



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resources Division		POLICY NUMBER: DPOTMH-APP-ER/LR-P001-(01)	
TITLE/DESCRIPTION: EMPLOYEES' RECOGNITION AWARDS			
EFFECTIVE DATE: July 31, 2025	REVISION DUE: July 30, 2028	REPLACES NUMBER: DPOTMH-D-30-P01	NO. OF PAGES: 1 of 13
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

PURPOSE:

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.

DEFINITIONS:

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.

RESPONSIBILITY:

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

POLICY:

1. The objective of this Policy is to provide a consistent protocol for recognizing the valuable contributions and achievements of employees at the RMCI.
2. The company shall formally recognize specific "milestones" of employment services that are characterized by an on-going commitment between the RMCI and the employee.
3. Prior service will NOT be considered provided there has been a break due to resignation in employment.
4. Gift awards lost by employees can be replaced at the employee's expense through the Human Resources.
5. The RMCI – ER/LR Section shall conduct the following employees' recognition programs annually:





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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 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

a. Service Awards based on Collective Bargaining Agreement

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	Cash Gift
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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b. Service Awards based on Company Policy

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





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B. ZERO TARDY AWARDS

I. Eligibility

All permanent, probationary, fixed-term, and project-based employees of the RMCI, Una Konsulta, and Metro Riverside Cancer Center Corporation (MRCCC).

II. Guidelines

1. The Zero Tardy performance will be evaluated on a monthly basis, covering the first day to the last day of each calendar month.
2. The employee must meet the following conditions:
 - a. **Scheduled Work Hours** – the employee must report to work according to their assigned schedule.
 - b. **Timely Clocking** – employees must clock in and out accurately, including their breaks, and must do so on time.
 - c. **Physical Presence** – the employee must be physically present at the workplace or have an approved Travel Authority for official business trips.
3. Employees who meet any of the following conditions will **not** be eligible for the Zero Tardy recognition program for the month:
 - a. Employees on Leave of Absence (LOA)
 - b. Employees on Maternity Leave
 - c. Employees on SSS Sick Leave
 - d. Employees with LOA exceeding the approved limit set by Top Management
 - e. Employees on Vacation Leave (VL) exceeding five (5) days in a month, whether taken consecutively or staggered
 - f. Employees under suspension
 - g. Employees with Incident Report (IR) or Non-Conformity Form (e.g., lost ID, forgotten ID)
 - h. Employees who requested an attendance correction for shift changes within an hour of their scheduled time
 - i. Employees with late filing of Vacation Leave (refer to DPOTMH-APP-COMPEN-P001-(01):Company Leaves Benefits: Vacation Leave)
4. The qualified awardee must be an active employee at the time of the awarding ceremony.





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III. Awards

1. Employees who successfully meet the Zero Tardy criteria will receive the following:
 - a. **Monetary Reward** – a cash incentive will be credited to the employee's payroll account on the 15th of the following month.
 - b. **Certificate of Recognition** – recipients will be awarded a "Zero Tardy of the Month" certificate as a token of appreciation for their commitment to punctuality.

C. RISING STAR AWARDS

I. Eligibility:

1. This program is applicable to all probationary employees as of January 1 - November 30 with 2nd review dates on or before November 1 of the current year.
2. Excellent performing employees shall be candidates for the awarding.
3. Candidates should have no disciplinary records.

II. Guidelines:

1. The Introductory Performance Plan and Appraisal (IPPA) of all the Probationary employees shall primarily be the basis for judging.
2. Employees with excellent ratings are required to attach an accomplishment report on their 2nd review.
3. 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.
4. 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.





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III. Awards

Rank	Awards
Top 1 (highest evaluation rating)	Cash Award Plaque of Recognition
Top 2	Cash Award Plaque of Recognition
Top 3	Cash Award Plaque of Recognition
Top 4-10	Cash Award Certificate of Recognition

1. All awards detailed in this policy excluding those under the CBA are sole discretion of the management. These can be subject for review, 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.
3. All IPPAs from January 1 to November 1 of the current year shall be tabulated.
4. The IPPAs shall then undergo screening based on the ratings, attached accomplishment reports, verification with the Industrial Relations Section if with or without disciplinary records, and with the Compensation and Benefits Section for the attendance and punctuality.
5. The top ten (10) highest ranking probationary employees shall then be awarded and recognized during the annual Employees' Day.
6. The awardee must be actively employed up to the time of the awarding.

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PROCEDURE (SOP):

Zero Tardy Awards

1. HR Staff – Timekeeping generates the list of qualified employees for the Zero Tardy award and endorse to the Compensation & Benefits Supervisor and HR Operations Manager for review.
2. Compensation & Benefits Supervisor and HR Operations Manager reviews the list against the Zero Tardy Awards guidelines.
3. Compensation & Benefits Supervisor forwards the final and verified list to the Organizational Development (OD) Specialist for posting in the Communicator's Bulletin Board for the awardees' information and final corrections.
4. The Compensation & Benefits Supervisor submits the final and verified list to the Payroll Supervisor for Pay-out processing.
5. The final list is then forwarded to the HR – Training Specialist for the preparation of certificates.
6. The HR – Training Specialist distributes the certificates to the Zero tardy awardees.

Employees' Service Awards

1. The HR Employee Relations Staff generates list of employees qualified for the Employees' Service Awards and endorse to the Industrial Relations Manager for review.
2. Industrial Relations Manager generates and review list.
3. Labor Relations/Employee Relations Supervisor forwards the final and verified 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 process the request for the program's budget.
5. The final list then be forwarded to the HR Staff – Employee Relations for the preparation of programs and certificates.
6. Organizational Development (OD) Specialist post the final program in the communicator's bulletin board with the final list of awardees, time, and venue of the program.






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WORK INSTRUCTION:	
KEY TASKS	PERSON RESPONSIBLE
Zero Tardy Awards	
1. Generates list of employees qualified for the Zero Tardy awarding.	HR-Compensation & Benefits Staff
2. Reviews the list against the Zero Tardy Awards guidelines.	
3. Forwards final and verified list to the Organizational Development (OD) Specialist for posting in the Communicator’s Bulletin Board for the awardees’ information and final corrections.	Compensation & Benefits Supervisor, HR Operations and Labor Relations/Employee Relations Supervisor
4. Processes the pay-out of the monetary reward.	
5. Forwards the final list to the HR – Training Specialist for the preparation of certificates.	Labor Relations/Employee Relations Supervisor
6. Distributes the certificates to the awardees.	
Employees’ Service Awards	
1. Generates list of employees qualified for the Employees’ Service Awards and endorse to the Industrial Relations Manager for review.	HR Employee Relations Staff
2. Reviews the submitted list based on the guidelines.	
3. Processes the request for the program’s budget.	Labor Relations/Employee Relations Supervisor
4. Forwards final list shall to the HR Staff – Employee Relations for the preparation of program and certificates.	
5. Posts final program in the communicator’s bulletin board with the final list of awardees, time, and venue of the program.	







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Rising Star Awards	
1. Tabulates all IPPAs from January 1 to November 1 of the current year.	Organizational Development (OD) Specialist
2. Screens all IPPAs based on the ratings, attached accomplishment reports, verification with the ER/LR Section if with or without disciplinary records, and with the Compensation and Benefits Section for the attendance and punctuality.	
3. Generates final list of awardees.	

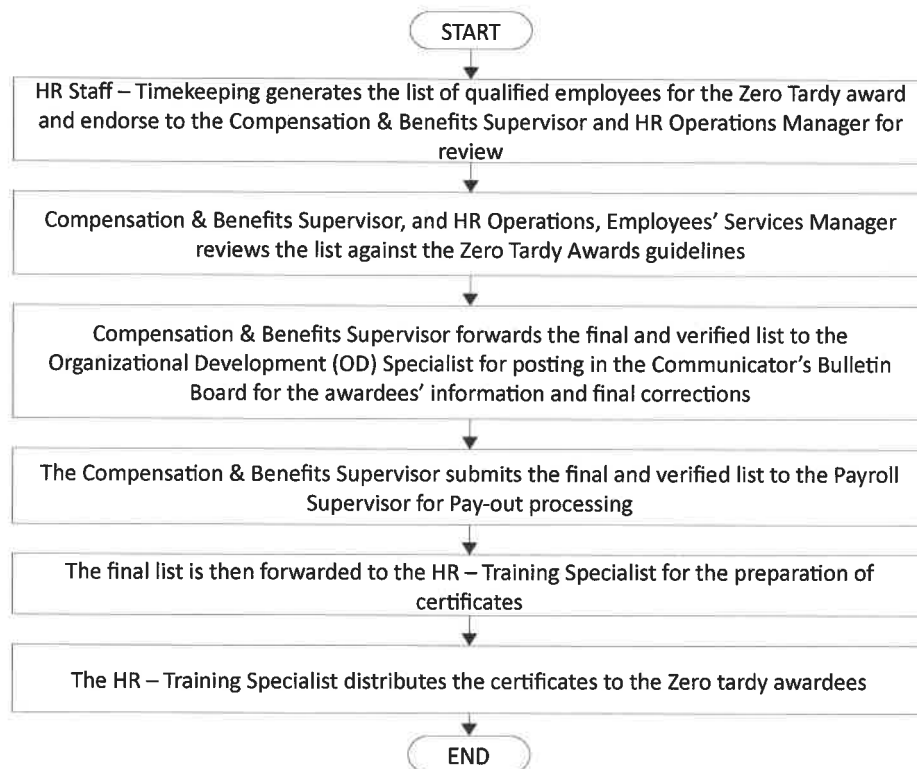




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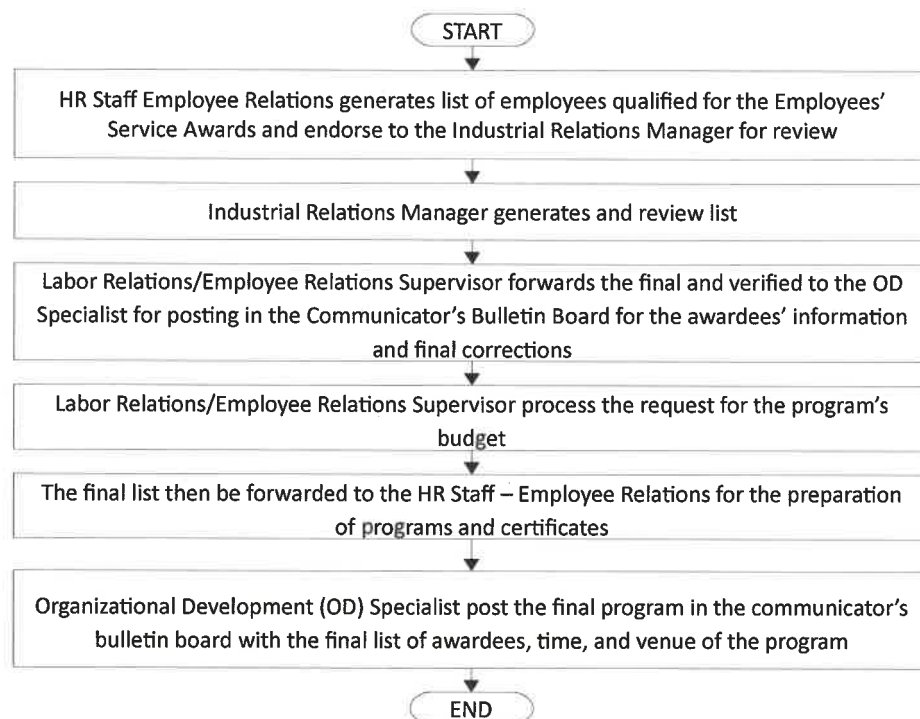
WORK FLOW:

Zero Tardy Awards



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Employees' Service Awards





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FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
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	JULIE ANNE CHRISTINE J. KO Chief Finance Officer		7/18/25	
	NOEL P. GARBO General Services Head		7-21-25	
	ROSARIO D. ABARING Ancillary Division Head		7/23/25	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		7/24/25	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		7/25/25	
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Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		7/31/25	

