



Republic of the Philippines  
Department of Health  
**BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER**

Baguio City  
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**HOSPITAL MEMORANDUM**

No. 2019- 041

TO : **ALL WARD NURSES**  
Nursing Service

FROM : **RICARDO B. RUNEZ, JR., MD, FPCS, MHA, CESE**  
Medical Center Chief II

SUBJECT : **NEW WORK SCHEDULE**

DATE : 21 October 2019

CEASAR N. DAMASCO  
10-28-19  
10:10

As agreed upon during the meeting of Nursing Service, HRMO and the Chief Administrative Officer held last October 4, 2019, the new schedule of the three (3) shifts of the Nursing Service effective November 1, 2019 is as follows:

EXISTING SCHEDULE	NEW SCHEDULE	REMARKS
7 am – 3 pm	6:45 am – 3:15 am	Provision of meal break
3 pm – 11 pm	2:45 pm – 11:15 pm	Provision of meal break
11 pm – 7 am	10:45 pm – 7:15 am	Provision of meal break

**Important Reminders:**

1. It is the responsibility of the Nurse Supervisor to ensure that all Nurses under his/her Ward will have their proper meal break. Likewise, the Nurse Supervisor should see to it that their Wards will be manned adequately so as not to compromise the quality of service given to our patients.
2. Hospital Memorandum No. 2018- 0020 dated April 17, 2018 with the subject :”Job Order /Contract of Service Employees Schedule of Duties” is still enforced. Again, in no way shall a contract of service staff made to report on grave yard shift.
3. For transparency purposes approved schedules should be posted in a designated area per office. Said schedule should be filed and readily available for audit purpose

Implementation of these policies shall be the responsibility of the supervisors. Issue or complaints raised because of deviation from above will be answered by the supervisor.

For strict observance.