



October 1, 2024

## HOSPITAL MEMORANDUM

No. 370, s. 2024

**TO: ALL CONCERNED PERSONNEL**

**SUBJECT: GUIDELINES ON PLACING NEW OR ADDITIONAL ORDERS OF THE DEPARTMENT OF HEALTH (DOH) PRESCRIBED UNIFORM FOR CALENDAR YEAR 2023-2026**

The initial order made by SPMC from the DOH-accredited supplier of the prescribed uniform has been completely delivered in September 2024. The supplier also confirmed that new or additional orders may now be placed.

The guidelines stipulated in the **DOH Department Memorandum No. 2023-051 – Mandatory Wearing of the New DOH Uniform for CY 2023-2026**, and **Hospital Memorandum No. 199, s. 2023**, remain in effect.

### A. General Guidelines on Wearing of the New DOH Prescribed Uniform

1. All SPMC personnel, whether regular employees or contract of service / job order, are required to wear the prescribed uniforms from Monday to Thursday, with the exemption of personnel under Item No. A.2.
2. Those who have direct patient contact performing diagnostic and therapeutic functions (e.g. doctors, nurses, nursing attendants, midwives, medical technologists, radiologic technologist, respiratory therapists, etc.) shall be exempted from the prescribed uniform. However, they shall be required to wear appropriate attire in their designated stations
3. The prescribed uniform shall be worn with the following accessories:
  - a. A pair of black closed shoes; and
  - b. SPMC Identification Card (ID)
4. The wearing of uniform shall not be discriminatory to gender preference and expression provided that the approved uniform design is observed.
5. All immediate supervisors shall ensure strict and proper implementation of these guidelines and shall closely monitor compliance of personnel under them.

### B. Standard Uniform Type and Design

The standard uniform design is attached herewith as **Annex A**, classified into three (3) uniform types, namely:

1. **Division Chief and Up** – for the Heads of Division
2. **Rank and File** – for personnel under Division Chief
3. **Maintenance and Driver** – for skilled and manual labor personnel of Engineering, Housekeeping, Linen, Nutrition & Dietetics, Material Management, etc.

### C. Option for Order

The SPMC personnel may order the standard uniform in either of the following options:

1. **Hecho Derecho** – ready-made / ready-to-wear set; or
2. **Fabric Only** – the personnel will only receive materials and he/she will avail of other tailoring shops for the sewing at his/her own expense.

#### D. Price of Standard Uniform Sets

The cost of the standard uniform is as follows:

Order Option	With Jacket	Without Jacket
Hecho Derecho	₱ 6,000 (All Sizes)	₱ 5,500 (All Sizes)
Fabric Only	₱ 3,000 (S to XL)	₱ 2,700 (S to XL)
	₱ 3,300 (2XL to 3XL)	₱ 3,000 (2XL to 3XL)
	₱ 3,500 (4XL to 5XL)	₱ 3,200 (4XL to 5XL)

#### E. Process of Payment

The payment shall be made through salary deduction from the regular payroll of the personnel as follows:

1. Plantilla – Four (4) equal installments to be deducted from the November 15 and 30, 2024, and December 15 and 30, 2024 payroll.
2. Job Order – Four (4) equal installments to be deducted from the following payroll period: November 1-14, 2024, November 16-30, 2024, December 1-15, 2024, and December 16-30, 2024.

In compliance with the general provisions of the General Appropriations Act of FY 2024, in cases where the monthly net take home pay of the plantilla personnel will be lower than ₱5,000.00, the deduction for the uniform installment shall be prioritized over the loan amortization and/or contribution to cooperatives, banks, and/or other associations.

#### F. Process of Ordering

All section / unit heads shall consolidate the order of the personnel under his/her section or unit using the standard order template (**Annex B**) that can be downloaded from this link: <https://tinyurl.com/spmc-dohuniform2023> or through the downloadable forms at the HR Portal <https://hrmo.spmcdvo.net/> file name: *Annex B - DOH Uniform FY 2023-2026 (Template)*

The order template shall include the following information:

1. Full name of the personnel
2. Gender
3. Uniform Type (please refer to *Item B. Standard Uniform Type and Design*)
4. Option for Order (Hecho Derecho or Fabric Only, With or Without Jacket, please refer to *Item C. Option for Order* and *Item D. Price of Standard Uniform Sets*)
5. Sizes (please refer to the attached **Annex C** for the size chart - specific measurements of each size)

The duly accomplished excel file (soft copy) shall be submitted via email to [spmcdouniform@gmail.com](mailto:spmcdouniform@gmail.com). On the same date of email submission, the duly signed copy (hard copy) shall also be submitted to the HRMO. **The deadline of submission is on October 18, 2024.**

The HRMO shall place the new or additional orders to the DOH-accredited supplier based on the submission made by the section / unit heads. Upon confirmation of the supplier of the consolidated order of SPMC, the Finance Division shall process the disbursement voucher and corresponding check payment to the supplier. The fund source shall be the salary deductions withheld for this purpose as specified in Item E of this memorandum.

Please be guided accordingly.

  
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