the seminars, training, conferences, conventions, and other-related business trips through the Online Leaves Application in the Communicator System.

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OFFICIAL LEAVE – Internal (Within the Hospital Premises)


1. If the seminars/trainings are internal; within the hospital premises, the employee shall swipe-in and swipe-out to record his complete attendance during the day.
2. In the event of a failure to swipe-in and swipe-out, the employee shall submit an Incident Report to the Timekeeper, which must be signed by his immediate supervisor and/or department head, for inclusion in the Attendance Report.
3. For Strategic Planning Sessions held in hotels or any other venues within Negros, the list of participants based on the actual attendance sheet shall be submitted by the HR-Training and Development Section (T&D) to the Compensation and Benefits Section (CompBen) for encoding in the HRPIS.

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PROCEDURE:

OFFICIAL LEAVE – External (Outside the Hospital Premises)


- 1 The Department Head signs the Travel Order Form and recommends the approval of the Travel Order for outside seminars, training, and official business trips of the employee.
- 2 The employee processes and/or routes the Travel Order for signature and approval of the Budget Head, Chief Finance Officer and President/Chief Executive Officer.
- 3 The HR-Compensation and Benefits Head or Staff shall perform the following:
 - 3.1 HR-Compensation and Benefits Head or staff signs the T.O.
 - 3.2 Retains one (1) copy of the T.O. for reference
 - 3.3 Forwards the T.O. to the HR-T&D Section
- 4 The following tasks shall be completed by the HR-Training and Development Head or Staff:
 - 4.1 Records the employee's training
 - 4.2 Follows up on the employee's or participant's seminar feedback and/or echo seminar.
 - 4.3 Gets a copy of the seminar/training materials
 - 4.4 Prepares a Memorandum of Agreement for the payback scheme, if applicable.
 - 4.5 Retains one (1) copy of the T.O. for reference.
 - 4.6 The Training and Development Head signs and forwards the T.O. to the Chief Accountant.
- 5 For Strategic Planning Sessions held in hotels or any other venues within Negros, the list of participants based on the actual attendance sheet shall be submitted by the HR-Training and Development Section (T&D) to the Compensation and Benefits Section (CompBen) for encoding in the HRPIS.

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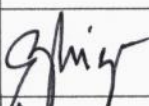
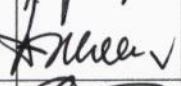

- 6 The HR-Training & Development (T&D) Head or Staff records the employee's training as the basis for the monitoring of the employee's seminar feedback or echo, acquires training materials and prepares a Memorandum of Agreement for payback scheme, if applicable.
- 7 The HR-T&D Head or Staff forwards the Travel Order to the Chief Accountant for processing of the trip-related expenses.
- 8 The Chief Accountant initiates the request for the issuance of a check payment.

II. OFFICIAL LEAVE – Internal (Within the Hospital Premises)

1. The employee swipes in and swipes out to record his complete attendance during the day.
2. The employee submits an Incident Report duly signed by his immediate superior to HR in case of failure to swipe-in and out.
3. The HR-Timekeeper includes the employee in the Attendance Report.

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/8/22



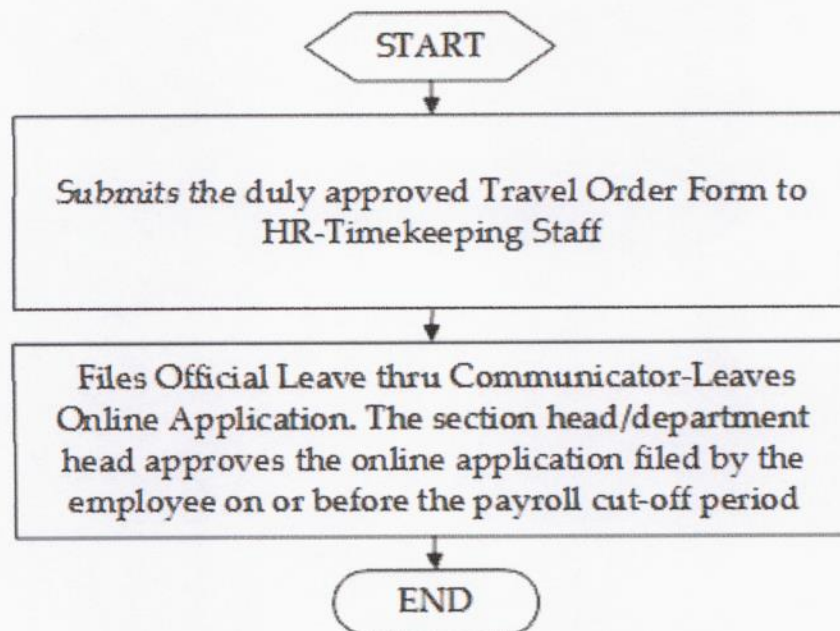
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FLOWCHART

OFFICIAL LEAVE – External (Outside the Hospital Premises)





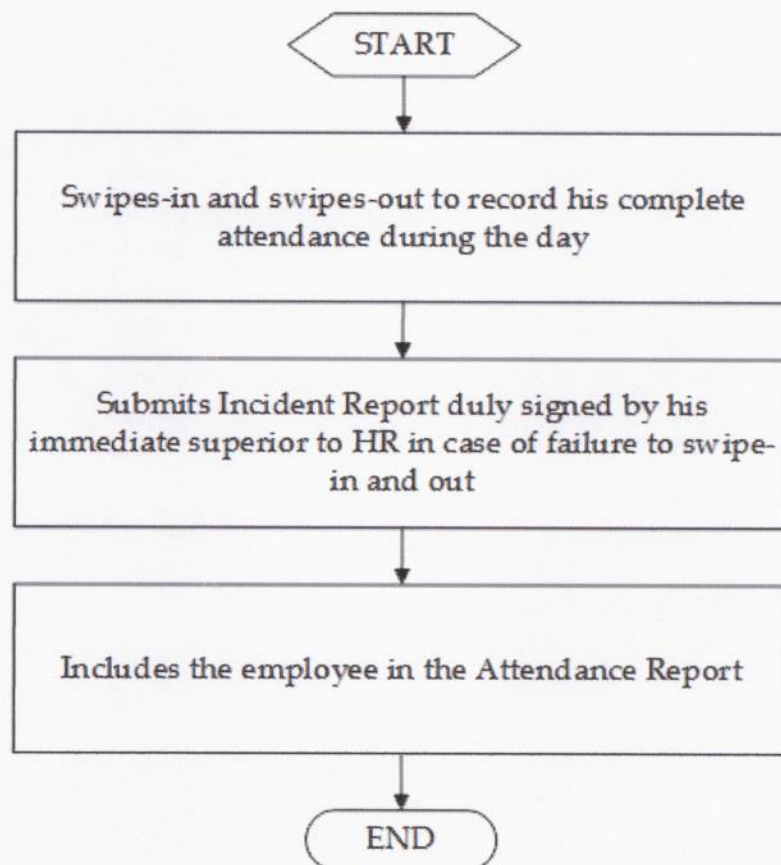
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

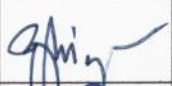


FLOWCHART


OFFICIAL LEAVE – Internal (Within the Hospital Premises)




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


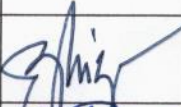

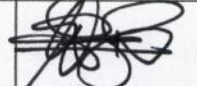
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Verified by	RODERICK S. PEDRAL Operations Manager		07/14/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		11/11/22

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KEY TASKS	PERSON RESPONSIBLE
OFFICIAL LEAVE – External (Outside the Hospital Premises)	
1. Signs the Travel Order Form and recommends the approval of the Travel Order for outside seminar, training and official business trip of the employee.	Department Head
2. Processes and/or routes the Travel Order for signature and approval of the Budget Head, Corporate Finance and President/Chief Executive Officer.	Employee
3. Submits the duly approved Travel Order Form to HR-Timekeeping Staff.	Employee
4. Files Official Leave thru Communicator-Leaves Online Application.	
5. Approves the online application filed by the employee on or before the payroll cut-off period.	Section/Department Head
6. Records the employee's training as basis in the monitoring of the employee's seminar feedback or echo, acquisition of training materials and prepares Memorandum of Agreement for payback scheme, if applicable.	HR-Training & Development (T&D) Head or Staff
7. Forwards the Travel Order to the Chief Accountant for processing of the trip-related expenses.	
8. Initiates the request for the issuance of check payment.	Chief Accountant
OFFICIAL LEAVE – Internal (Within the Hospital Premises)	
1. Swipes-in and swipes-out to record his complete attendance during the day.	Employee
2. Submits Incident Report duly signed by his immediate superior to HR in case of failure to swipe-in and out.	
3. Includes the employee in the Attendance Report.	HR-Timekeeper

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APPROVAL:

	Name/Title	Signature	Date
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