



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



November 12, 2024

HOSPITAL MEMORANDUM

No. 440, s. 2024

TO : ALL CONCERNED PERSONNEL
SUBJECT : MANDATORY OPENING OF LANDBANK PAYROLL ACCOUNT

In order to streamline and improve the processing of compensation and benefits, all SPMC healthcare workers, whether Plantilla or Job Order, are hereby required to open a payroll account with the **Landbank of the Philippines (LBP) – Bajada Branch**. This will be in addition to the current payroll account with the Development Bank of the Philippines (DBP).

The introduction of a payroll account with LBP aims to:

1. Increase flexibility and options for salary disbursements;
2. Improve the efficiency of payroll processing and compliance with banking regulations; and
3. Provide SPMC personnel with access to the services and benefits offered by LBP.

Effective immediately, all newly-hired personnel will be required to open an LBP payroll account as part of the deployment and onboarding process of the Human Resource Management Office (HRMO).

For the benefit of existing SPMC personnel who do not have an LBP payroll account, or whose account was closed or became dormant due to inactivity, the HRMO and Cashier Section are hereby directed to coordinate with the LBP-Bajada Branch to conduct a mobile service onsite in SPMC. They shall disseminate an Advisory for the schedule, checklist of requirements, and other relevant details of the mobile service.

A personnel may also opt to proceed directly to the LBP-Bajada Branch, Palm Drive, Buhangin Davao City, from 9:00 AM to 3:00 PM, Monday to Friday, to open an account.

The LBP payroll account is proposed to be utilized for the PHIC Sharing for the month of January 2025, hence, all concerned personnel are directed to submit to the HRMO a copy of their LBP payroll account number **on or before January 15, 2025**.

Those SPMC personnel with existing and active LBP payroll are already considered compliant to this Order, hence, there are no further actions required from their end.

For guidance and strict compliance.


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