



Republic of the Philippines
DEPARTMENT OF HEALTH
Center for Health Development Davao Region
SOUTHERN PHILIPPINES MEDICAL CENTER
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January 22, 2024

HOSPITAL MEMORANDUM

No. 24 s. 2024

TO : ALL CONCERNED

SUBJECT : UPDATED PROCESSING FEES OF CERTIFICATION AND OTHER HUMAN RESOURCE DOCUMENTS

All concerned personnel are hereby informed of the updated processing fees of certifications and other Human Resource documents, to wit:

No.	Document	Processing Fee	
		Active Personnel	Separated Personnel
1	Certificate of Employment	Waived	₱100 per 2 copies
2	Certificate of Employment with Job Description	Waived	₱100 per 2 copies
3	Certificate of Employment with Compensation	Waived	₱100 per 2 copies
4	Certificate of Oneness (PAG-IBIG)	Waived	₱100 per 2 copies
5	Certificate of Leave Credits	Waived	₱100 per 2 copies
6	Service Record	Waived	₱100 per 2 copies
7	Certified True Copy of official documents	Waived	₱100 per 2 copies
8	Dry Seal of Employment Verification and/or Other External Documents	₱100 for 5 pages or less, then ₱20 per page in excess of 5 pages	
9	Identification card (ID) – Large laminated a. Initial Issuance b. Replacement of Lost ID (affidavit of loss is required)	a. Waived b. ₱100	Applicable for retirees a. Waived b. ₱100
10	Identification card (ID) – wallet size PVC a. Initial Issuance b. Replacement of Lost ID (affidavit of loss is required)	a. Waived b. ₱150	N/A

**A single request for documents (items number 1 to 7) will be set to a minimum of two (2) copies.*

This order shall take effect on February 1, 2024.

For information and guidance.


RICARDO B. AUDAN, MD, FPAFP, MPA, CHA
Medical Center Chief II