
 <div style="text-align: center;"> OSPITAL NG PARAÑAQUE  </div>		Document Code: OSPAR-AFS-ACCT 003
		Issue Date:
ADMINISTRATIVE AND FINANCE APPROVAL MATRIX		Section / Department ACCOUNTING SECTION
Policy Title: <u>POLICY ON PREPARATION OF PAYROLL DEDUCTIONS</u>		Page No. 1 of 2
Prepared By: <div style="text-align: center;">Ma. Angela D. Chua</div>	Reviewed By: <div style="text-align: center;"> Rizalina Lavarias, CPA Head – Accounting Kerry Anne M. Requero, RPh OIC- Human Resource </div>	Approved by : <div style="text-align: center;"> Darius J. Sebastian, MD, MHM, PHSAE Hospital Administrator Jefferson R. Pagsisihan, MD, MHM Hospital Director </div>

OBJECTIVE: This policy shall provide a system of procedures for summarizing Hazard Pay, Subsistence Allowance & Laundry Allowance deductions for absent and/or on-leave employees, and a system for individual requests to increase, reduce, stop & resume deductions for government-issued loans (policy, console, E+, emergency, educational & Pag-ibig loans).

COVERAGE: This policy shall cover all Sections under each Division.

RESPONSIBILITIES:



- I. It shall be the responsibility of HR Section to provide this Section with the list of employees (permanent & casual) and their leaves of absence every 2nd & 17th day of each month.
- II. It shall be the responsibility of this Section to prepare semi-monthly Listing of Payroll Deductions for submission to HRMO-City Hall three (3) working days before each payroll cut-off.
- III. It shall be the responsibility of HRMO-City Hall to prepare semi-monthly payroll of all employees.

POLICY:

This policy shall attempt to make each personnel's take-home pay as accurate as possible.

PROCEDURES:

- I. The HR Section shall submit the summary of leaves of absence of employees other than nurses, nursing attendants & orderlies (permanent & casual) every 2nd & 17th day of the following month.
- II. This Section shall prepare the Listing of Payroll Deductions arising from leaves of absence, computed as follows:
 SUBSISTENCE ALLOWANCE – for every one (1) day leave of absence, deduct Php50.00; for more than ten (10) straight days of leave of absence in a single payroll period, no more allowance shall be paid.

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HAZARD PAY & LAUNDRY ALLOWANCE – for leaves of absence of more than ten (10) straight days, no more allowance shall be paid.

- III. This Section shall likewise prepare the Listing of Payroll Deduction Changes arising from individual requests to increase, reduce, stop, resume deductions for government-issued loans (policy, console, E+, emergency, educational & Pag-ibig loans, etc).
- IV. These listings shall be submitted to HRMO-City Hall three (3) working days before each payroll payout.

Date of Implementation:

This policy was implemented since 1978 up to the present.

Schedule for Policy Review:

This policy shall undergo review as deemed necessary.