



November 12, 2024

**HOSPITAL MEMORANDUM**

No. 447 s. 2024

TO : **CHAIRPERSONS AND TRAINING OFFICERS  
OFFICE OF THE CHIEF MEDICAL PROFESSIONAL STAFF  
HUMAN RESOURCE MANAGEMENT OFFICE**

SUBJECT : **Early Appointment of Incoming Residents/Fellows-in-Training, and  
Promotion of Existing Residents/Fellows-in-Training in December 2024**

As prescribed by *Section 18 under Special Provisions, Chapter XIII-A, Volume I-A of RA 11975* or the *General Appropriations Act of FY 2024*, the Department of Health is mandated to take all appropriate measures to fill up its existing vacant positions before December 31, 2024.

In support of this mandate, SPMC has been actively filling up positions during the first three (3) quarters of the year 2024. In order to continue on with this track for the last quarter of the year, the following key officers and offices are hereby directed to:

**A. Chairpersons and Training Officers of All Clinical Departments**

1. Submit early endorsement to the Office of the Chief Medical Professional Staff (CMPS) and to the Human Resource Management Office (HRMO) of:
  - a. Incoming residents/fellows for appointment to medical officer positions, **immediately after the adjunctship period.**
  - b. Promotion to Medical Officer IV of existing Medical Officer III residents/fellows, **immediately after their evaluation.**

**B. Chief Medical Professional Staff**

1. Conduct **early assessment of departments' recommendation** for promotion of existing medical officers, and submit evaluation to the HRMO

**C. Human Resource Management Office**

1. Facilitate the immediate appointment of incoming residents/fellows, and promotion of existing medical officers.
2. Implement strategy to **maximize the available medical officer positions** in line with the allocated plantilla of each department, and without compromising the Civil Service Commission (CSC) rules and regulations pertaining to appointment and promotion.

The early endorsement to the CMPS and HRMO will facilitate the early compliance with the documentary requirements, medical examination, and neuropsychiatric evaluation of the recommended appointees. **It is targeted that the appointments of the incoming residents/fellows, and the promotion of existing residents/fellows will be issued on or before December 16, 2024.**

For guidance and strict compliance.

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Medical Center Chief II