
 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-47-P01-S09
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 6
	Department/Section:	Compensation and Benefits Section
	Document Title:	OFFICIAL LEAVE

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


- 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 HR-Training and Development Head or Staff shall perform the following:
 - 6.1 Records the employee's training
 - 6.2 Follows-up the seminar feedback and/or echo seminar from the employee or participant
 - 6.3 Gets copy of the seminar/training materials
 - 6.4 Prepares Memorandum of Agreement for payback scheme, if applicable
 - 6.5 Retains one (1) copy of the T.O. for reference
 - 6.6 T&D Head signs and forwards the T.O. to the Chief Accountant
- 7 The Chief Accountant shall initiate the request for the issuance of check based on the approved Travel Order.
- 8 The employee shall file Official Leave and indicate the seminars, trainings, conferences, conventions and other-related business trips through Online Leaves Application in the Communicator System.

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 6
	Department/Section:	Compensation and Benefits Section
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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 failure to swipe-in and swipe-out, the employee shall submit an Incident Report to be signed by his immediate Supervisor and/or Department Head to the Timekeeper for inclusion in the Attendance Report.
3. For Strategic Planning Session 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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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	4 of 6
	Department/Section:	Compensation and Benefits Section
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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 seminar, training and official business trip of the employee.
2. The employee processes and/or routes the Travel Order for signature and approval of the Budget Head, Corporate Finance and President/Chief Executive Officer.
3. The employee submits the duly approved Travel Order Form to HR-Employees' Relations/Labor Relations (ER/LR) Staff for encoding of the Official Leave in the HRPIS and updates the employee's leave.
4. After encoding, the HR-ER/LR Staff forwards the Travel Order to the HR-Training & Development Head or Staff for signature and recording.
5. The HR-Training & Development (T&D) Head or Staff 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.
6. The HR-T&D Head or Staff forwards the Travel Order to the Chief Accountant for processing of the trip-related expenses.
7. The Chief Accountant initiates the request for the issuance of check payment.

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	5 of 6
	Department/Section:	Compensation and Benefits Section
	Document Title:	OFFICIAL LEAVE




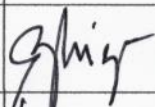
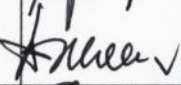

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II. OFFICIAL LEAVE – Internal (Within the Hospital Premises)

1. The employee swipes-in and swipes-out to record his complete attendance during the day.
2. The employee submits 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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			Effective Date:	12-30-2021
			Document Type:	Standard Operating Procedure
			Page Number:	6 of 6
			Department/Section:	Compensation and Benefits Section
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