SOUTHERN PHILIPPINES MEDICAL CENTER

J.P. Laurel Ave., Bajada, Davao City

USER'S ACCOUNT DEACTIVATION FORM

Date:	HKN:
Name of Employee:	Biometric ID No. :
Job Function:	Employment Status: () Job Order : () Plantilla : ()Others:
Department /Ward:	Contract Started:
Purpose: () Terminal Leave () Resign	ation () Others:Contract End:
Deactivated by:(Name / Signatu	
Approved by:(Name /Signatu	
Time Started: AM/PM	Remarks : () Set Contract Exit (PHS)
Time Ended: <u>AM/PM</u>	() Done Deactivation () Locked User Access HIS PACS ENGAS WRIS Manage Anywhere DTR/Biometric
Verified by:(Client's Print Name / Sign	() No Access
SPMC-F-IHOM-15	October 1, 2016 Rev. 1
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