
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0010
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON SERVICE REWARDS		Section / Department HUMAN RESOURCE SECTION
		Page No.1 of 2
Prepared By: Kerry Anne Requero, RPm Head- Human Resource	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: The policy aims to come up with specific criteria or basis on granting of awards to personnel in recognition of their valuable services to Ospital ng Parañaque.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.



RESPONSIBILITIES:

- I. It shall be the responsibility of this office to come up with the list of awardees not later than the end of February and furnish the same to all division.
- II. It shall be the responsibility of each division to confirm to this office the veracity of the list provided.
- III. It shall be the responsibility of each staff to thoroughly verify, check and coordinate queries to this office and to facilitate corrections and/or adjustments necessary to qualify for the award.
- IV. It shall be the responsibility of this office to submit all documents for proof to the HRMO City Hall for their final verification prior to inclusion/disqualification for awards.

POLICY: This policy when implemented shall provide a list of screened/qualified awardees ahead of schedule to give enough time for the preparation which includes completing records, reconciling and verifying them at the same time.

PROCEDURE:

- I. An employee may be given an award under the following conditions:
 1. Has served and completed the number of years of service required for 10, 15, 20, 25 years and every five (5) years thereafter; without gap in the service, basis of which is the Service Record certified by HRMO.

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2. A detailed employee with itemized and non-itemized position who has served the hospital is also included on the required period of time 10, 15, 20, 25 years and every five (5) years thereafter.
3. Cut-off date is on before July 2 of the year and every year thereafter.
4. In case of any discrepancy of the records; any proof of evidence of data shall be presented by the staff to this office for correction.

II. In line with Civil Service Commission (CSC) thrust of humanizing Bureaucracy, OSPAR shall likewise give recognition to the retired employees. This is parallel with Civil Service M.C.#07 series of 1998. A retiree is eligible for the recognition when he has satisfied the following conditions.

1. **Optional Retirement** – he/she is at least 60 years of age or below 65 at the time of retirement.

2. **Compulsory Retirement** – he/she is 65 years of age.

3. **Early Retirement** – he/she is 55 years old and has completed at least 15 years of continuous service on or before every 2nd of July.

III. Job Order and detailed are eligible for recognition:

- Has served continuously for 10, 15, 20 years and every five (5) years thereafter of continuous service.

IV. Physicians are likewise, eligible for the recognition:

- Has served continuously for 5, 10, 15 years and every five (5) years thereafter of continuous service.

Date of Implementation:

Implemented in 1993

Date of Review:

February 2003, February 2005, 2018, 2021,2022