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	Document Type:	Policy
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	Department/Section:	Human Resource
	Document Title:	EXTERNAL EXPERT MANAGEMENT

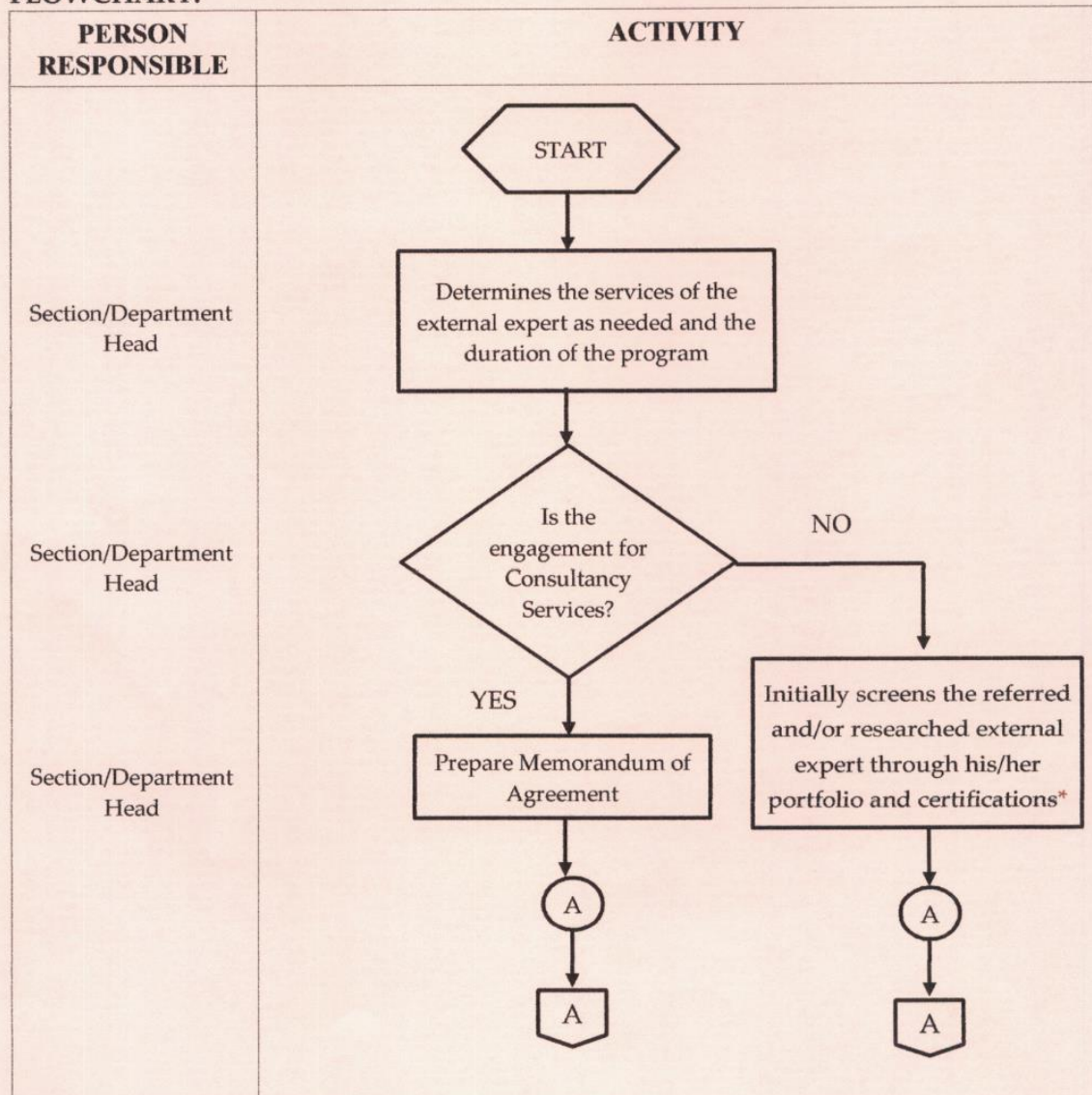
- 3) The referred and researched experts due to the need for services by a certain area shall be initially screened by the Head of the area through their portfolio and certifications.
- 4) The chosen external expert shall present their business portfolio to the Management Committee.
- 5) Once approved by the management, the external expert shall sign the MOA before proceeding to the services as requested by the areas.

B) Engagements for Brief Programs

- 1) For brief programs or corporate activities, when the need for an external expert arises, portfolios or certifications are required by the company as proof for competency. This is applicable to all transactions with the external experts, referrals or researched as known for their field of expertise.
- 2) The Head of the requesting area shall meet with chosen external expert suitable for the need of the area; They are to inform the chosen external expert and discuss the details for the area's program.
- 3) The external expert shall sign the acceptance letter, provided by the company, before proceeding to the services as requested by the areas.

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FLOWCHART:

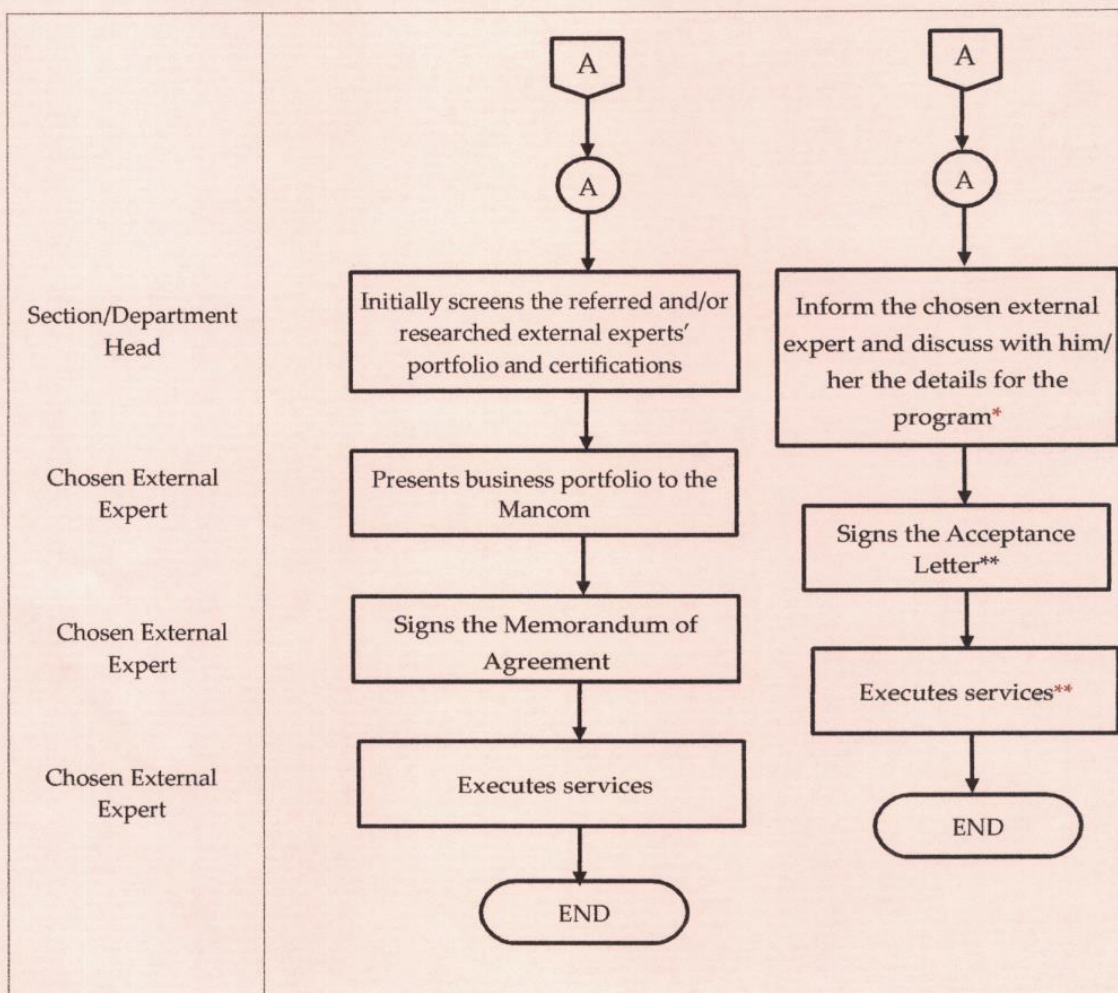




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Section/Department Head

1. Determines the services of the external expert as needed and the duration of the program
2. Prepares Memorandum of Agreement
3. Prepares Acceptance Letter
4. Initially screens the referred and/or researched external experts' portfolio and certifications
5. Informs the chosen external expert and discuss with him/her the details for the program

External Expert


1. Presents business portfolio to the Management Committee
2. Provides the requested services according to his/her field of expertise

DOCUMENTATION:

1. Memorandum of Agreement
2. Portfolios of the External Expert
3. Acceptance Letter

DISSEMINATION:

Through the Weekly Management Meeting and Communicator's Bulletin Board

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PURPOSE:

This policy is established for the purpose of reference for every external expert's transactions.

LEVEL:

Management Committee, and Middle Managers

DEFINITION OF TERMS:


External Experts. A person with the appropriate skills and knowledge whose services are needed for the company's plans and programs.

Brief Programs. Programs or Corporate Activities that would only take not more than two-day services from an external expert. External Experts needed would only consist of speakers, lecturers, trainers or facilitators.

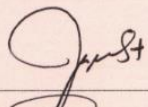
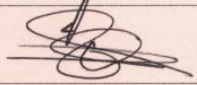

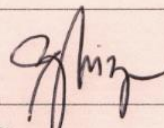
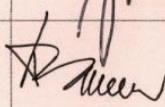
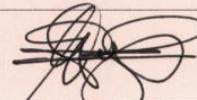
Consultancy Services. Services provided by a professional expert needed by particular areas of the company.


POLICY:

1. Consultancy engagements with external experts shall have an established Memorandum of Agreement, reviewed and approved by the RMCI Legal Counsel.
2. The President & CEO shall be the signatory for the Memorandum of Agreement.
3. Every engagement for brief programs shall have an acceptance letter; Proof of transactions between the two parties.
4. All External Experts shall be required of a portfolio and certifications for validation of competency.

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	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		4/13/20
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		12/23/2020

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	Document Title:	INTERNAL AND EXTERNAL TRAINING

PURPOSE:

To ensure that all employees, whose work or job directly affects operations and quality of service delivery, are given the opportunity to continuously build on skills, attitudes, and knowledge that would contribute to the development of both the employees and corporation.

LEVEL:


Training and Development Supervisor, Training and Development Staff, and all Employees.

DEFINITION OF TERMS:


Third Party. An individual, entity, organization and/or its representatives that has existing and/or intended business dealings with the Company. This includes prospective or existing suppliers, contractors, buyers, dealers and customers. This also covers associates (former classmates, co-workers, co-fraternity members, co-members in closed knit associations such as masonry/lodge, etc.) who are also prospective or existing suppliers, contractors, buyers, dealers or customers.

POLICY:

1. The Management believes that its Human Resource is the most important asset of the Corporation. Training and staff development therefore is viewed by management as an investment rather than as an expense.
2. Staff development shall be a joint responsibility of the Management and the employees.

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3. The Management shall support initiatives which give employees the opportunity to develop skills, knowledge and attitudes which will contribute to their personal, professional and organizational growth.
4. But while it is the responsibility of Management to fund growth opportunities as required, it shall also be the trainee's role to ensure that the Corporation achieves maximum benefit from any training, in relation to the Pillar of Accountability.
5. The need to upgrade employee potential shall be addressed by allowing employees to attend in-house training, seminars, cross-and on-the-job training and other related activities, or by sending identified personnel to external training or educational opportunities which shall either be fully funded by the Corporation or in partnership with sponsoring groups or companies, provided that the sponsor is an industry/professional organization (e.g. Japan International Cooperation Agency, International Telecommunications Union, etc.) not associated with any Third Party.
6. The Management believes that every employee should have equal opportunities for development. As managers of their area, Department/Section Heads shall be given the authority to determine who should undergo training and when. A department training plan which is applicable for the following calendar year (January 1- December 31) shall be accomplished by every Department/Section Head and submitted to the Human Resources Division every November of each year, duly noted by the Division Head bearing the following data:
 - 6.1 training needs of the department/section for the upcoming calendar year
 - 6.2 names of employees to undergo training
 - 6.3 projected date of training
7. Growth opportunities, whether in-house or external, are part of an employee's benefits. It is therefore understood that no overtime pay shall be collected from

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company-sponsored training and seminars even if they fall on an employee's day-off.

8. Specifically, for external training:

- 8.1 In the absence of growth opportunities/resources within the organization, the Management recognizes the need to invest on special training, seminars, annual conventions, government-required and accreditation-related activities within budgetary constraints.
- 8.2 Request for attendance to external training/seminars or conventions should be duly approved by the Management.
- 8.3 The participant of external training and seminars shall be guided by the following provisions:
- 8.4 Return of Service
 - 8.4.1 For separated employees prior to the end of the specified period of service as stated in the signed Memorandum of Agreement after training, refer to the procedure in the *Policy on the Authorized Deductions, Collection and Settlement of the Separated Employees' Accountabilities* for the processing of unsettled accounts.
 - 8.4.2 The period for return of service as stated in the memorandum of agreement shall not supersede the previous training.
 - 8.4.3 Payback Scheme (*Please see matrix 1.0*). All employees who will undergo special training/seminars or will attend conventions or work shops which are funded by the Corporation are required to comply with the terms and conditions stipulated in the Memorandum of Agreement.
 - 8.4.4 Required Training For employees participating in training as part of the job's qualification and Company's compliance to government and private accreditation agencies, return of service shall be based on the certificate's validity.
 - 8.4.4.1 In the event of voluntary resignation or termination prior to end of the specified period of service, the full amount of the

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total expenses during the training shall be refunded by the separated employee.

Training Cost	Payback Period
5,000.00 – 9,999.99	3 months
10,000.00 – 14,999.99	6 months
15,000.00 – 19,999.99	1 year
20,000.00 – 24,999.99	1.5 years
25,000.00 – 29,999.99	2 years
30,000.00 – 34,999.99	2.5 years
35,000.00 – 39,999.99	3 years
40,000.00 – 44,999.99	3.5 years
45,000.00 – 49,999.99	4 years
50,000.00 – 54,999.99	4.5 years
55,000.00 – 59,999.99	5 years
60,000.00 – 64,999.99	5.5 years
65,000.00 – 69,999.99	6 years
70,000.00 – 74,999.99	6.5 years
75,000.00 – 79,999.99	7 years
... and so on	

Formula for Computation:

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


$$= \text{Refundable Amount (RA)} - 50\% \text{ of RA for damages} = \text{Total Refundable Amount}$$

8.4.5 Number of Participants

8.4.5.1 Only two participants are allowed to attend a seminar, conference or convention, even though their department has a budget for specific travel.


8.4.5.2 Exception:

8.4.5.2.1 If the seminar or training is needed to accumulate credits needed for Continuing Professional Education (CPE) which

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is required for the renewal of license of some professionals but should be on personal expense.

- 8.4.5.2.2 Conventions or gatherings organized and required by then-Metro Pacific Investments Corporation such as the MVP Olympics or the different MPIC councils for HR, Finance, etc.
- 8.4.5.3 The participant is expected to conduct an echo seminar, complete with documentation. Failure to do so would mean the conversion of the budgeted amount for the Travel Order into a personal expense of the requesting employee.
- 8.4.5.4 The Section or Department Head should consider sending different persons to attend seminars, conferences, conventions, etc. It should not be the same persons who are attending these activities. The Section or Department Head should make sure that the topics covered in the seminars, conferences, conventions are new – not a duplication of the topics covered from the previous sessions.
- 8.4.5.5 Externally-Funded Seminars or Training: (Full or Partial Sponsorship of external companies or agencies)
 - 8.4.5.5.1 All invitations to seminars or conferences should be addressed to the Division Head.
 - 8.4.5.5.2 Seminars that are partially or fully sponsored shall be referred by the Division Head to the Ethics Committee and shall abide to the *Gifts and Hospitality Policy (DPOTMH-HW-P10)*; Payback scheme shall be applied based on the total expenses incurred both by the company & the sponsor.
 - 8.4.5.5.3 In case the Section/Department/Division Head will receive an invitation to attend any seminar or conference, he is required to forward it to his next level Superior for approval. The Section/Department Head may recommend attendees

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to the seminar or training, but final approval shall rest on his/her Division Head.

9. Submission of the Travel Order

- 9.1 Travel Orders shall be submitted to the Budget and Cost Section one (1) month before the seminar/training schedule.
- 9.2 Travel Orders received by the Budget and Cost staff within five (5) or three (3) days before the seminar/training shall be advanced by the participant. However, the participant shall file the reimbursement within three (3) days after the seminar/training.
- 9.3 Travel Orders not liquidated within ten (10) working days after the seminar/training schedule shall be charged as advances and will be scheduled for salary deduction.

10. Responsibility of the Participant

- 10.1 The participant of the seminar/training shall be responsible for processing the Travel Order Form up to the liquidation of the expenses and submission of the feedback form, certificates, references/handout and Memorandum of agreement if the expenses is Five Thousand Pesos (P5,000.00) and up.

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DOCUMENTATION:


Revised Policy

DISSEMINATION:





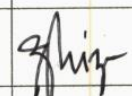
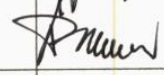


Communicator's Bulletin Board
Weekly Management Meeting
Annual Reorientation of Employees

REFERENCES:

1. DPOTMH-HW-P10 Gifts and Hospitality Policy
2. Policy on the Authorized Deductions, Collection, and Settlement of the Separated Employees' Accountabilities

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Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		02/10/22
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resource Division Officer		1/14/22
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		2/11/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		02/14/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/8/22



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PURPOSE:

To establish a documented procedure for internal and external training and to ensure that it is done accordingly.

SCOPE:

Applies to all Training and Development Section staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Section or Department Head, Division Officer, Employee/Participant

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PROCEDURE:

1. Upon the receipt of an invitation for external seminars/training, the Section or Department Head prepares a letter of request to attend such, for approval of the Division Officer.
2. Once approved, the employee fills up the Travel Order Form and attaches a photocopy of the invitation and an approved letter of request to attend the seminar.
3. The participant is responsible to route his Travel Order (before the issuance of payment) in the following order:
 - 3.1. Department Head – recommending approval
 - 3.2. Division Officer- approval
 - 3.3. Office of the Budget and Cost – confirmation of the registration, booking of the transportation and other details of the seminar.
 - 3.4. Office of the Treasury/Office of the Corporate Finance Officer
 - 3.5. Office of the President
 - 3.6. Office of the Employees' Services Section – submission of the Official Leave Form.
 - 3.7. Office of the Training and Development Head – logging and filing of the Travel Order Request Form, and Memorandum of Agreement if applicable.
 - 3.8. Office of the Chief Accountant – issuance of the check to the participant.
4. After attending the seminar, the participant must submit the proper documentation of his travel.




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Verified:	RONEL JAY Y. FERRER Labor Relations Section Head		2/3/22
	RIO MARIE S. GOLVIO Compensation & Benefits Supervisor		2/8/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		02/10/22
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resource Division Officer		2/10/22
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	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		02/14/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/8/22

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PROCEDURE:

When the need for external expertise for the company arises, the Section/Department Head of the requesting area shall determine the services of the external expert as needed and the duration of the program.

A) Engagements with Consultancy Services

- 1) Transactions with the external experts such as consultancy services that would require a certain period of time whose services are needed for the improvement of the company or its certain areas shall have a Memorandum of Agreement between the two parties.
- 2) The Memorandum of Agreement, with the external expert and the President & CEO as signatories, shall include the terms and conditions for the following area:
 - Freedom of Contract
 - Nature & Scope of Services
 - Payment Scheme
 - Non-disclosure of Confidential Information
 - Compliance with Company Rules and Regulations
 - Effectivity of Contract
 - Relationship Cotermminus with the Term
 - Termination of Contract