



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



December 13, 2024

HOSPITAL MEMORANDUM

No. 483 s. 2024

TO : ALL SPMC PERSONNEL

SUBJECT : PROHIBITION OF AVAILMENT OF COMPENSATORY TIME OFF (CTO) FROM DECEMBER 23, 2024 TO JANUARY 3, 2025

The Civil Service Commission (CSC) and the Department of Budget and Management (DBM) issued Joint Circular (JC) No. 2, s. 2004 prescribing the rules and regulations for non-monetary remuneration for overtime services rendered, including the Compensatory Time Off (CTO). Item 5.9.3 thereof provided that the management shall accommodate, to the extent practicable, all applications for availment of CTO at the time requested by the employee. However, in the exigency of service, the schedule may be recalled and subsequently re-scheduled.

Therefore, in order to ensure that all SPMC personnel are available to provide the necessary healthcare services during the holiday seasons, and in relation to *Hospital Memorandum No. 408, s. 2024 – Prohibition of Leave of Absence in December 2024 and January 2025*, **the hospital shall not allow the availment of CTO from December 23, 2024 to January 3, 2025**. The Human Resource Management Office (HRMO) is hereby directed to cancel all CTOs scheduled to be availed during the said period. The concerned personnel are hereby advised to re-schedule the availment of their CTOs after the prohibition period, subject to the provisions of the aforementioned joint circular.

For information and strict compliance.

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