



Republic of the Philippines
DEPARTMENT OF HEALTH
Davao Center for Health Development
Southern Philippines Medical Center



June 18, 2025

HOSPITAL MEMORANDUM

No. 243 s. 2025

TO : ALL CONCERNED

SUBJECT : Delegation of Authority to Administer Oath for the Personal Data Sheet (PDS) of SPMC Personnel

As provided in the **2017 Omnibus Rules on Appointment and Other Human Resource Action, revised 2018 (2017 ORAOHRA, rev. 2018)** Section 7.b., the Personal Data Sheet (PDS), as a common requirement for regular appointment, shall be subscribed and sworn to before the authorized officials of the agency.

In view thereof, the undersigned hereby authorized the following officials to administer oath for the PDS of SPMC personnel:

1. **ATTY. OSCAR P. MATA** – Chief Administrative Officer
2. **ATTY. BILLY ANJO A. LABRADORES** – Attorney IV-FT
3. **ATTY. KAREN BIANCA ANGELI S. CEZAR** – Attorney IV-PT

Notwithstanding this delegation, the undersigned retains the authority to perform the delegated functions. This delegation simply aims to provide alternatives to streamline the administrative processes and enhance efficiency in the submission of appointments to the Civil Service Commission (CSC) and updating of Human Resource (HR) records of SPMC personnel.

This Order shall take effect immediately and shall subsist until revoked, superseded or amended accordingly


DR. RICARDO B. AUDAN, FPAFP, FPSMSG, DPA, CHA
Medical Center Chief II