



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
Center for Health Development Davao Region  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
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January 25, 2023

**HOSPITAL MEMORANDUM**

No. 50, s. 2023

**TO : ALL CONCERNED PERSONNEL**

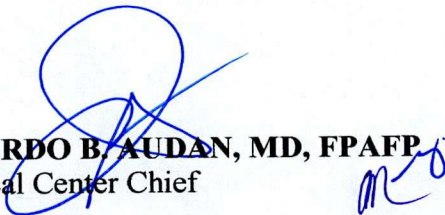
**SUBJECT : MANDATORY CLOSURE OF DBP PAYROLL ACCOUNT AND MANDATORY OPENING OF DBP SAVINGS ACCOUNT UPON SEPARATION**

In order to streamline the processing of compensation and benefits after separation from service, all employees who shall resign, retire, transfer, or graduate from residency or fellowship training programs, shall be required to close their DBP payroll account and open a DBP savings account.

The concerned employee shall provide to the Cashier Office and to the Human Resource Management Office (HRMO) a copy of the closure document of his/her DBP payroll account and the account number of the DBP savings account. This shall be one of the conditions for clearance at the Cashier and HRMO.

The savings account of the separated employee shall be used to credit his/her last salary, terminal leave benefits, and other compensation and benefits he/she is entitled to but were approved or released after his/her separation (e.g. Collection Negotiation Agreement Incentive of the current year, Performance Based Bonus of the prior and current year).

This order shall take effect immediately. For strict compliance.

  
**RICARDO B. AUDAN, MD, FPAFP**  
Medical Center Chief