
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-HR-0007</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>  <b>Policy Title:</b> <b>POLICY ON RENEWAL OF APPOINTMENTS</b>		Issue Date:
		Section / Department <b>HUMAN RESOURCE SECTION</b>
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<b>Prepared By:</b>  <b>Kerry Anne Requero, RPm</b> Head- Human Resource	<b>Reviewed By:</b>  <b>Arnaldo S. Cortes, RN</b> Supervising Administrative Officer  <b>Darius J. Sebastian, MD, MPH,PHSAE</b> Hospital Administrator	<b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director

**OBJECTIVES:** This policy aims to establish a smooth process of renewal of the appointments.

**COVERAGE:** This policy shall encompass all sections under each division.

**RESPONSIBILITIES:**

- I. It shall be the responsibility of the Head of Human Resource to inform concerned staff of all the requirements needed in the processing of appointments; to facilitate the processing of documents and follow up of such at the City Hall.
- II. It shall be the responsibility of each Section Head to submit evaluation and performance rating of each personnel with non-itemized positions (Casual and Job-Order) on or before the deadline set for submission.

**POLICY:**

- I. This policy shall enforce the proper procedures to facilitate the process of renewal of all personnel; with non-itemized positions.
- II. This policy shall enforce all to abide with the guidelines incorporated into it to enact swift processing of documents and to avoid delays in payment of salaries.

**PROCEDURES:**

- I. All Section Heads must submit to their respective Division Heads the evaluation and performance rating of each of his/her staff under him/her, biannually specifically during the month of **June and November**.
- II. All approved appointments shall be submitted to this office. It is the responsibility of this office to furnish the City Hall HRMO for payroll preparation for their salary.
- III. These ratings when approved by the Hospital Director shall be attached to a Letter of Recommendation for renewal by the City Mayor. Processing shall then proceed from there.

**Date of Implementation:**

This policy was implemented since 1978 to present.

**Schedule for Policy Review:**

Shall be reviewed every two (2) years or as deemed necessary.