
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR- ANCI- LAB-2022-03
ANCILLIARY DIVISION APPROVAL MATRIX		Issue Date:
		Section / Department LABORATORY SECTION
		Page No of 2
Policy Title: POLICY AND PROCEDURE FOR HIRING, ORIENTATION AND PROMOTION FOR ALL LEVELS OF PERSONNEL		
Prepared By: Julito Santos RMT Chief Medical Technologist Eric Mirandilla MD. Pathologist	Reviewed By: Redentor P. Alquiroz, M.D. Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

HUMAN RESOURCE MANAGEMENT

A. Staff Recruitment, Selection, Appointment and Responsibilities



OBJECTIVE: This policy aims to develop a clear understanding on the hiring, selection, orientation and promotion of personnel based on the City Government of Paranaque, Ospital ng Paranaque 1, Human Resource Management Policies and Guidelines

HIRING:

1. Posting of vacant position by the Ospital ng Paranaque-HRMD.
2. The applicant submits a resume and other credentials to the HRMO and laboratory section.
3. The applicant is oriented by the Chief Medical Technologist about its rules and policies regarding externship.
4. The Chief Medical Technologist endorses the applicant to the Chief of Clinics then to the Hospital Director.
5. The applicant undergoes a three (3) months training course.
6. After the period of training, the Chief Medical Technologist evaluates the applicant and makes recommendations to the Chief of Clinics for final evaluation.
7. The Chief Pathologist makes the final recommendation to the Hospital Director.
8. The Hospital Director will make the final approval and endorse the applicant's application to the HRMO of the City Government of Paranaque.

ORIENTATION:

This policy shall ensure a well-oriented, responsible, disciplined employees that adheres to the Hospital's vision, mission, goals and its implemented policies

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RESPONSIBILITY:

1. It shall be the responsibility of the Admin/HRM to prepare the contents and to conduct the general orientation of newly hired personnel.
2. It shall be the responsibility of the Chief Medical Technologist to discuss specific matters relevant to the newly hired employees duties and responsibilities.

PROMOTION:

This policy aims to set a standardized procedure for the advancement of an employee from one position to a higher level with corresponding increase in salary and duties and responsibilities as authorized by the law. The promotion procedure is based on the degree of competence of the employee, set requirements, recommendation and performance evaluation of the Section and Division Heads with corresponding deliberation and approval of the Executive Committee.