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|  OSPITAL NG PARAÑAQUE  | | Document Code: OSPAR-ADM-HR-0005 |
| ADMINISTRATIVE DIVISION APPROVAL MATRIX | | Issue Date: |
| Policy Title: POLICY ON SCHEDULE AND EXTRA- OFF | | Section / Department HUMAN RESOURCE SECTION |
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OBJECTIVES: To come up with an approved schedule - five (5) working days.

COVERAGE: This policy covers all sections of each division.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Section Head to prepare the schedule each month.
- II. It shall be the responsibility of this office to check the schedule.
- III. It shall be the responsibility of the Division Head, Hospital Administrator and Hospital Director to sign the schedule.

POLICY: This policy when implemented will minimize problems on staffing and conflict in schedules; which enhances efficiency and effectiveness of personnel.

PROCEDURES:

1. Schedule forms are available at this office.
2. All schedules shall be prepared in duplicate copies by each section and shall be submitted to this office five (5) working days prior to actual date for checking.
3. Approved changes must be reflected in the schedule form and must be given to this office for necessary adjustments.
4. Extra-off is being allowed only in the exigency of the service and must be consumed within 30 days.
6. Multiple extra-off earned to be consumed beyond the 30 days limit must be allowed on a schedule/staggered basis by the Section Head.
7. Request slip for extra-off, change off, change of duty and change of applied leave must be filed by each employee, noted by the Section Head, Division Head and Hospital Administrator.

Appendix:

Request Slip Form

Date of Implementation:

This policy was implemented in 1987

Date of Review:

June 30, 2004, July 2018, October 2021,2022