



Republic of the Philippines
DEPARTMENT OF HEALTH
Center for Health Development Davao Region
SOUTHERN PHILIPPINES MEDICAL CENTER
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July 19, 2023

HOSPITAL MEMORANDUM

No. 266, s. 2023

TO: ALL CONCERNED PERSONNEL

**SUBJECT: PERFECT ATTENDANCE / FULL TIME SERVICE (FTS) AWARDEES
COVERING THE PERIOD JANUARY 1 TO JUNE 30, 2023**

Pursuant to the criteria stipulated in *Hospital Memorandum No. 419, s. 2022: Revised Criteria for Perfect Attendance, CY 2023 and Years Thereafter*, the attached list of personnel are hereby declared to have met all the standards set and will be conferred with Perfect Attendance or Full Time Service (FTS) Award for the period covering January 1 to June 30, 2023.

SPMC Plantilla Personnel:	156 FTS Awardees
NSC-Mindanao Personnel:	5 FTS Awardees
SPMC Job Order Personnel:	<u>123 FTS Awardees</u>
Total	284 Personnel

In order to provide context, the awardees were found to have met the criteria as follows:

1. The personnel has an existing appointment (plantilla) or contract (job order) for the entire duration of the rating period.
2. The personnel **did not incur** any of the following: tardiness, undertime, sick leave, absence without official leave (AWOL), or leave without pay (LWOP)
3. The plantilla employees who took their 5 days Forced Leave, 3 days Special Leave, 7 days Solo Parent Leave, or Adverse Effect Following Immunization (AEFI) Leave, were still considered eligible for the award as long as they did not incur any of the disqualifying actions specified in number 2.

In view thereof, the 284 FTS Awardees are enjoined to attend the awarding ceremony on **August 9, 2023 (Wednesday) at 3:00 o'clock in the afternoon at the Rotunda Canopy.**

Likewise, the Division Chiefs, Nurse Supervisors, and Section Heads of the awardees are enjoined to witness the awarding ceremony.


RICARDO B. AUDAN, MD, FPAFP
Medical Center Chief