



October 4, 2024

**HOSPITAL MEMORANDUM**

No. 375 s. 2024

**TO : ALL CONCERNED**

**SUBJECT : Guidelines on the Scheduling and Conduct of Official Hospital Trainings, Meetings, Events and Activities in Relation to Granting of Compensatory Time-Off (CTO)**

In support of the Department of Health's (DOH) commitment to ensure that the welfare of every public health worker is upheld, while pursuing continuing professional education, and maintaining high standards of care, the following guidelines are to be strictly adhered to regarding the scheduling and conduct of official trainings, meetings, events, and activities:

1. As a general rule, all official hospital trainings, meetings, events, and activities must be scheduled exclusively on weekdays (Monday to Friday). No official hospital trainings, meetings, events, and activities are to be held during the weekends (Saturday and Sunday) and holidays.
2. Any request by a healthcare worker, or by a department, to attend or conduct any training, meeting, event, or activity during weekend or holiday must be duly endorsed by the Division Chief concerned, subject to the approval of the undersigned. Upon issuance of a hospital order, the attendance thereat shall be considered Official Time, but the attendee/s will not be granted any overtime pay or compensatory time-off (CTO).
3. In cases where the attendance to a training, meeting, event or activity on a weekend or a holiday, is **initiated AND required** by the Department of Health, other oversight and regulatory agencies, or by the SPMC management, it will be considered Official Time or Official Business as appropriate, and the hospital order shall explicitly state that the attendee/s will be allowed to claim CTO subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2004.
4. In cases where the training, meeting, event or activity is outside of SPMC, the travel time to and from the venue will be considered Official Time or Official Business as appropriate. In any case, the entire travel time or a portion thereof that falls on a weekend, holiday, off-duty day, or in excess of the usual working hours, will not be considered for CTO.

**This Order shall take effect immediately.**

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