



January 4, 2016

HOSPITAL MEMORANDUM
No. 2016- 0001

T O: ALL BGHMC PLANTILLA PERSONNEL

SUBJECT : Submission of Annual Mandatory Requirements and Compliance to other Office Policies

All Plantilla personnel of this hospital are hereby advised on the submission and or compliance of the following:

REQUIRED DOCUMENTS	DUE DATE OF SUBMISSION	SUBMIT TO
1. Division/Individual Performance Commitment Review Rating for 2 nd Semester 2015	January 15, 2016	Human Resource Management Office prior to signing of the MCC.
2. Division/Individual Performance Commitment Review Target Rating for 1 st Semester 2016	January 29, 2016	Human Resource Management Office. Submitted targeted DPCRs/IPCRs will be distributed by the HRMO to respective Division 1 st working day of July 2016.
3. Statement of Assets, Liabilities and Networth for CY 2015	Not later than March 31, 2016	HRMO
4. Updated Personal Data Sheet (CSC Form 212 shall be made available in the Office of the Chief Nurse, Medical Professional Staff & HRMO)	Not later than January 29, 2016	HRMO (Purpose: ISO and CSC requirement)
5. Certificates of Trainings/Seminars Attended for CY 2016	Not later than one week after the training attended.	HRMO <i>Note: Requirement per Hospital Order to attend a training.</i>
6. Updated Licenses	Upon receipt of the certificate of claim stub and the new license	HRMO <i>Note: Requirement for License to Operate & PHIC accreditation</i>
7. Annual Physical Examination which should be done during the birth month of the employee)	Family Medicine Dept. will forward result to the HRMO not later than one month after the birth month of the employee.	

Likewise, all personnel hereby required strict compliance to the following office policies:

BGHMC'S POLICIES	LEGAL BASIS
1. Wearing of DOH prescribed uniform and ID	Hospital Memorandum No. 2010-010 dated June 22, 2010
2. Attendance to Flag Raising (every Monday at 7:45 AM, if Monday is a Holiday, then Flag Ceremony will be Tuesday) and Flag retreat (every Friday, 4:30 PM)	Hospital Memorandum No. 2012-005