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	Effective Date:	12-31-2021
	Document Type:	Policy
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	Department/Section:	Industrial Relations Section
	Document Title:	EMPLOYEES' RECOGNITION AWARDS

PURPOSE:

1. To achieve greater satisfaction and productivity, promote motivation in the workplace, and to create a culture that is favorable to attain organizational objectives through employees' recognition.
2. To provide a consistent protocol for recognizing the valuable contributions and achievements of employees at RMCI.

LEVEL:


Executive Committee, Management Committee, Industrial Relations Manager, HR Operations, Employees' Services Manager, Labor Relations/Employees' Relations Supervisor, Compensation & Benefits Supervisor, HR Staff – Employee Relations, HR Staff – Timekeeping, Section and Department Heads, and all employees concerned.

DEFINITION OF TERMS:

Employees' Service Awards. Defined by the company as recognition of the employment service of employees in five-year increments (the fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth years of service, and applicable five years thereafter).

Zero Tardy Awards. Awards given to the employees identified by the company based on the standard guidelines and regularly reporting to duty on-time to promote good working ethics in the company.

Rising Star Awards. A program designed to reward and recognize the best performing probationary employees which can result to decrease the attrition rate due to enhanced employee morale, and increase employees' productivity through the awareness that they are rewarded based on their performance and behavioral ratings.

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POLICY:

1. The company shall formally recognize specific "milestones" of employment services that are characterized by an on-going commitment between the RMCI and the employee.
2. Prior service shall NOT be considered provided there has been a break due to resignation in employment.
3. Gift awards lost by employees can be replaced at the employee's expense through the Human Resources Division.
4. The RMCI – Industrial Relations Section shall conduct the following employees' recognition programs annually:


A. EMPLOYEES' SERVICE AWARDS

I. Eligibility:

This award shall be applicable to regular and permanent employees who have rendered continuous service **and** who are active/currently employed are eligible to the service award in the year which they complete 5, 10, 15, 20, 25, 30, 35 and 40 years of service.

II. Guidelines:

1. The Employees' Service Awards' cut-off shall be every June 30 of the current year.
2. Awards shall be given at one designated time each year to all employees having achieved the specified number of years of service during that current fiscal year.
3. Service Awards will be presented at the Employee Service Award Ceremony to be held each year, preferably during the Company's

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Foundation Week. Retiring employees will also be recognized at this ceremony.

4. Awards will be given to the following service achievements:

- a. Five (5) Years' Service
- b. Ten (10) Years' Service
- c. Fifteen (15) Years' Service
- d. Twenty (20) Years' Service
- e. Twenty-five (25) Years' Service
- f. Thirty (30) Years' Service
- g. Thirty-five (35) Years' Service
- h. **Forty (40) Years' Service**


III. Awards:

1. Service Awards based on Collective Bargaining Agreement

In reference to the Collective Bargaining Agreement (CBA), the service awardees shall receive the following:

Twenty Years (20) Years	Thirty (30) Years
One (1) time One Month Bonus is given on employees' Anniversary Month	One (1) time One Month Bonus is given on employees' Anniversary Month
Cash Gift of Three Thousand Pesos (Php 3,000.00)	Cash Gift of Three Thousand Pesos (Php 3,000.00)
Plaque of Appreciation	Plaque of Appreciation
	Silver Watch

Note: Separate award is given to 20, 30, and 35 years' service awardees covered under CIO-ALU Collective Bargaining Agreement

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2. Service Awards based on Company Policy

Years in Service	Awards
Five (5) years	1. Corporate Pin 2. Cash: PHP 1,000.00 3. Certificate of Appreciation
Ten (10) years	1. Corporate Keychain 2. Cash: PHP 1,500.00 3. Certificate of Appreciation
Fifteen (15) years	1. Parker Pen with Company Logo 2. Cash: PHP 2,000.00 3. Certificate of Appreciation
Twenty-Five (25) years	1. Bracelet 2. Cash: PHP 3,000.00 3. Certificate of Appreciation
Thirty-Five (35) years	1. Necklace 2. Cash: PHP 5,000.00 3. Certificate of Appreciation
Forty (40) years	1. Class Ring 2. Cash: PHP 10,000.00 3. Certificate of Appreciation
Retirees	1. Hand bag 2. Grocery Package 3. Certificate of Appreciation

B. ZERO TARDY AWARDS

I. **Eligibility:**

All regular employees of Riverside Medical Center, Inc. (RMC), Una Konsulta (UK), and Metro Riverside Cancer Center Corporation (MRCCC).

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II. Guidelines:

1. Period Covered – June 1 of the current year to May 31 of the following year.
2. The employee has not incurred the following instances from June 1 of the current year to May 31 of the following year:
 - a. Has not incurred any late or tardy
 - b. No absence without pay
 - c. No suspension
3. The following leaves are not included as part of the absences without pay:
 - a. Official Business Leave
 - b. Vacation Leave
 - c. Company Sick Leave
 - d. SSS Sick Leave
 - e. Maternity Leave
 - f. Paternity Leave
 - g. Solo-Parent Leave
4. The qualified awardee must be an active employee at the time of the awarding ceremony.


III. Awards:

1. 1 Year – Cash: PHP 1,500.00
2. 5 Years – Cash: PHP 5,000.00

C. RISING STAR AWARDS

I. Eligibility:

1. This program is applicable to all probationary employees as of January 1 to November 30 with 2nd review dates on or before November 1 of the current year.

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- Excellent performing employees shall be candidates for the awarding.
- Candidates should have no disciplinary records.


II. Guidelines:

- The Introductory Performance Plan and Appraisal (IPPA) of all the Probationary employees shall primarily be the basis for judging.
- Employees with excellent ratings are required to attach an accomplishment report on their 2nd review.
- Late submission of IPPA Forms shall be disqualified; If the 1st or 2nd review date falls on a weekend or holidays, the Immediate Head shall submit the IPPA Form prior to the review date.
- The top three (3) highest average scores from 1st and 2nd review ratings of all the qualified employees shall be awarded during the annual Employees' Day.

III. Awards:


Rank	Awards
Top 1 (highest evaluation rating)	Cash: PHP 5,000.00 Plaque of Recognition
Top 2	Cash: PHP 3,500.00 Plaque of Recognition
Top 3	Cash: PHP 2,500.00 Plaque of Recognition
Top 4 - 10	Cash: PHP 1,500.00 Certificate of Recognition

- All awards detailed in this policy excluding those under the CBA are sole discretion of the management. These can be subject for review,

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revision, change, amendment, and deletion depending upon the annual business directions.

2. All amendments in this Policy shall be published from time to time and circulated to the RMCI Community.

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DOCUMENTATION:





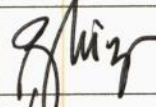



New Policy


DISSEMINATION:

1. Communicator's Bulletin
2. Weekly Management Meeting
3. Annual Reorientation of Employees

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PETER L. MINGUILLO OIC, Organizational Development/ OIC, Employees' Relations		1/14/22
Verified:	RONEL JAY Y. FERRER Labor Relations Section Head		1/7/2022
	RIO MARIE S. GOLVIO Compensation & Benefits Supervisor		1/14/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		1/24/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		1/29/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		2/2/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		2/2/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/18/22

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PURPOSE:


To establish a documented procedure for employees' recognition awards and to ensure that it is done accordingly.

SCOPE:

Applies to all bonafide employees of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

HR- Timekeeping Staff, Compensation & Benefits Supervisor, Employees' Services Manager, Organizational Development (OD) Specialist, Labor Relations/Employee Relations Supervisor, HR Staff – Employee Relations

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PROCEDURE:

Zero Tardy Awards

1. The list of employees qualified for the Zero Tardy award shall be generated by the HR Staff – Timekeeping and endorse to the Compensation & Benefits Supervisor and HR Operations, Employees' Services Manager for review.
2. The Compensation & Benefits Supervisor, and HR Operations, Employees' Services Manager shall review the list against the Zero Tardy Awards guidelines.
3. Final and verified list shall then be forwarded to the Organizational Development (OD) Specialist for posting in the Communicator's Bulletin Board for the awardees' information and final corrections.
4. The Labor Relations/Employee Relations Supervisor shall process the request for the program's budget.
5. The final list shall then be forwarded to the HR Staff – Employee Relations for the preparation of programs and certificates.
6. The final program shall then be posted in the communicator's bulletin board with the final list of awardees, time, and venue of the program.

Employees' Service Awards

1. The HR Staff Employee Relations shall generate list of employees qualified for the Employees' Service Awards and endorse to the Industrial Relations Manager for review.
2. Generated list shall then be reviewed by the Industrial Relations Manager based on the guidelines.
3. Final and verified list shall then be forwarded to the OD Specialist for posting in the Communicator's Bulletin Board for the awardees' information and final corrections.
4. The Labor Relations/Employee Relations Supervisor shall process the request for the program's budget.
5. The final list shall then be forwarded to the HR Staff – Employee Relations for the preparation of programs and certificates.

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- The final program shall then be posted in the communicator's bulletin board with the final list of awardees, time, and venue of the program.

Rising Star Awards

- All IPPAs from January 1 to November 1 of the current year shall be tabulated.
- The IPPAs shall undergo screening based on the ratings and attached accomplishment reports. The information shall be verified with the Industrial Relations Section (if indeed with or without disciplinary records) and with the Compensation and Benefits Section (for the attendance and punctuality).
- The top ten (10) highest ranking probationary employees shall be awarded and recognized during the annual Employees' Day.



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PETER L. MINGUILLO OIC, Organizational Development/ OIC, Employees' Relations		1/14/22
Verified:	RONEL JAY Y. FERRER Labor Relations Section Head		1/17/2022
	RIO MARIE S. GOLVIO Compensation & Benefits Supervisor		1/14/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		1/24/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		1/27/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		2/2/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		02/02/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/8/22