



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
 Center for Health Development Davao Region  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
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October 16, 2023

**HOSPITAL MEMORANDUM**

No. 404 s. 2023

**TO : ALL SPMC PERSONNEL**

**SUBJECT : PROHIBITION OF LEAVE OF ABSENCE IN DECEMBER 2023 & JANUARY 2024**

All SPMC Personnel are hereby informed that the hospital shall not allow the filing of LEAVE OF ABSENCE, including Special Leave, on the following dates:

<u>EMPLOYEE</u>	<u>FROM</u>	<u>TO</u>
Division Heads		
Section Heads	December 22, 2023	January 2, 2024
Supervisors	(Friday)	(Tuesday)
Key Officials		
Rank & Files		

If the leave of absence is due to illness, the filed Sick Leave must have an attached Medical Certificate regardless on the number of days to merit the approval of the Division Heads or the undersigned.

It is reiterated that the supervisors must ensure that the operations of the unit will not be hampered as a result of any approved leaves even on the dates prior to the abovementioned period. Hence, the supervisors must thoroughly review the leave applications in parallel to the agreed schedule of their personnel.

For information and strict compliance.

**RICARDO B. AUDAN, MD, FPAFP, MPA**  
 Medical Center Chief II 76