



October 30, 2024

**HOSPITAL MEMORANDUM**  
**NO. 422, S. 2024**

**TO: : ALL CONCERNED**

**SUBJECT : Amendment of Hospital Memorandum No. 416, s. 2024 Pertaining to the Working Hours on October 31, 2024 (Thursday) in Relation to Memorandum Circular No. 67**

The Office of the President issued Memorandum Circular No. 67, suspending work in government offices starting 12:00 o'clock in the afternoon on October 31, 2024 (Thursday) in order to provide opportunity to government employees to properly observe All Saints' Day and All Souls' Day, and allow them to travel to and from different regions in the country. However, the same circular emphasized that those whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue their operations and render the necessary services.

The undersigned issued Hospital Memorandum No. 416, s. 2024 on October 23, 2024, prescribing that all areas of the hospital, including back offices, shall be on regular working hours on October 31, 2024 (Thursday).

The said hospital memorandum is hereby amended, as follows:

*All SPMC frontline services shall observe the regular working hours and shall remain unaffected by the said circular.*

*The back offices are allowed to suspend work at 3:00 o'clock in the afternoon onwards and may go home without incurring undertime, with the exception of the back office personnel providing frontline services.*

*The job order personnel are subject to the "no work, no pay" policy, hence, those job order personnel assigned in back offices may still be allowed to go home at 3:00 PM, but the deficiency in working hours rendered will be considered undertime and consequently will not be compensated.*

For information and guidance.

  
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Medical Center Chief II 