 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-47-P02-S09
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Compensation and Benefits Section
	Document Title:	MEDICINE ALLOWANCE

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

To establish a standard policy in the processing and payment of employees Medicine Allowance.

SCOPE:


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

PERSON RESPONSIBLE:

Employee, Human Resources Staff, Treasury Officer, Pharmacy Staff, Procurement Staff, General Accounting – Inventory Section, Payroll Head

GENERAL GUIDELINES:

1. All regular permanent employees who have rendered at least one (1) year of continuous service as of June 1 of the current year from date of probationary employment in the Hospital shall be given an annual medicine allowance of P3,000.
2. The amount shall be paid to all eligible employees every first week of June of each year for the duration of the Collective Bargaining Agreement.
3. Employees who are qualified for compulsory or normal retirement shall be entitled to the medicine allowance until the date of retirement.
4. Employees who have submitted their resignation with effectivity date from June 1 onwards shall no longer be entitled for medicine allowance.
5. The Medicine allowance is an employees' benefit given in advance covering June 1 of the current year to May 31 of the following year; and as a general rule, the proportionate amount of this allowance shall be deducted from the employees' separation pay and accrued benefits upon resignation from the Company.


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However, if the employee has rendered at least six (6) months of service before his resignation or separation, there shall be no pro-rated deduction.

Sample Illustration:

Date of Resignation	Pro-Rated Deduction
Sept. 1- current year	<p>Equivalent 3 months deduction from the medicine allowance received:</p> <p>Medicine allowance P 3,000</p> <p>Less: Proportionate</p> <p>Amount $(3/12 \times P3,000)$ (750)</p> <p>Balance to be deducted from Separation pay or Accrued Benefits P 2,250</p>
Jan. 1- following year 7 th month from June 1 of the current year	NO PRO-RATED DEDUCTION – since more than 6 months service from June 1


- This policy supersedes previous released communications, memoranda and circulars related to medicine allowance.

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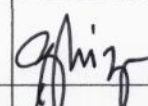
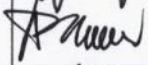

PROCEDURE:

1. The Compensation Head prepares the guidelines (coverage & pay-out date) for approval of the Corporate HR Officer, Corporate Finance Officer and President/CEO.
2. The Payroll Head generates the master list of all regular permanent employees as of June 1 of the current year to identify eligible employees for the medicine allowance.
3. Based on the approved guidelines and eligible employees, the Payroll Head processes the payment of the allowance through the computerized system.

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