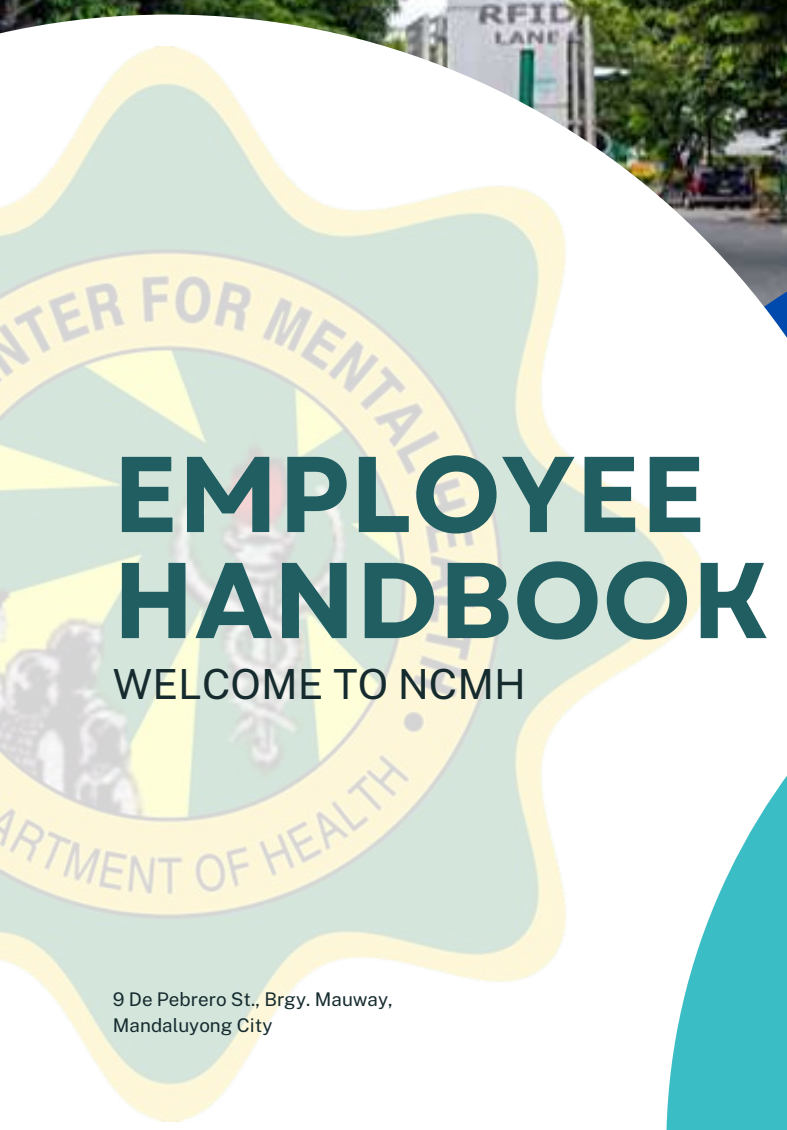


DEPARTMENT OF HEALTH
TIONAL CENTER FOR MENTAL H



EMPLOYEE HANDBOOK

WELCOME TO NCMH

9 De Pebrero St., Brgy. Mauway,
Mandaluyong City

Ver. 3- 2024

www.ncmh.gov.ph

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Message from the Medical Center Chief II



I appreciate the initiative and effort given to create this new NCMH Employee's Manual, a valuable handbook to guide both employees and management of the Institution.



Noel V. Reyes, MD, FPPA, MMHoA
Medical Center Chief II

This handbook contains the key policies, goals, rights, benefits, and expectations to the NCMH employee, an empowering tool that you will need as part of our Center. It is also a useful guide to all, both old and new in the proper conduct and performance of their duties.

Additionally, this manual should assure good management and fair treatment of all employees especially on the implementation of hospital policies and procedure. At NCMH, we strive to recognize the contributions of all employees.

Congratulations to the Human Resource Management Office and to all those who contributed to the completion of the new NCMH Employee Handbook.

May God continue to bless us all!

Historical Background of NCMH



NCMH was established in 1925 through Public Works Act 3258. It was formally opened on December 17, 1928 and was originally called the INSULAR PSYCHOPATIC HOSPITAL. It was later known as the National Mental Hospital.



On November 12, 1986, it was renamed NATIONAL CENTER FOR MENTAL HEALTH (NCMH) through Memorandum Circular No. 48 issued by the Office of the President.



On January 30 1987, NCMH was categorized as a Special Research Training Center and hospital under Department of Health. Today, NCMH has an authorized bed capacity of 4,200 and a daily average of 3,400 in-patients. It sprawls on a 46.7 hectare compound with a total of 35 Pavilions/Cottages and 52 Wards.

Key Officials



Dr. Noel V. Reyes
Medical Center Chief II



Dr. Beverly A. Azucena
Chief Medical Professional
Staff - Hospital Service



Dr. Alden C. Cuyos
Chief Medical Professional
Staff - Community Service

Key Officials



Mr. Publio B. Ploteña
Chief, Nursing Service



Mr. Dionicio A. Tolentino
Chief, Finance Service



Mr. Jerry C. Rodriguez
Chief, Hospital Operations
and Patient Support Service

Key Officials

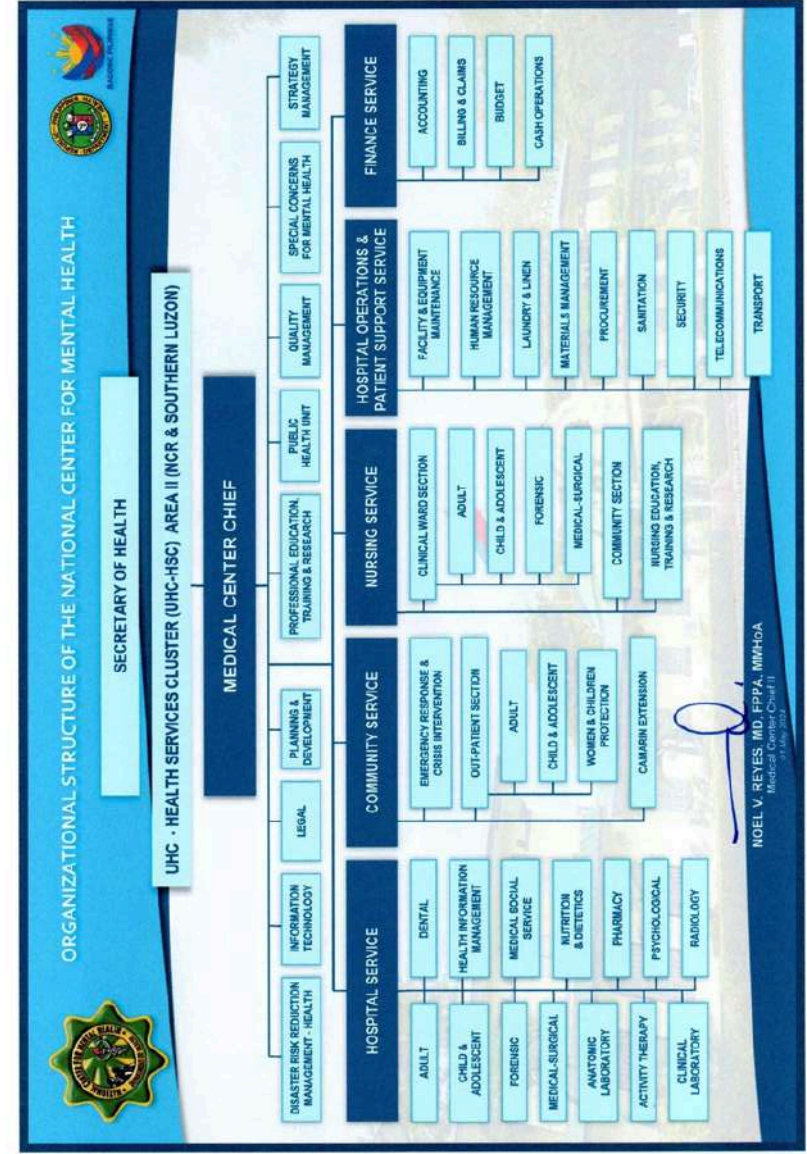


Atty./Dr. Rico J. Caraos
Chief, Office for Strategy Management

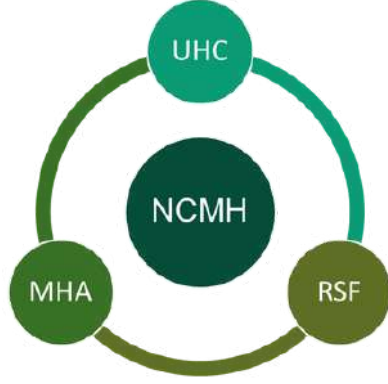


Atty. Yasmin Soleil Inciso
Chief, Legal Section

Organizational Structure



NCMH Mandate



Universal Health Care Law

Universal Health Care Law (UHC) designates NCMH as a National Specialty Center for Mental Health. All Filipinos shall be guaranteed with an equitable access to quality and affordable health care services and protected against financial risk.

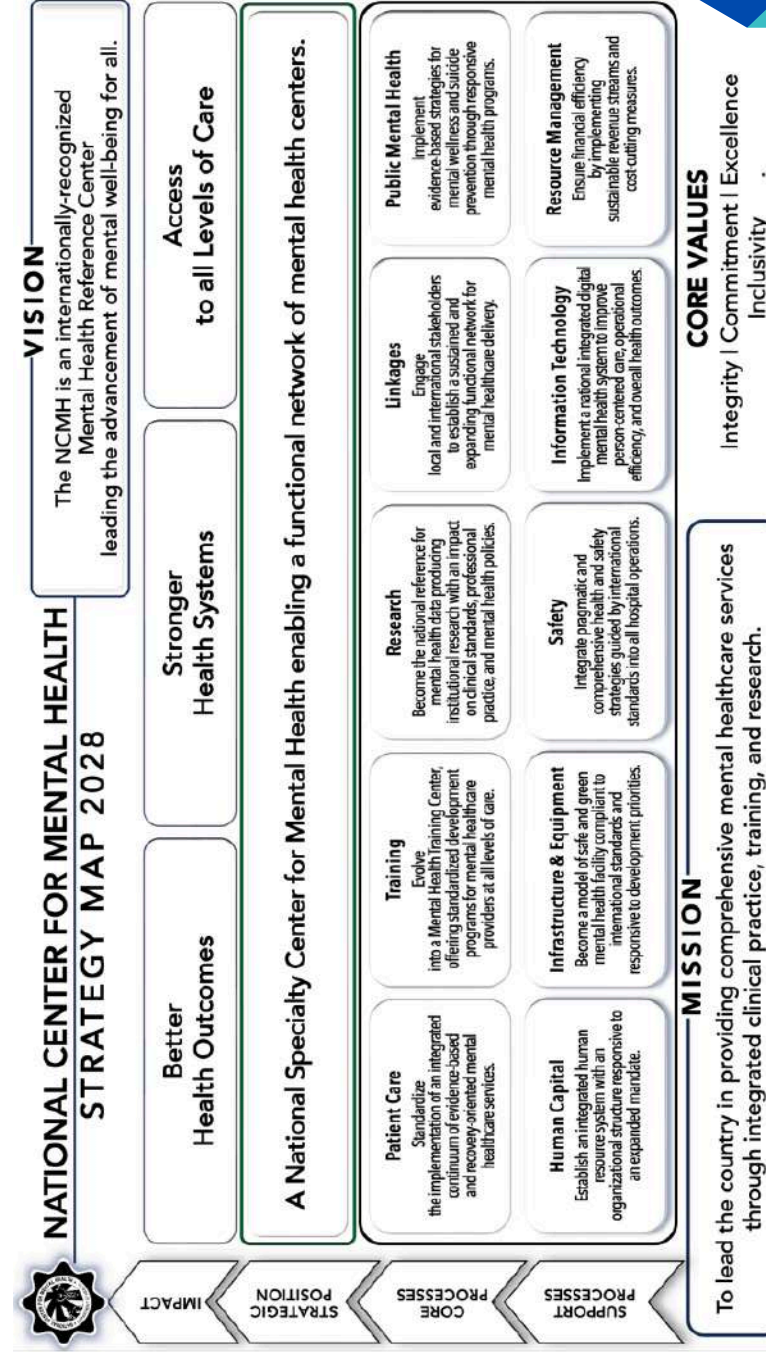
Resource Stratified Framework

DOH-developed **Resource Stratified Framework (RSF)** defined NCMH as the country's apex or end-referral facility for mental health care or the highest level of expertise in clinical services, teaching and training, and research in mental health care.

Mental Health Act

Mental Health Act (MHA), NCMH being the premiere training and research center, was mandated to expand its capacity for research and development of interventions on mental and neurological services in the country.

Strategy Map



NCMH CHARTER

VISION

"The NCMH is an internationally recognized Mental Health Reference Center leading the advancement of mental well-being for all."

MISSION

"To lead the country in providing comprehensive mental healthcare services through integrated clinical practice, training, and research."

INTEGRITY

We conduct ourselves to be responsive to clinical and other special needs of our service users in a manner that ensures propriety and accountability

COMMITMENT

We commit to promote the well-being of our service users with compassion and humanity to ensure that mental health is valued, promoted, and protected.

CORE VALUES

INTEGRITY

We hold ourselves a high standard of care as we serve the service users and community.

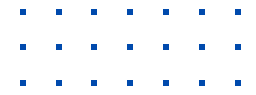
INCLUSIVITY

We treat service users with respect and sensitivity at all time, regardless of individual qualities, abilities, and diversity of background.

SERVICES & PROGRAMS

PSYCHIATRY	ANCILLARY & ALLIED HEALTH	TRAINING AND RESEARCH	MENTAL HEALTH PROGRAMS	MEDICAL SURGICAL
<ul style="list-style-type: none"> General Adult Child and Adolescent Forensic Aged Care and Wellness Neurology & Neurophysiology Women and Children Protection Out-Patient Services Psychiatric Emergency Crisis Intervention Tele-psychiatry Aftercare and Post-Discharged Care 	<ul style="list-style-type: none"> Occupational and Physical Therapy Anatomic and Clinical Laboratory Radiologic Services Psychological Services Dental Management and Treatment Pharmacy Services Nutrition and Dietetics Medical Social Services Malasakit Center Health Information Management 	<ul style="list-style-type: none"> Psychiatric Residency and Fellowship Programs Nurse Certification Program Crisis Response Mental Health & Psychosocial Support Asist Suicide Prevention Program Continuous Learning and Development Affiliation Programs 	<ul style="list-style-type: none"> Public Health Unit Epidemiology & Disease Surveillance National Mental Health Information System National Mental Health Research Community-based Mental Health Training and Capacity Building Center for Wellness 24/7 Crisis Hotline & Tele-mental Response 	<ul style="list-style-type: none"> Internal Medicine (General, Cardiology, Dermatology, Gastroenterology, Hematology, Infectious Disease Nephrology/Dialysis Clinic, Neurology & Pulmonology) Surgery (ENT/HNS, Ophthalmology, Urology, & Orthopedics) Pediatrics Obstetrics and Gynecology Family Medicine TB DOTS

GENERAL POLICIES AND PROCEDURES



(Based on RACCS, RA 6713, & Omnibus Rules on Leave)

1 Working Hours

- At least 8 hours/day for 5 days/week or a total of forty (40) hours a week, exclusive time for lunch.
- At least twenty (20) hours a week for part-time employees.
- Medical, nursing and other shifting personnel will report according to their assigned shifts even during holidays.

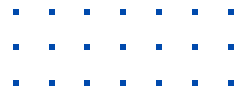
2 Proper Attire

- Everyone is expected to be well groomed and in his or her prescribed DOH uniform office attire conforming to the color scheme.
- For Administrative Staff, Friday is considered as "Wash Day".
- Employees holding maintenance positions are permitted to change into working clothes while on duty.
- ALL employees are required to wear their ID while inside the hospital premises.

3 Attendance & Punctuality

- All employees are required to report on or before their prescribed time of duty.
- Employees who will be late or absent from work should inform their immediate supervisors before their official duty.

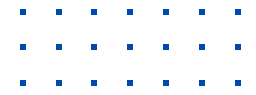
GENERAL POLICIES AND PROCEDURES



Sanctions and actions for employees with the following violations:

- **Habitual Tardiness/Undertimes** - when an employee incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.
- **Habitual Absenteeism/Loafing** - when an employee incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year.
- **Absence Without Approved Leave (AWOL)** - An employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service & dropped from the rolls without prior notice. They shall, however, be informed, at his address appearing on his 201 file or at his last known written address, of his separation from the service, not later than five (5) days from its effectivity.
- **Return-To-Work Order** - if the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls.

GENERAL POLICIES AND PROCEDURES



IMPORTANT NOTE:

Daily Time Record (DTR) is the basis of the employee's attendance and the updating of monthly leave credits/earnings. Therefore, all employees must submit their individual Daily Time Record (DTR) to the Leave Unit of the HRMO on or before the **15th of each month**. Failure in complying with this rule shall result to the cancellation of employee from the payroll.

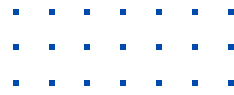
4 Harassment, including Sexual Harassment

- NCMH is committed to providing a work environment that is free of discrimination and unlawful harassment.
- All complaints for sexual harassment shall be investigated and disposed of in accordance with existing guidelines by the Committee on Decorum and Investigation (CoDI) on Sexual Harassment.
- Memo 2023-0144 details the endorsement of possible victims of sexual harassments to concerned the Service, Section, Unit, Pavilion and Office for appropriate care and action to the Anti-Sexual Harassment Network.

5 Substance Abuse

- It is strictly **prohibited** for any employee to report for work under the influence of **liquor** and **drugs**.
- Pursuant to DOH DO No. 2019-0078, DDB Regulation No. 13, s. 2018, and CSC MC No. 13, s. 2017, all employees, including the members of the NCMH Executive and Management Committee, and frontline service providers (doctors, nurses, nursing attendants, midwives) shall undergo an **annual mandatory drug test**.
- Habitual drunkenness shall be dealt with suspension from one (1) month to six (6) months for the first offense and dismissal for the second offense.

GENERAL POLICIES AND PROCEDURES



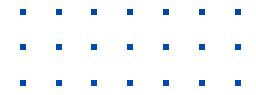
6 No Smoking Policy

- Pursuant to Executive Order No. 26 s. 2017, Republic Act No. 11900, and NCMH Memorandum 2024-0165, the Center, as a government hospital shall be **absolutely prohibited** in having designated **“smoking and vaping areas”**, including in assigned hospital vehicles during employees’ tour of duty.
- Any violation to this policy shall be dealt with according to the disciplinary measures provided under Section 32 of RA No. 9211, Section 23 of RA No. 11900, and other applicable laws.

7 Use of Hospital Facilities, Equipment, etc.

- All the facilities and properties of the hospital should be used in the discharge of **official duties and functions** of each employee.
- In the event an employee is transferred to another area of assignment, they must endorse properties under their name to the next user before they leave.

Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)



1 Norms of Conduct of Public Officials and Employees

- Commitment to public interest
- Professionalism
- Justness and sincerity
- Political neutrality
- Responsiveness to the public
- Nationalism and patriotism
- Commitment to democracy
- Simple living

2 Duties and Responsibilities

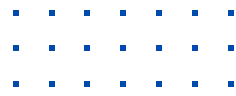
- Act promptly on letters and requests.
- Submit annual performance reports.
- Process documents and papers expeditiously.
- Act immediately on the public's personal transactions.
- Make documents accessible to the public.

3 Administrative Offenses and Penalties

Some examples of administrative cases:

- Dishonesty
- Oppression
- Grave misconduct
- Neglect in the performance of duty

Code of Conduct and Ethical Standards for Public Officials and Employees



Classification of offenses:

1. Light offense

- 1st offense: Reprimand
- 2nd offense: Suspension of 1 to 30 days
- 3rd offense: Dismissal

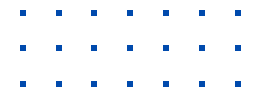
2. Less grave offense

- 1st offense: suspension of 1 month & 1 day to 6 months
- 2nd offense: suspension of 6 months to 1 day to 1 year
- 3rd offense: dismissal

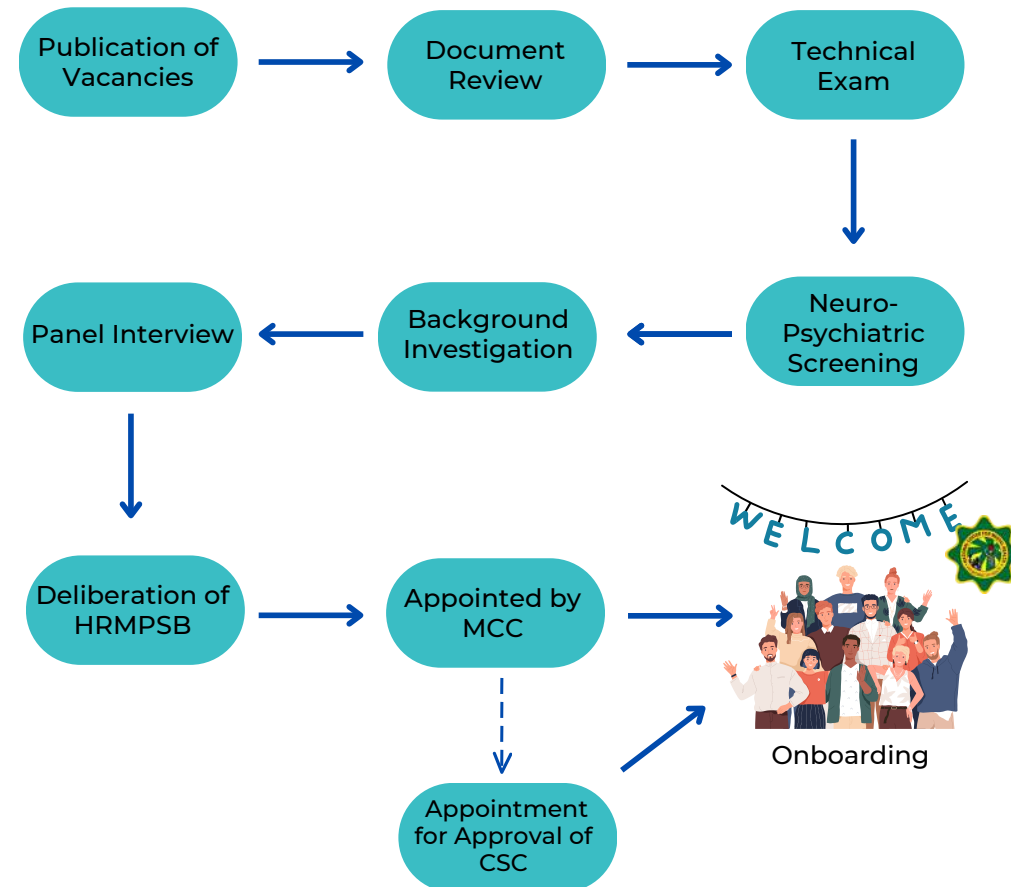
3. Grave Offense

- 1st offense: suspension of 6 months & 1 day to 1 year
- 2nd offense: dismissal
- 3rd offense: Dismissal

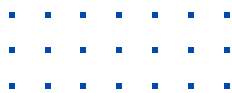
Recruitment, Selection and Placement



Recruitment Flow Chart:



Recruitment, Selection and Placement



Appointment Process:

- 1.Receiving of endorsement of appointment notation by the MCC.
- 2.Preparation and endorsement of appointment papers to be signed by the proper signatories.
- 3.Receiving of appointment papers duly signed by the signatories.
- 4.Conduct of Pre-employment orientation regarding the requirements.
- 5.Completion of requirements by the appointee.
- 6.Endorsement of the appointee to their respective area of assignment.
7. Signing Of appointment papers and oath taking.
- 8.Preparation of requirements and transmittal to be submitted to Civil Service Commission-Field Office (CSC-FO).
- 9.Submission of requirements to CSC-FO for approval of appointment
- 10.Receiving of approved appointments from CSC-FO
- 11.Request for hospital order to confirm approved appointments and endorse to Transaction Unit for system editing.
- 12.Receiving of hospital order duly signed by the MCC.
- 13.Endorsement of first salary/salary differential requirements to Leave Unit.

Recruitment, Selection and Placement

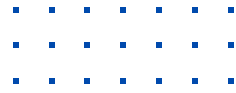


REMINDERS

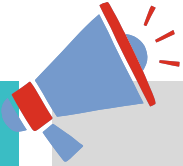


- The **Notice of Vacancies** is regularly posted on the Bulletin Boards of HRMO, Administration Building, Pavilion 1, Pavilion 2, and the NCMH website.
- Applicants who meet the CSC prescribed minimum Qualification Standards with complete supporting documents shall be processed.
- An employee should have a **Very Satisfactory (VS)** performance rating in the previous rating period to qualify for **promotion**.
- Applicants undergoing **Psychiatric Residency** shall only be considered for promotion to Medical Officer IV once they completed the residency program (*NCMH Merit Selection and Placement Plan Section VI, 2.5*).
- Applicants for **Nurse II** and above shall only be considered for promotion once they have **completed** the **Psychiatric Nurse Residency Program** (*NCMH Merit Selection and Placement Plan Section VI, 2.5*).

Recruitment, Selection and Placement



REMINDERS

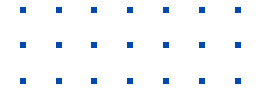


- Only applicants with **complete supporting/required documents** filed within the deadline shall be processed.
- **Multiple active applications** at the same time shall **not be allowed**, that is, only one application for one position shall be accepted and processed (*NCMH Merit Selection Plan and Placement Plan Section VI, 1*).
- An applicant **Re-applying/resubmitting** for the same or different position where he/she is qualified to, shall submit his/her updated letter of application and documentary requirements. They shall undergo the same procedures as prescribe and assessed by HRMO RSPAU.

EMPLOYEE ID

- Issued to all active employees.
- Application Attachments:
 - Duly accomplished ID Request Slip
 - Clear ID Picture (2x2, white background)
 - Official Receipt for Php 50.00 with Affidavit of Loss (for lost ID)
- Turn around time - 3 to 5 working days.

Recruitment, Selection and Placement

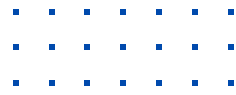


PROBATIONARY PERIOD

(2017 ORAOHRA revised 2018 Rule V)

- Original appointees in the career service with **permanent status** of appointment, shall undergo probationary period for a **thorough assessment** of his/her **performance** and **character**.
- The duration of probationary period is generally **six (6) months** or depending on the duration of the probationary period as required by the position.
- **Probationary period** refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).
- The probationary period shall cover the following employees:
 - a. Those who are issued original appointments under **permanent status** in the career service and who meet all the requirements of the positions;
 - b. **Non-career** service employees who are **re-appointed/reemployed** to a **career position** under permanent status.

Recruitment, Selection and Placement



PROBATIONARY PERIOD

(2017 ORAOHRA revised 2018 Rule V)

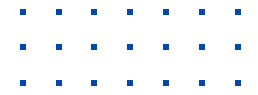
c. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change to permanent status).

d. Those who are reemployed under permanent status.

e. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall be under probation for a period of one (1) year.

- The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency Strategic Performance Management System (SPMS) and may include competency (knowledge, skills and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- Services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review.
- **Unsatisfactory conduct or behavior** may include cases of neglect of duty, misconduct, insubordination, habitual tardiness and absenteeism.

Recruitment, Selection and Placement

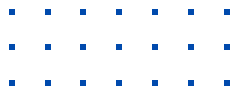


PROBATIONARY PERIOD

(2017 ORAOHRA revised 2018 Rule V)

- **Want of capacity** refers to the failure of the appointee during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.
- The appointee shall receive a notice of termination of service by the appointing authority within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review supported by at least two of the following:
 - Performance Evaluation Report
 - Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee
 - Other valid documents that may support the notice of termination of service.

Personnel Transactions

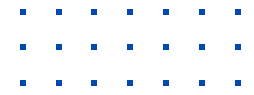


CERTIFICATE OF EMPLOYMENT (COE)

TYPE	PURPOSE
Plain COE <i>(active/ inactive employees)</i>	S2 license, visa processing, reference, Solo parent ID, update to other government agencies, post-graduate, etc.
COE with Job Description <i>(active/ inactive employees)</i>	local/ overseas employment, training, post-graduate
COE with compensation <i>(active employees)</i>	loans, credit card application, tourist visa processing, school reference, etc.
Certificate of Discrepancy	Philhealth and Pag-ibig update

Php 30.00 - Active Employees
 Php 100.00 - Inactive Employees
 FREE - PWD and Senior Citizens

Personnel Transactions



SERVICE RECORD

- A record of all employment-related information of an employee particularly the service rendered dates, position, status, and annual income.
- Issued to active and inactive employees for different purposes.
- Php 30.00 - Active Employees
- Php 100.00 - Inactive Employees

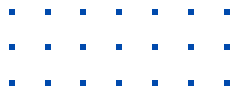
REQUESTING FOR COE & SERVICE RECORD

1. Secure and accomplish Request Slip at HRMO.
2. Pay at the Collecting Section (Pavilion 2).
3. Bring the Request Slip and Official Receipt to HRMO.
4. Turn-around time is 3 to 5 working days.

TRAVEL AUTHORITY

- Applied by an employee who will travel out of the country.
- The filing of Travel Authority should be at least one (1) month prior to the commencement of the travel.
- Approved by the Medical Center Chief II.
- Attachments:
 - Letter of Request to MCC II.
 - Approved Application for Leave / Certificate of Overtime Credits
 - Travel Itinerary
 - Certificate of no pending case from Legal Section.

Personnel Transactions



CORRECTION/CHANGE OF PERSONAL INFORMATION

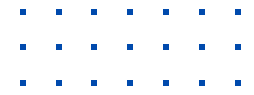
Attachments:

- Original PSA Birth Certificate
- Notarized Personal Affidavit of Discrepancy
- Notarized Affidavit of Two Disinterested Witnesses
- Service Record
- Photocopy of valid ID
- Processing fee: Php760.00 (to be paid at CSC).

CHANGE STATUS/ ADDITIONAL BENEFICIARIES

TYPE	ATTACHMENTS
Change Status	Original PSA Marriage Certificate/ Contract
Change of Beneficiaries	<ul style="list-style-type: none">• PSA Birth Certificate of the beneficiaries• PSA Marriage Contract/ Certificate

Personnel Transactions



REQUEST FOR SALARY STEP INCREMENT

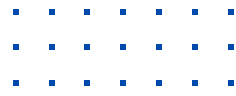
Qualifications:

- A Public Health Worker (PHW) who holds a plantilla of regular positions in the agency; and
- Completes a master's or doctoral degree related to the performance of the duties and responsibilities of his/her position after at least two (2) years of service as PHW

Attachments:

- Letter of intent addressed to Medical Center Chief II
- Certified True Copy of Transcript of Records
- Certified True Copy of Diploma

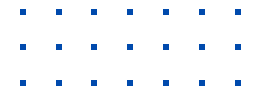
Compensation and Benefits



PAYROLL CYCLE FOR REGULAR EMPLOYEES

- Payroll Unit prepares an **advanced** Regular Payroll every 15th & month-end.
- Absences, if any, are deducted on subsequent payrolls.
- Tardiness and Undertimes incurred are deducted in employee's accumulated leave balance, and if exhausted, shall be deducted from Regular Payroll.
- Newly hired employees, shall be included in Regular Payroll upon the approval of their appointment by the Civil Service Commission (CSC).
- Duly Accomplished, notated and signed monthly Daily Time Record (DTR) shall be submitted on or before the 15th day of the following month to Leave Unit, non-compliance shall result cancellation from the Regular Payroll.
- Employees who are not reporting and/or on Leave of Absence Without Pay (LWOP), as stated in Leave Unit TAMS Report, shall also be cancelled from Regular Payroll.

Compensation and Benefits



BASIC BENEFITS



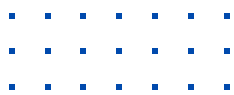
1 Personal Economic Relief Allowance (PERA)

- ₱2,000.00 per month
- Based on the no. of days worked, including leave of absences with pay.
(DBM Circular No. 2009-3, dated August 18, 2009)

2 Clothing Allowance

- ₱7,000.00 per year
- At least 6 months of service for the year or expected to render 6 months of service
(DBM Circular No. 2024-1, dated April 4, 2024)

Compensation and Benefits



BONUSES

1 Mid-Year Bonus

- One month basic salary
- Given not earlier than May 15 of the current year
- At least satisfactory performance rating
- 4 months of service from Jul 1 of previous year to May 15 of present year
- Should still be in service as of May 15 of present year
(DBM Circular No. 2017-2, dated May 8, 2017)

2 Year-end Bonus and Cash Gift

- One month basic salary + ₱5,000.00
- Given simultaneously with the first agency payroll for the month of November of the current year.
- At least satisfactory performance rating
- 4 months of service from Jan 1 to Oct 31 of present year
- Separated employees are prorated on Year-end Bonus + Cash Gift
- New employees less than 4 months are prorated Cash Gift only
(DBM Circular No. 2024-3, dated October 22, 2024)

Compensation and Benefits



BONUSES

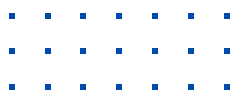
3 Performance Based Bonus (PBB)

- To be eligible for the FY 2022 PBB, the **agency** must attain a total score of at least **70 points**, and achieve at least a **rating of 4** for at least **three (3) criteria**.

TABLE
1: FY 2023 PBB SCORING SYSTEM

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

Compensation and Benefits



BONUSES

3 Performance Based Bonus (PBB)

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% 100% of the 65% monthly basic salary
95 points	61.75% 95% of the 65% monthly basic salary
90 points	58.5% 90% of the 65% monthly basic salary
85 points	55.25% 85% of the 65% monthly basic salary
80 points	52% 80% of the 65% monthly basic salary
75 points	48.75% 75% of the 65% monthly basic salary
70 points	45.5% 70% of the 65% monthly basic salary

- **Uniform rates** across the agency, including its officials and employees.
- **Full grant = 9 months** of service during the fiscal year
- **Pro-rated** = less than 9 months of service
- At least **Very Satisfactory** rating
- Employees with **less than 3 months** of service are **not eligible** to receive PBB

(DBM Memorandum Circular No. 2023-1, dated August 22, 2023)

Note: The Department of Budget and Management (DBM) reserves the right to amend any part of the guidelines for the provision of PBB.

Compensation and Benefits



BONUSES

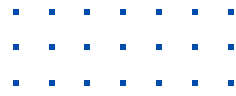
4 Collective Negotiation Agreement (CNA)

- Maximum of ₱30,000.00 per year
- Based on actual service rendered from January 1 – November 30 of the year
- Given not earlier than December 15 of the year
(DBM Circular No. 2023-1, dated November 10, 2023)

5 Productivity Enhancement Incentive (PEI)

- ₱5,000.00
- 4 months of service
- At least satisfactory performance rating
- Should still be in service as of 30th of November
(DBM Circular No. 2017-4, dated December 4, 2017)

Compensation and Benefits



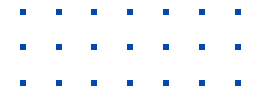
BONUSES



6 Loyalty Pay

- ₱10,000.00 for the first 10 years
- ₱5,000.00 for every five (5) years thereafter
- **Deferred** to those with LWOP of more than **25 days last 5 years**
- **Deferred** to those with LWOP of more than **50 days last 10 years**

Compensation and Benefits



MAGNA CARTA BENEFITS



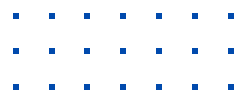
1 Night Shift Differential

- 10% of hourly salary rate
- Work hours rendered between 6:00 pm to 6:00 am of the following day
(RA 7305, March 26, 1992)

2 Longevity Payroll

- 5% of monthly basic salary every 5 years of continuous service
- Given on a quarterly basis
- Those with **LWOP** for more than 3 months for the last 5 years shall be **deferred** in receiving the Longevity Pay.
(RA 7305, March 26, 1992)

Compensation and Benefits



MAGNA CARTA BENEFITS



3 Subsistence Allowance (S/A)

- ₱50.00/ day of actual duty
(RA 7305, March 26, 1992)

4 Laundry Allowance (L.A.)

- ₱150.00/ month for complete actual service rendered
(RA 7305, March 26, 1992)

Compensation and Benefits



MAGNA CARTA BENEFITS

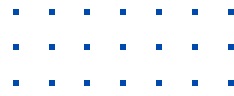


5 Hazard Pay

SALARY GRADE	PERCENTAGE
20	15%
21	13%
22	12%
23	11%
24-25	10%
26	9%
27	8%

- Given on or before the 10th day of the following month
- **25%** of monthly basic salary (**for SG 19 and below**)
- Employees with **11 days or more absences** in a month are **not eligible** to receive the Hazard Pay.
(DBM Circular No. 1 s. 2016, dated July 15, 2016)

Compensation and Benefits



SALARY STEP INCREMENT



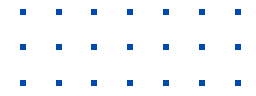
1 Completed Post Graduate Degree

- One step increase to be integrated into the basic salary
- At least 2 years of continuous service

2 Compulsory Retirement

- One salary grade higher based on the latest salary schedule
- Shall be included in the last salary claim and terminal leave computation.

Leave Privileges



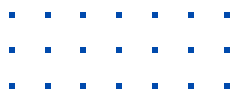
COMPENSATORY OVERTIME CREDIT (COC)

- Accrued number of hours an employee earns as a result of services rendered:
 - Beyond regular working hours certified by the Supervisor and Chief of Service.
 - On Saturdays, Sundays, holidays or scheduled days off.
(CSC & DBM Joint Circular No. 2 s. 2004)
- **Compensatory Time Off (CTO)**
 - Number of hours or days an employee is excused from reporting for work with full pay and benefits.
 - A non-monetary benefit provided to an employee in lieu of overtime pay.
 - Maximum of **40 hours a month earned**; valid for 1 year.

VACATION LEAVE (VL)

- **Maximum of 15 credits earned annually** with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate (CSC MC MC No. 14, s. 1999).
- Must be filed at least **five (5) calendar days prior** to the effective date.
- This shall be subject to the approval of the immediate supervisor and the chief of service.

Leave Privileges



SICK LEAVE (SL)

- **Maximum of 15 credits earned annually** with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate
- Should be filed **immediately upon the employee's return** from such leave.
- In cases where the employee is advised to rest in view of ill health or scheduled medical exam or operation duly, sick leave may be applied in advance duly supported by a medical certificate.

VL/SL Credits Earned on a Monthly Basis

Number of Months	Vacation Leave Earned	Sick Leave Earned
1	1.25	1.25
2	2.50	2.50
3	3.75	3.75
4	5.0	5.0
5	6.25	6.25
6	7.50	7.50
7	8.75	8.75
8	10.00	10.00
9	11.25	11.25
10	12.50	12.50
11	13.75	13.75
12	15.00	15.00

**Part-time employees are entitled to vacation and sick leave benefits proportionate to the number of work hours rendered (MC No. 41, s. 1998).*

Leave Privileges



FORCED/MANDATORY LEAVE

- All officials and employees with **10 days or more** vacation leave credits shall be **required** to go on vacation leave whether continuous or intermittent for a total of **five (5) working days annually**.
- In cases where scheduled forced/mandatory leave/s are cancelled in the exigency of service approved by the Head of Agency, avilment of at least **1 out 5** forced leaves shall be considered as proper compliance.

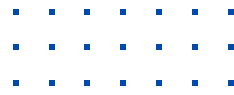
(Rule XVI of the Omnibus Rules Implementing Book V of EO 292, sec. 25 / NCMH Memo 2022-0134)

SPECIAL PRIVILEGE LEAVE

- Maximum of **three (3) working days within a calendar year** of any or combination of special leave privileges.
- Application of leave must be made at least 5 calendar days in advance except in emergency cases.
- Non-cumulative/ non-commutative.
- Can be used for:
 1. Birthday
 2. Graduation
 3. Enrollment
 4. Wedding/anniversary
 5. Funeral/mourning
 6. Accident
 7. Relocation
 8. Government Transaction

(CSC Mc 41, s. 2021)

Leave Privileges



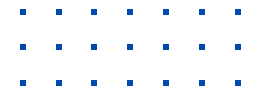
MATERNITY LEAVE

- **For every female employee** in the government service, regardless of her civil status, employment status, length of service and legitimacy of the child.
- **105 days** - with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.
- **60 days** - in case of a miscarriage or an emergency termination of pregnancy.
- In case of solo parent, and additional 15 days to the 105 days will be allowed.
- Employee can allocate 7 days to her husband for Paternity Leave deducted from her 105 days.
(CSC MC No. 5, s. 2021/Republic Act No. 11210)

PATERNITY LEAVE

- A **married male** employee is entitled to paternity leave of **seven (7) working days** (continuous or an intermittent) for the **first four (4)** deliveries of his legitimate spouse with whom he is cohabiting.
- Should be filed immediately before, during and after childbirth or miscarriage of the legitimate spouse
- A male employee with **more than one (1) legal spouse** shall be entitled to avail of paternity leave for an absolute **maximum of four (4)** deliveries regardless of whoever among his spouses deliver.
(Rule XVI of the Omnibus Rules Implementing Book V of EO 292, sec. 19)

Leave Privileges



SOLO PARENT LEAVE

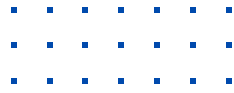
- Maximum of **7 days** within a calendar year.
- Employee should have rendered at least **1 year of service**.
- Application of leave must be made at least **5 calendar days** in advance except in emergency cases.
- Non-cumulative.
(MC No. 08, s. 2004)

STUDY LEAVE

- This is time off from work **not exceeding six (6) months** with pay for the purpose of assisting qualified officials and employees to prepare for their bar or board examinations or to complete their master's degree.
- The leave shall be covered by a **contract (MOA)** between the beneficiary thereof and the agency head or his representative.
(CSC MC No. 14 s. 1999)

PERIOD	SERVICE OBLIGATION
1 month	6 months
2 to 3 months	1 year
More than 3 months to 6 months	2 years

Leave Privileges



VIOLENCE AGAINST WOMEN AND THEIR CHILDREN LEAVE

- For female employees who are victims of violence or whose child is below 18 years old or above but unable to take care of her/ himself
- Paid leave of absence for **10 days (intermittent/ continuous)**.
- May be filed before the actual leave of absence or immediately upon return to work.

(RA 9262 & CSC MC No. 11 s. 2015)

REHABILITATION LEAVE

- For **wounds and/ or injuries** sustained while in the **performance of official duties**.
- Full-time, half-time basis or in an intermittent schedule, as determined by medical authorities, not exceeding **six (6) months**.
- Must be filed one week after the accident, except when a longer period is warranted by physician.

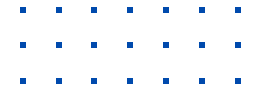
(MC No. 41, s.1998)

SPECIAL LEAVE BENEFIT FOR WOMEN (GYNECOLOGICAL LEAVE)

- Female employee's leave entitlement of **up to two (2) months** with full pay based on her gross monthly compensation following surgery caused by **gynecological disorders**.
- Must have rendered at least **6 months of service**.

(MC 25, RA 9710)

Leave Privileges



SPECIAL EMERGENCY (CALAMITY) LEAVE

- Maximum of **five (5)** straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster.
- Shall be availed once a year.

(CSC MC No. 2, s. 2012)

ADOPTION LEAVE

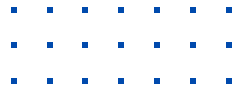
- A **60-day** leave for qualified adoptive parents in the government service.
- To provide an opportunity to develop bonding with the adoptee who is **below seven (7) years old**.

(Rule XVI of the Omnibus Rules Implementing Book V of EO 292, sec. 20)

MONETIZATION OF LEAVE CREDITS

- Employees may apply for the monetization of **fifty percent (50%)** or more of their accumulated leave credits.
- Applicants shall write a letter to Head of the Agency stating **valid and justifiable** reasons for their request.
- Those who availed monetization of leave credits are still **required to use their annual leave** *(Memorandum Order No. 2023-0158)*.

Leave Privileges



- Employees who have accumulated **fifteen (15) days** of vacation leave credits, may be allowed to monetize a minimum of ten (10) days to maximum of thirty (30) days in a year, with at least five (5) vacation leave credits to be retained.

(Sec. 22, Rule XVI Omnibus Rules on Leave)

TERMINAL LEAVE

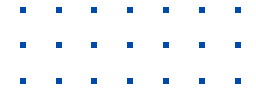
- Money value of the **total accumulated leave credits** of an employee based on the highest salary received prior to or upon retirement date/ voluntary separation.

(CSC MC No. 14, s. 1999 & MC No. 15, s. 2020)

UNION LEAVE

- As part of the Collective Negotiation Agreement, the NACEMHEA-AHW members are entitled to **three (3) days** non-cumulative union leave privileges in addition to what are already granted under existing CSC rules (Rules XVI, Section 21) for any combination of the following:
 - a. Emergency, in case of earthquake, typhoon, flood, and other natural and/ or manmade disaster or calamities, in subject of certification from proper authorities.
 - b. Burial/mourning, in case of death of the spouse or any the children parents, brothers and sisters.
 - c. Domestic Emergencies

Hospital Benefits for Employees



1 Discount on Medical Services

- Employees have a less **20%** discount on Laboratory, Radiology and other medical diagnostic procedures, and medicines (except psychiatric medicines).

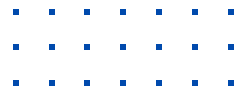
2 Dental

- All dental procedures/services shall be charged against the Philhealth premium.

3 Malasakit Center

- Employees and their dependents may also request for Malasakit Center assistance, in excess of Philhealth premium, for all medical procedures and medicines available in the Center.

Hospital Benefits for Employees



4 Annual Medical Examination

- Pursuant to RA 7305 or the Magna Carta of Public Health Workers, **Compulsory medical examination** shall be provided **free of charge** to all public health workers once a year during the tenure of their employment.

PRIME-HRM



Program to
Institutionalize
Meritocracy &
Excellence in
Human
Resource
Management



- A mechanism that empowers government agencies by **developing** their **human resource management** competencies, systems, and practices toward **HR excellence**.
- PRIME-HRM entails greater engagement **not just** of the human resource management officer (**HRMO**) but also of the **officials** and the **rank-and-file** employees of the agency.
- The CSC will assess the maturity level of an agency's competencies, systems, and practices in **four HR systems: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition.**

PRIME-HRM



PRIME-HRM MATURITY LEVELS

Level I Transactional

HR assumes personnel function that is mostly separate from agency/business and talent needs

Level II Process-defined

There is a set of defined and documented SOPs established, though it needs improvement. Once accredited, the agency shall be granted Authority to take final actions on appointments.

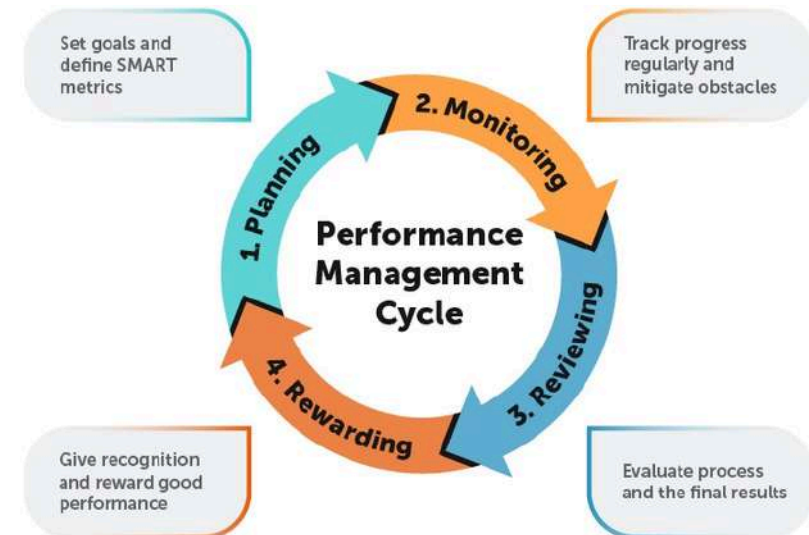
Level III Integrated

Uses process metrics for continuous improvement, an HR management toolkit, and data-driven decision making. The agency shall be granted to implement HR programs without the need for prior approval by the CSC.

Level IV Strategic

At this level, HR helps to drive agency business decision on people, data, and insight. HR strategy is already part of the agency strategy.

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)



- It is a mechanism that ensures that the **employee achieves the objectives set by the organization**, the organization on the other hand, achieves the objectives that it has set itself in its strategic plan.
- **SPMS** is the **heart of the human resource system** because information produced will be useful in human resource planning, management and decision-making process.
- Performance evaluation shall be done **semi-annually**.

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)



PERFORMANCE MEASURES

EFFECTIVENESS/QUALITY The extent to which **actual performance** **Compares** with **targeted performance**.

EFFICIENCY The extent to which time or resources is used for the **intended task** or purpose.

TIMELINESS Measures whether the deliverable was done **on time** based on the requirements of the law and/or clients/stakeholders.

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)



SPMS RATING SCALE

5 OUTSTANDING Performance **exceeds** by **30% and above** of the planned targets.

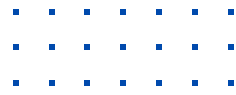
4 VERY SATISFACTORY Performance **exceeds** the expected output/performance by **15% to 29%** of the planned targets.

3 SATISFACTORY Performance of **100% to 114%** of planned targets.

2 UNSATISFACTORY Performance of **51% to 99%** of planned targets.

1 POOR Performance **fail** to meet the planned targets **50% or below**.

Rewards and Recognition



1 BEST OFFICIAL/ EMPLOYEE AWARD

Granted to an official / employee who has obtained at least a Very Satisfactory performance rating and excelled among peers in a functional group, position or profession.

2 GANTIMPALA AGAD AWARD

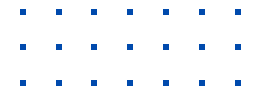
Given outright to officials / employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

3 EXEMPLARY BEHAVIOUR AWARD

Granted to any official / employee who has demonstrated exemplary service and conduct on the basis of his/ her observance of one or more of the eight norms of conduct as provided under RA 6713 also known as the Code of Conduct and Ethical Standards for Government Officials and Employees such as:

- *Commitment to Public Interest*
- *Professionalism*
- *Justness and Sincerity*
- *Political Neutrality*
- *Responsiveness to the Public*
- *Nationalism and Patriotism*
- *Commitment to Democracy*
- *Simple Living*

Rewards and Recognition



4 BEST SECTION OR SERVICE AWARD

Granted to the top organizational unit/s on the basis of meeting the organization's performance targets and other pre-determined criteria.

5 SERVICE AWARD

Conferred to retirees whether under optional or compulsory retirement schemes who:

1. have been in the government service for a minimum of fifteen (15) years or more; and
2. was not imposed a penalty or suspension during the period of the grant.

6 PERFECT ATTENDANCE AWARD

Given to an official / employee with perfect attendance for ten (10) consecutive months within the year and who had been performing his/ her functions very satisfactory for the same period of time, as attested by his/ her supervisor

QUALITY MANAGEMENT SYSTEM (QMS)



- QMS integrates the various internal processes within the organization and intends to provide a **process approach for project execution**.
- A process based QMS enables the organizations to identify, measure, control and improve the various core business processes that will ultimately lead to **improved business performance**.

ANTI-RED TAPE AUTHORITY (ARTA)

- NCMH adheres to the policies and guidelines of the Anti-Red Tape Authority (ARTA) in compliance with the national policy on anti-red tape and ease of doing business.



PANUNUMPA NG KATAPATAN SA WATAWAT NG PILIPINAS

Ako ay Pilipino
Buong katapatang nanunumpa sa
watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Na may dangal, katarungan at kalayaan
Na pinakikilos ng sambayanang maka-
Diyos,
Maka-kalikasan, maka-tao at maka-
bansa.



Panunumpa ng Lingkod-Bayan

Ako ay isang lingkod bayan.

Pangangalagaan ko ang tiwalang ipinagkaloob ng mamamayan.

Maglilingkod ako nang may malasakit, katapatan, at kahusayan
na walang kinikilingan.

Magiging mabuting halimbawa ako, at magbibigay ng pag-asa
at inspirasyon sa aking kapwa lingkod bayan.

Lilinangin ko ang aking sariling kakayahan upang sa lahat ng
panahon ay mapaglingkuran ko nang buong kahusayan ang
sambayanan.

Hindi ako makikibahagi sa mga katiwalian sa pamahalaan.

Pipigilan at isisiwalat ko ito sa pamamagitan ng tama at angkop
na pamamaraan.

Isasabuhay ko ang isang lingkod bayang maka-Diyos, maka-tao,
makalikasan at makabansa.

Tutugon ako sa mga hamon ng makabagong panahon tungo sa
adhikain ng matatag, maginhawa, at panatag na buhay.

Sa mga tungkulin at hangaring ito, kasihan nawa ako ng
Maykapal.



BAGONG PILIPINAS

Bagong Pilipinas Pledge

Bilang Pilipino, buong pagmamalaki kong
isasabuhay ang Bagong Pilipinas.

Buhay sa aking dugo ang lahing dakila,
magiting at may dangal

Palaging dadalhin sa puso, isip at diwa ang
aking pagmamahal sa kultura at bayang sinilangan;

Kaisa ng bawat mamamayan, iaalay ko ang aking talino
at kasanayan sa pagpapaunlad ng aking Bayan;

Taglay ang galing na naaayon sa mga
pandaigdigang pamantayan;

Magiging instrumento ako sa pagsulong ng kagalingan,
karunungan at kapayapaan.

Makikiisa at makikilahok ako sa mga adhikain
ng pamahalaan dahil ang kaunlaran ay
hindi lamang responsibilidad ng iilan.

Isusulong at pangangalagaan ko ang karangalan,
kalayaan at interes ng aking bayang minamahal;

Bilang Pilipino na may pagmamahal, pakialam at malasakit;
hindi makasarili kundi para sa mas nakakarami;
tatahakin ko ang landas tungo sa isang
Bagong Pilipinas!



DOH HYMN

Lahat tayo'y magkabuklod
Upang baya'y itaguyod
Walang sawang naglilingkod
Sa nayon man o sa lungsod
Pilipino ang layunin
Kapwa tao'y tangkilikin
Pangarap ko'y Pilipinas
Sa mundo'y walang katulad

Kagawaran ng Kalusugan
Gabay naming kahit saan
Lagi naming gagampanan
Ang tungkuling sinumpaang
Laan sa `yo maging ang buhay
Upang tayo'y magtagumpay
Sa pagbuo ng iisang bansa
Na matatag at Malaya



NCMH HYMN (Aming Mithiin)

Kaisipan, Kapalagayan
Makamit ng Pangkalahatan
Ibaling sa kaligayahan
Mithiin makakamtan.

Buksan natin ang mga mata
Makinig, huwag mag-alaala
Mag-isip, Magnilay
Sikap, laging taglay

Layunin natin magparaya
Sa tamang daan, tayo na,
Lahat nagkakaisa
Kapayapaan atin na.

Heto tayo magkapitbisig
Sa kapwa manalig,
Magkaron ng pag-asa
Tagumpay maghahari na.

Mahal naming NCMH
Lagi kaming magsisilbi
Puso naming isalay
Pati aming buhay!

Mahal naming NCMH
Lavunin magpupugay,
Kaisipan, Karapatan,
Aming hinihingan.



BAGONG PILIPINAS

Bagong Pilipinas HYMN

Panahon na ng pagbabago
Dahil sa ito ay kinakailangan

Tayo na magtulong-tulong
Na paunlarin ang mahal nating
bayan

Panahon na ng pagbabago
Dahil sa ito ay kinakailangan
Tayo na magtulong-tulong
Na paunlarin ang mahal nating
bayan

Panahon na ng pagbabago
At iayos ang mga dapat ayusin
Dapat lang maging tungkulin
Ng bawat mamamayan dito sa atin

Gawin ang pagbabago
Patungo sa pag-aseño
Magsikap na mabuti
At nang guminhawa tayo
Ipagmalaki natin sa mundo at
ipamalas
Ang Bagong Pilipino at Bagong
Pilipinas

Panahon na ng pagbabago
Tangkilikin natin ang sariling atin
At tama lang na ugaliin
Kaysa sa iba sa atin ang unahin

Panahon na ng pagbabago
At manguna sa kahit anong
larangan

Ang tagumpay ay karangalan
lalay o ihandog natin sa bayan

Ilang ulit nang napatunayan
ng Pilipino
Ang husay at lakas,
kagandahan at talento
Handang makipag paligsahan
Kahit anong oras
Ang bagong Pilipino, ang
Bagong Pilipinas

Panahon na ng pagbabago
Buhay natin ay gawing
maaliwalas
Marami ang magandang
bukas
Ang ibubunga ng Bagong
Pilipinas

Gawin ang pagbabago
Patungo sa pag-aseño
Magsikap na mabuti
At nang guminhawa tayo
Ipagmalaki natin sa mundo at
ipamalas
Ang bagong Pilipino at
Bagong Pilipinas.

PANAHON NA!

ANNEX A



LEAVE ATTACHMENTS

VACATION LEAVE

- CSC Form No. 6 (Leave Application Form) duly signed by:
 - Immediate Supervisor
 - ACN (for Nursing Service)
 - Chief of Service

For 30-calendar days or more:

- Letter/permit for Vacation Leave approved by Medical Center Chief II
- Clearance (HRMO)
- Request for Resumption to Duty Hospital Order

SICK LEAVE

- CSC Form No. 6 (Leave Application Form) duly signed by:
 - Immediate Supervisor
 - ACN (for Nursing Service)
 - Chief of Service

Additional Attachments:

For 5-calendar days or more:

- Medical certificate (with Physician's name, PRC Lic. No. & Fit-to-work certification)

For 30-calendar days or more:

- Duly processed CSC form no.6 (Leave Application Form) signed and approved by the MCC II
- Medical certificate (with Physician's name, PRC Lic. No. & Fit-to-work certification)
- Clearance (HRMO)
- Request for Resumption to Duty Hospital Order

NOTE: In case medical certificate was not issued by the attending physician, an affidavit shall be executed by the applicant.

ANNEX A



LEAVE ATTACHMENTS

SPECIAL PRIVILEGE LEAVE

- CSC form no.6 (Leave Application Form) duly signed by:
 - Immediate Supervisor
 - ACN (for Nursing Service)
 - Chief of Service

EXPANDED MATERNITY LEAVE (105 Days)

- Notice to the Medical Center Chief II of pregnancy, 30 days in advance
- CSC form no.6 (Leave Application Form) duly signed by:
 - Immediate Supervisor
 - ACN (for Nursing Service)
 - Chief of Service
- Medical Certificate
- Clearance (HRMO)
- Request for Resumption to Duty Hospital Order

PATERNITY LEAVE (7 DAYS)

- CSC form no.6 (Leave Application Form) duly signed by:
 - Immediate Supervisor
 - ACN (for Nursing Service)
 - Chief of Service

Additional Attachments:

- Birth Certificate of the child
- Marriage Certificate
- In case of miscarriage, Medical Certificate of spouse

ANNEX A



LEAVE ATTACHMENTS

PARENTAL LEAVE (for Solo Parents)

- Duly processed CSC form no.6 (Leave Application Form)
- Photocopy of valid Solo Parent ID
- Medical Certificate, if necessary

STUDY LEAVE

- Letter/permit for Study Leave approved by Medical Center Chief II
- Duly processed CSC form no.6 (Leave Application Form)
- MOA (NCMH and employee)
- Certificate of No Pending Case (Legal Section)
- Certification for Advanced Professional Courses and Study Leave (PETRU)
- Clearance (HRMO)
- IPCR for two (2) rating periods.

ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN

- CSC form no.6 (Leave Application Form) duly signed by:
 - Immediate Supervisor
 - ACN (for Nursing Service)
 - Chief of Service
- Barangay Protective Order (BPO); Temporary/Permanent Protection Order (TPO/PPO)

Alternate Attachments:

- Medical Certificate (in the absence of BPO, TPO/PPO)
- Certification issued by the Brgy. Chairman/Kagawad (if the protection order is not yet signed)
- Police report specifying the details of the occurrence of violence on the victim.

ANNEX A



LEAVE ATTACHMENTS

REHABILITATION LEAVE

- Letter/permit for Rehab Leave approved by Medical Center Chief II (MCC II)
- Duly processed CSC form no.6 (Leave Application Form)
- Medical Certificate accomplished by the attending physician indicating the number of days required for recuperation.
- Accident/incident report from supervisor
- Clearance from HRMO (for 30 days or more)
- Blotter report from Police Station of Barangay Hall, if applicable

GYNECOLOGICAL LEAVE

- CSC form no.6 (Leave Application Form) duly signed by:
 - Immediate Supervisor
 - ACN (for Nursing Service)
 - Chief of Service
 - Medical certificate
 - Histopathology
 - Record of Operation
 - Clinical Summary
 - Peri-operative period (period of confinement around surgery, and the employee's estimated period of recuperation.
- For 30 days or more:
- Clearance (HRMO)
 - Request for Resumption to Duty Hospital Order

SPECIAL EMERGENCY (CALAMITY) LEAVE

- Duly processed CSC form no.6 (Leave Application Form)
- Barangay Certificate
- Medical Certificate (in case of illness)

ANNEX A

LEAVE ATTACHMENTS

TERMINAL LEAVE

- Duly processed CSC form no.6 (Leave Application Form)
- Letter of Intent to resign or optional retirement
- Clearance (HRMO)
- DTRs duly signed

ADOPTION LEAVE

- Authenticated copy of the Pre-Adoptive Placement Authority issued by DSWD if availed before the grant of petition for adoption.
- Authenticated copies of Decree of Adoption issued by the proper court. If availed after the grant of the petition for adoption

COMPENSATORY TIME-OFF

- Compensatory Time-Off Form
- Photocopy of Daily Time Record (DTR)

MONETIZATION OF LEAVE CREDITS

- Cover Letter
- CSC form no.6 (Leave Application Form)

ANNEX B

CSC FORM NO. 6 REV. 2020 (LEAVE FORM)

Civil Service Form No. 6
 Revised 2020

Republic of the Philippines
 Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
 Mandaluyong City

EMP. # _____
 LOCAL NO. _____

APPLICATION FOR LEAVE

1. OFFICE / DEPARTMENT	2. NAME (Last)	(First)	(Middle)																				
3. DATE OF FILING	4. POSITION	5. SALARY																					
6. DETAILS OF APPLICATION																							
6A. TYPE OF LEAVE TO BE AVAILED <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules implementing E.O. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules implementing E.O. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules implementing E.O. 292) <input type="checkbox"/> Maternity Leave (RA 11210/RR issued by CSC, DOLE & SSS) <input type="checkbox"/> Paternity Leave (RA 8187/CSC MC No. 71 s. 1998 as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules implementing E.O. 292) <input type="checkbox"/> Solo Parent Leave (RA 8972/CSC MC No. 8 s. 2004) <input type="checkbox"/> Study Leave (Sec. 58, Rule XVI, Omnibus Rules implementing E.O. 292) <input type="checkbox"/> 10-Day VAWG Leave (RA 9252/CSC MC No. 15 a. 2009) <input type="checkbox"/> Rehabilitation Leave (Sec. 55, Rule XVI, Omnibus Rules implementing E.O. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA 9710/CSC MC No. 25 s. 2010) <input type="checkbox"/> Special Emergency (Casualty) Leave (CSC MC No. 2 s. 2012 as amended) <input type="checkbox"/> Adoption Leave (RA 8552) <input type="checkbox"/> Others: _____		6B. DETAILS OF LEAVE In case of Vacation/Privilege Leave: <input type="checkbox"/> Within Philippines <input type="checkbox"/> Abroad (Specify): _____ In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify illness): _____ <input type="checkbox"/> Outpatient (Specify illness): _____ In case of Special Leave for Women: Specify illness: In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Exam Review Other Purpose: <input type="checkbox"/> Monetization of Leave Benefits <input type="checkbox"/> Terminal Leave																					
6C. NO. OF WORKING DAYS APPLIED FOR <input type="text"/> Inclusive Dates: _____ Time Shift: _____ Days Off: _____		6D. COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested Signature of Applicant: _____																					
7. DETAILS OF ACTION ON APPLICATION																							
7A. CERTIFICATION OF LEAVE CREDITS <table border="1"> <thead> <tr> <th>As of</th> <th>Vacation Leave</th> <th>Sick Leave</th> <th>PL</th> <th>AL / FL</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less the application</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> ELY H. ESPINOSA, JR., RPh, MNHA, MPMH Chief, Human Resources Management Office		As of	Vacation Leave	Sick Leave	PL	AL / FL	Total Earned					Less the application					Balance					7B. RECOMMENDATION <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to _____ _____ Section Chief / Authorized Representative	
As of	Vacation Leave	Sick Leave	PL	AL / FL																			
Total Earned																							
Less the application																							
Balance																							
7C. APPROVED FOR _____ days with pay _____ days without pay Others (specify): _____																							
7D. DISAPPROVED DUE TO _____ _____ Chief Of Service																							

ANNEX C



CHANGE OF SCHEDULE, DUTY, AND DAY-OFF FORM

	NATIONAL CENTER FOR MENTAL HEALTH HUMAN RESOURCE MANAGEMENT OFFICE EXCHANGE OF SCHEDULE, DUTY AND DAY-OFF	HRMO Change Schedule Rev. 3 14 Aug 2024
	OFFICE/SECTION/PAVILION: _____ DATE: _____ SERVICE: _____ LOCAL: _____	

CHANGE OF SCHEDULE
 CHANGE OF DUTY
 CHANGE OF DAY-OFF

NAME	DATES	
	FROM	TO

NOTE: _____

RECOMMENDING APPROVAL: _____ (EMPLOYEE'S SIGNATURE OVER PRINTED NAME)

IMMEDIATE SUPERVISOR
(SIGNATURE OVER PRINTED NAME)

SECTION CHIEF/AUTHORIZED REPRESENTATIVES

APPROVED BY:

CHIEF OF SERVICE

ANNEX D



AVAILMENT OF COMPENSATORY TIME OFF

	NATIONAL CENTER FOR MENTAL HEALTH HUMAN RESOURCE MANAGEMENT OFFICE AVAILMENT OF COMPENSATORY TIME-OFF	HRMO Availment Compensatory Time Off Rev 0 03 Oct 2022
	DATE: _____ NAME: _____ POSITION: _____ LOCAL NO.: _____	

OVERTIME RENDERED		DATE OF CTO	BALANCE (TO BE FILLED UP BY LEAVE UNIT)	REMARKS
DATE	HOURS			

Employee Signature overprinted Name


Immediate Supervisor

Chief of Section

Chief of Service

ANNEX E

REQUEST FOR CANCELLATION OF LEAVE/CTO

	NATIONAL CENTER FOR MENTAL HEALTH HUMAN RESOURCE MANAGEMENT OFFICE		<i>HRMO Request FCRSAL-CTO Rev. 1 08 Apr 2024</i>
	REQUEST FOR CANCELLATION / RE - SCHEDULING OF APPROVED LEAVE / CTO		
Date of Filing: _____			
Name: _____	Position: _____	Area of Assignment: _____	
<input type="checkbox"/> Cancellation	<input type="checkbox"/> Re-Schedule		
Date of Approved Leave / CTO	Type of Leave	Date	
		Cancellation	Re-Scheduled
Reason: _____			
_____ (Signature Over Printed Name) EMPLOYEE SIGNATURE			
_____ Signature Over Printed Name IMMEDIATE SUPERVISOR	_____ Signature Over Printed Name CHIEF OF SECTION	_____ Signature Over Printed Name CHIEF OF SERVICE	

ANNEX F

SALN (REVISED 2015)

Revised as of January 2015
Per CSC Resolution No. 1500048
Prescribed as January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
As of DECEMBER, 2019
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employers may file the required statements jointly or separately.
 Joint Filing Separate Filing Not Applicable

DECLARANT: _____ POSITION: _____
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: NATIONAL CENTER FOR MENTAL HEALTH

ADDRESS: _____ OFFICE ADDRESS: 906 PARRERO ST. MANDALAY CITY

SPOUSE: _____ POSITION: _____
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

ASSETS, LIABILITIES AND NET WORTH
(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. No. House and lot, road, easement, etc.)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural, etc.)</small>	EXACT LOCATION	ASSESSED	CURRENT FAIR	ACQUISITION		ACQUISITION COST
			VALUE	MARKET VALUE	YEAR	MODE	
Subtotal:							

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Subtotal:		

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.

Page 1 of ____

ANNEX F



SALN (REVISED 2015)

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____
 NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(If Declarant / Declarant's spouse, Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)
 I do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity, Include also Uncle, Niece and Nephew)
 I do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-mentioned are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant) _____ (Signature of Co-Declarant/ Spouse) _____
 Government Issued ID: _____ Government Issued ID: _____
 ID No.: _____ Date Issued: _____

SUBSCRIBED AND SWORN to before me this ___ day of ___, affiant exhibiting to me the above-stated government issued identification card.

(Person Administering Oath)

ANNEX G



DOH-SPMS Form 5 NATIONAL CENTER FOR MENTAL HEALTH INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JUAN A. DELA CRUZ, ADMINISTRATIVE AIDE 1**, of the **PAVILION XX**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **JULY TO DECEMBER 2023**.

Name of Employee: _____ Date: _____

Approved by _____	Date _____
Name of Supervisor _____	

STRATEGIC GOALS AND OBJECTIVES	SUCCESS INDICATORS (MEASURES + TARGETS)	ACCOMPLISHMENT		RATING				REMARKS/ JUSTIFICATION FOR UNMET TARGETS
		ACTUAL	RATE	Q	E	T	A	

CORE FUNCTIONS								
Average Rating (Core Function)								

STRATEGIC GOALS AND OBJECTIVES	SUCCESS INDICATORS (MEASURES + TARGETS)	ACCOMPLISHMENT		RATING				REMARKS/ JUSTIFICATION FOR UNMET TARGETS
		ACTUAL	RATE	Q	E	T	A	

SUPPORT FUNCTIONS								
Average Rating (Support Function)								

Functions	Percentage Distribution	Average Rating per Function	Final Rating per Function (Average Rating x Percentage Distribution)	Final Average Rating	Adjectival Rating	Remarks
Core Functions	80%					
Support Functions	20%					


Comments and Recommendations for Development Purposes: _____

Discussed With	Assessed By	Final Rating By		
	I Certify that I discussed my assessment of the performance with the employee:			
Employee	Supervisor	Date	Next Higher Supervisor	Date

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average; In the event that there is no strategic output, the percentage distribution is as follows: Core output – 80% and Support Output – 20%


Contact Information



 8531-9001 loc. 251, 1831

 hrmo@ncmh.gov.ph

 9 de Pebrero St., Mauway, Mandaluyong City

 ncmh.gov.ph



NATIONAL CENTER FOR MENTAL HEALTH

EMPLOYEE HANDBOOK

2024