 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-47-P03-S01
	Effective Date:	02-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 6
	Department/Section:	Compensation and Benefits Section
	Document Title:	ON-CALL DUTY PROTOCOL

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

PURPOSE:

1. To augment manpower requirement in cases of upsurge of hospital census, emergency procedure in the special areas and other ancillary departments, admin support group.
2. To establish corresponding remuneration for the services rendered during emergency/ special on-call duty.

SCOPE:


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

PERSON RESPONSIBLE:

Immediate Head/Supervisor, Employee, HR Staff/Timekeeper, Payroll Head

GENERAL GUIDELINES:

- 1 The Immediate Head or Supervisor shall plan out and identify the number of personnel to be scheduled for On-Call duty to augment manpower requirement in case of upsurge in the hospital census and emergency procedures in the Special Areas and other ancillary departments.
- 2 The schedule for on-call duty shall be on the employee's off – day or rest day whereby he/she may be called to report for work at any time.
- 3 The assignment of the On-Call duty shall be made one (1) week prior to the scheduled days and shall be confirmed by the employee concerned.
- 4 The schedule of the On-Call duty shall be posted by the Immediate Head/Supervisor in the department's Bulletin Board.
- 5 The employee shall render the On-Call duty only to his own department or section where he belongs.


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- 6 The employee for on – call duty shall make himself available and accessible for the duration of the on-call duty with cellphone on alert for incoming calls.
- 7 The employee on On-Call duty shall be given the following remuneration as detailed in Table 1.0. On-call/special /emergency allowance rate:
 - 7.1 If the employee is called to report to the Hospital during his scheduled On-Call duty, the employee shall be given an **Overtime Pay** for the actual hours rendered up to the duration of the shift. The minimum overtime hours shall be up to the end of the scheduled shift of the on-call duty.

Illustration:

The employee was called to report at 1:00 am during the scheduled on-call duty from 10 pm to 6 am shift.

The employee shall be paid an Overtime Pay for the actual hours rendered from 1:00 am up to the duration of the shift or a minimum overtime up to 6 am;


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Table 1.0 Emergency On – call Allowance Rates

PARTICULARS	AMOUNT	REMARKS		
TRANSPORTATION ALLOWANCE				
Top Management	Php 300.00	One – way trip Rate: Php 150.00/ Company shall provide transportation. Whichever is applicable		
Department Managers	Php 300.00			
Supervisor	Php 300.00			
Rank and File	Php 300.00			
Consultants	Php 300.00			
MEAL ALLOWANCE		(Rates varies depending on the work hours rendered)		
		4 hours and below	4- 8 hours	More than 8 hours
		Php 150.00	Php 300.00	Php 450.00
Top Management	Php 150.00	Amount proposed is equivalent to meal allowance given for official/business travel within Bacolod and other areas of Negros Island		
Department Managers	Php 150.00			
Supervisor	Php 150.00			
Rank and File	Php 150.00			
Consultants	Php 150.00			
OVERTIME PROVISION	ACTUAL	Actual hours rendered; employees must submit OT Authorization covering the approval of the work hours rendered		

- 8 The employee shall swipe-in and swipe-out from the start and end of his actual On-Call duty in the hospital to ensure that his overtime shall be correspondingly paid in the payroll.
- 9 The Immediate Head or Supervisor shall submit to Payroll Head, list of employees scheduled on On-Call duty before the payroll cut-off.
- 10 The Immediate Head or Supervisor shall approve and submit the Overtime Authorization for On-Call duty to HR.

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- 11 The Timekeeper shall validate the On-Call duty based on the actual Attendance Report.
- 12 The On-Call allowance shall be paid every 7th and 22nd of the month together with the payroll pay-out by the Payroll Head.
- 13 In the event that the employee is not available on the scheduled On-Call duty, the employee shall notify his immediate Head one (1) day before. However, if the reason is emergency, the employee shall notify the same at least two (2) hours before.
- 14 Failure of the employee to respond to calls or to report to the hospital when needed without the required notification as indicated in item #13 shall be subject to disciplinary action.

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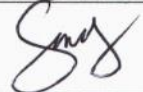




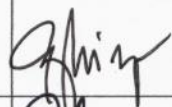

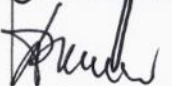
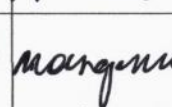
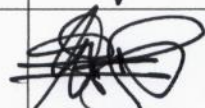
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PROCEDURE:

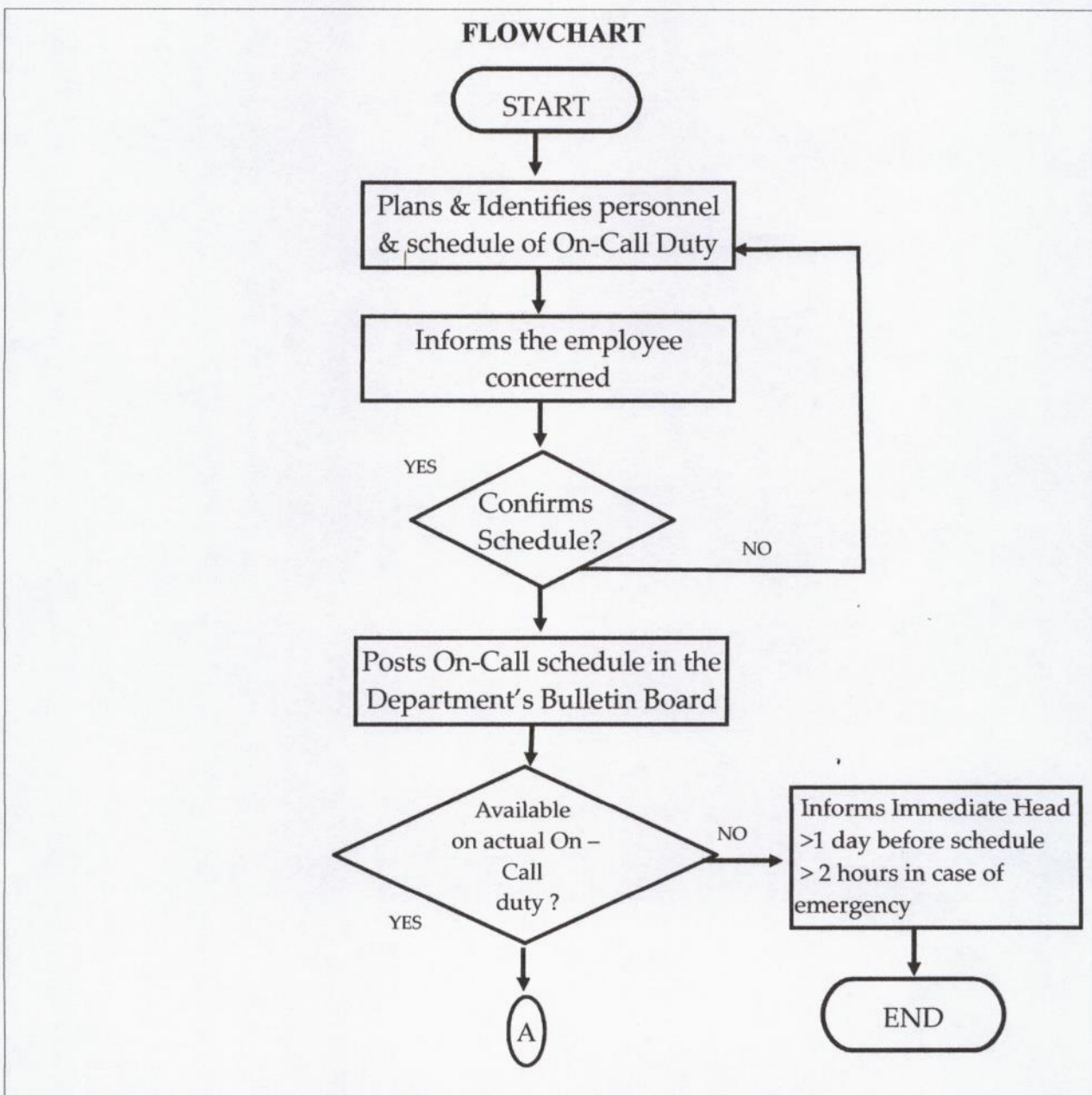
1. The Immediate Head or Supervisor plans out and identifies the personnel to be scheduled for On-Call duty one (1) week prior to the scheduled duty.
2. The employee confirms his schedule for On-Call duty.
3. The Immediate Head or Supervisor posts the On-Call duty schedule in the department's Bulletin Board.
4. The employee makes himself available and/or accessible during the duration of the scheduled On-Call duty.
5. In the event of failure to report, the employee notifies Immediate Head one (1) day before scheduled on-call duty or in emergency cases, at least two (2) hours before the schedule.
6. The employee swipes-in and swipes-out from the start and end of the actual On-Call duty in the hospital to record his services rendered.
7. The Immediate Head approves and submits the Overtime Authorization to HR before payroll cut-off.
8. The Immediate Head or Supervisor submits to Payroll Head list of employees scheduled on On-Call duty before payroll cut-off.
9. The Timekeeper validates the On-Call duty based on the actual employee's attendance report.
10. The Payroll Head processes payment of the On-Call allowance on the 7th and 22nd of the month thru HRPIS.


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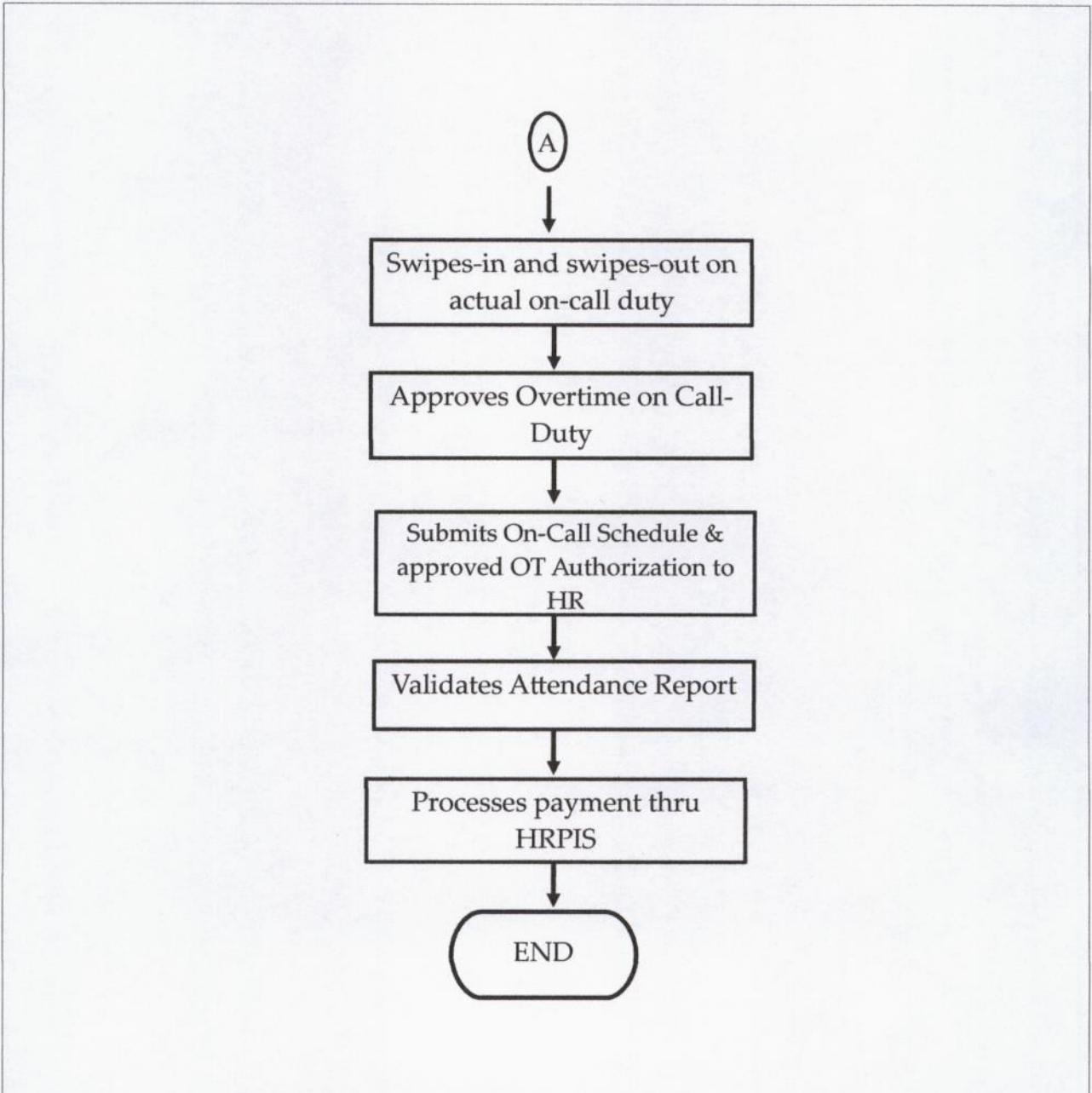
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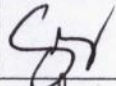



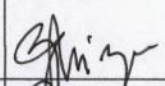
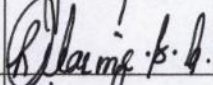
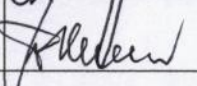
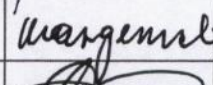




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Recommending Approval:	NANCY B. HIZON , MS Psych, FPCHA Corporate Human Resource Officer		4/12/22
	ROSARIO D. ABARING ,MN, PhD , FPCHA Ancillary Services Division Officer		03.15.2022
	HENRY F. ALAVAREN,MD, FPSMID,FPSQua Total Quality Division Officer		3/18/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA VP- Chief Medical Officer		3.23.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22

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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 in the avilment of the Official Leave Benefit, both external and internal in nature.

SCOPE:

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

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, trainings, 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 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 at least 3 days.