



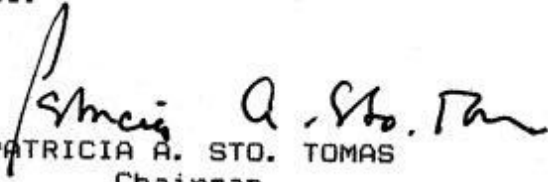
MC No. 14, s. 1992

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL AND LOCAL GOVERNMENTS, STATE
COLLEGES AND UNIVERSITIES INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH
ORIGINAL CHARTERS

SUBJECT : Rules on the Appointment of Full-Time/Part-Time
Medical Specialist in Teaching and Training
Hospitals

Pursuant to CSC Resolution No. 92-529, dated
April 8, 1992, the Commission hereby adopts and promulgate
the attached Rules relative to the appointment of Full-
Time/Part-Time Medical Specialist in Teaching and Training
Hospitals for strict compliance.


PATRICIA A. STO. TOMAS
Chairman

8 April 1992

OCSS

**RULES IN THE APPOINTMENT OF FULL-TIME/
PART-TIME MEDICAL SPECIALISTS IN TEACHING
AND TRAINING HOSPITALS**

In order to upgrade the capabilities of training and teaching hospitals, the Civil Service Commission hereby prescribes the following rules and regulations on the appointment of Medical Specialists in all teaching and training hospitals:

Rule I. Scope and Definition of Terms

Section 1. Except as otherwise provided herein, these Rules shall apply to all Medical Specialists appointed on full-time or part-time in all teaching and training hospitals.

Section 2. The terms below shall be construed as follows:

- a) Part-time - refers to the 20-hour work week requirement of a Medical Specialist
- b) Full-time - refers to the 40 hour work week requirement of a Medical Specialist

Rule II - Qualification Standards

Section 1. To ensure that a person appointed in the career service can satisfactorily perform the duties and assume the responsibilities of the position to which he is being appointed, his fitness shall be initially determined by the appointing authority on the basis of the qualification standards established for the position.

For this purpose, the following are the prescribed qualification standards for Medical Specialist positions.

MEDICAL SPECIALIST I

- EDUCATION** : Doctor of Medicine with a Certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board
- EXPERIENCE** : 1 year of experience as Post Residency Fellow/Senior Resident or other related experiences
- ELIGIBILITY** : RA 1080 (Physician)

MEDICAL SPECIALIST II

- EDUCATION : Doctor of Medicine with a Certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board
- EXPERIENCE : 2 years of responsible experience as Medical Specialist I or other related experiences
- ELIGIBILITY : RA 1080 (Physician)

MEDICAL SPECIALIST III

- EDUCATION : Doctor of Medicine with a Certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board
- EXPERIENCE : 3 years of progressively responsible experience as Medical Specialist II or other related experiences
- ELIGIBILITY : RA 1080 (Physician)

MEDICAL SPECIALIST IV

- EDUCATION : Doctor of Medicine with a Certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board
- EXPERIENCE : 4 years of experience in planning, organizing, directing, coordinating and supervising various activities in the practice of medicine
- ELIGIBILITY : RA 1080 (Physician)

RULE III - APPOINTMENTS

Section 1. To maintain the quality of service in clinical and preventive areas of government teaching and training hospitals, appointments to Medical Specialist positions shall be in accordance with the following:

1. Appointments of part-time Medical Specialists who are not fellows or diplomates of their respective specialty societies shall be under temporary status only and renewable every year for a period of three years.

2. Should part-time Medical Specialists who are not fellows or diplomates of their respective specialty societies under temporary status fail to acquire their respective specialty board certification within a period of three years they shall no longer be allowed to renew their appointments in training and teaching hospitals except on the following conditions:
 - a) When the Chief of Hospital requests exemptions and certifies that the non-renewal of appointments will result in the disruption of the delivery of services in said hospital;
 - b) When the Medical Specialists recommended for extension for appointment meet the following minimum criteria:
 1. Have been certified by the Department of Health (DOH) as Medical Specialist;
 2. Have been in the service of the DOH for at least three (3) years;
 3. Have applied and taken the specialty board examination.
3. Part-time Medical Specialists who are not fellows or diplomates but were earlier issued permanent appointments shall retain their permanent status, however, they shall no longer be promoted unless they meet the requirements of the position.
4. Part-time Medical Specialists under temporary status but have met the qualification requirements of the position such as Medical Specialist qualifying examination, Fellow of Specialty Societies, very satisfactory performance and indorsed as permanent by a Medical Staff Credentials Committee of the hospital may be issued permanent appointment.
5. Part-time Medical Specialists who are not fellows or diplomates of their respective specialty societies but appointed under permanent status may be issued temporary appointments provided the appointees thereto have given their consent to such appointments.

RULE IV - WORKING HOURS

Section 1. Working Hours of Part-time/Full-time Medical Specialist shall be as follows:

1. Part-time Medical Specialists may be allowed to render an accumulated twenty (20) hours per week instead of the 4-hour continuous service every working day provided that the needs of the hospital

and patient care are served.

2. The Chief of Hospital may, with the approval of the Department Head and in the exigency of the service, further reschedule the time of part-time Medical Specialists to satisfy the 20-hour work week requirement provided that continuous service is available to the public at all times during the week.
3. Full-time Medical Specialists shall render service for at least 40 hours a week, however, in the exigency of the service, their schedule of duty may be changed subject to the approval of the Chief of Hospital, provided that continuous services are available to the public at all times.

RULE V - LEAVE BENEFITS

Section 1. Full-time and Part-time Medical Specialists whether under temporary or permanent status are entitled to leave benefits. The computation of their leave will be as follows:

1. Full-Time Medical Specialist

Vacation and sick leave of full-time Medical Specialist whether temporary or permanent shall be made on the basis of one day's vacation and one day's sick leave for every twenty-four days of actual service.

2. Part-Time Medical Specialist

A Part-time Medical Specialist whether temporary or permanent who works twenty hours a week, shall earn one hour's vacation leave and one hour's sick leave for every twenty-four hours of actual service.

(NOTE: Twenty hours per week will earn for the part-time Medical Specialist

.833 hour's vacation leave and
.833 hour's sick leave)

RULE VI - PUNCTUALITY AND ATTENDANCE

Section 1. In order to facilitate the monitoring of the punctuality and attendance of Medical Specialists, the following guidelines shall strictly be observed:

I. Use of Logbook

Full-time and part-time Medical Specialists may not be required to use the bundy clock. However, they shall be required to keep records of their attendance in a log book and accomplish CSC Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.

II. Habitual Absenteeism

1. Full-time, Medical Specialist whether temporary or permanent shall be considered habitually absent if he 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;
2. In case of claim of ill health, heads of departments or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reasons given, should disapprove the application for sick leave. On the other hand, cases of Medical Specialists who absent themselves from work before approval of their application should be disapproved outright; and
3. In the discretion of the Head of the Department, or agency, any government physician may be authorized to do a spot check on Medical Specialists who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

III. Habitual Tardiness

Full-time/Part-time Medical Specialist whether temporary or permanent shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least (2) months in a semester or at least two (2) consecutive months during the year.

IV. Sanctions

1. The following sanctions shall be imposed for violation of the above guidelines:

- a) for the first violation, the Medical Specialist after due proceedings, shall be meted the penalty of 6 months and 1 day to 1 year suspension without pay;
- b) for the second violation, and after due proceedings, he shall be dismissed from the service.

Section 2. Reports on punctuality and attendance of all Medical Specialists should be submitted to the Personnel Office or Administrative Officer of the department or agency not later than two (2) weeks after the end of every semester (June and December).

RULE VII - EFFECTIVITY

Section 1. These Rules shall take effect thirty (30) days after publication in a newspaper of general circulation.

1 April 1992

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