



ORMOC DOCTORS HOSPITAL, INC.

C. Aviles St. cor. San Pablo St., Ormoc City, Philippines

TELEPHONE NUMBERS:

INFORMATION (053) 561-2492
(CONNECTING ALL DEPARTMENTS) (053) 255-7522

EMERGENCY (053) 561-9111
ROOM

CERTIFICATE OF EMPLOYMENT

To Whom It May Concern:

This is to certify that **FRANCE ALLAN M. CAVITE** was employed as **Infection Control Nurse** at Ormoc Doctors' Hospital, a Level 2 Health Care Services Institution. He works for forty (40) hours in a week. Inclusive dates of employment are as follows:

Regular:

Infection Control Nurse	: June 18, 2016 – March 30, 2017
Chief Code Nurse	: February 16, 2015 – June 17, 2016
ER Code Nurse	: September 16, 2014 – February 15, 2015
Private Room Staff Nurse	: July 28, 2014 – September 15, 2014

Probationary:


Private Room Staff Nurse	: January 15, 2014 – July 27, 2014
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This certification is issued upon the request of the above – mentioned employee for whatever legal purposes it may serve.

Issued this 21st day of December 2018, Ormoc City, Philippines.


Mrs. Liza D. Santillan
HR Coordinator



**CERTIFIED TRUE COPY
FROM THE ORIGINAL**

JENNIFER E. ANDL
JIC-HEAD/ OHRSPR
DATE: _____



ORMOC DOCTORS' HOSPITAL

Name : Mr. France Allan M. Cavite
JOB TITLE : INFECTION CONTROL NURSE

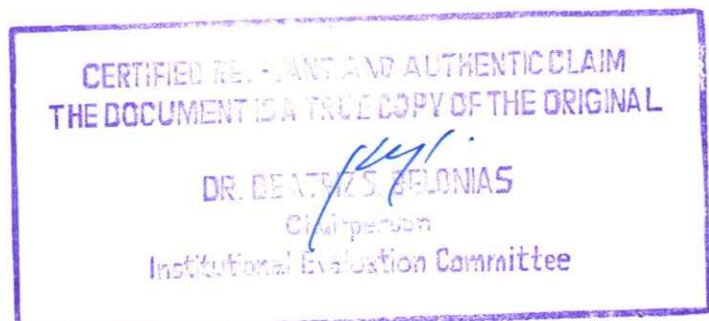
JOB DESCRIPTION:

CLINICAL

1. Investigates outbreaks of hospital infection with particular reference to their source and mode of spread.
2. Advises on isolation techniques and supervises the introduction and progress of such techniques in specific situations.
3. Evaluates regularly control of infection measures in specific situations with a view to constant improvement.
4. Participates in the nursing care of individual patients with infectious conditions (this will be necessary in order to carry out (2) and (3) above).
5. Explains laboratory reports relevant to control of infection to senior ward staff.
6. Collects clinical data for the information of the Control of Infection Team.
7. Acts as specialist advisor to all nursing staff and other hospital staff where relevant in matters relating to infection control.
8. Acts in consultation with Senior Medical/Nursing personnel regarding arranging transfer of patients to Infectious Disease/Isolation Units.

ADMINISTRATIVE

1. Reports to Infection Control Committee.
2. Participates in the formulation of policies for Infection Control (regarding prevention) with other members of the Control of Infection Team and with Senior Nursing staff.




This will include:

- a. defines areas of special risk.
- b. establishment of hospital isolation policies and procedures to be adopted for patients with infections.
3. Advises and supports line managers in the implementation agreed policies in their specific areas with priority given to areas of special risk.
4. Advises Nursing Procedures, Infection Control and other committees as co-opted on procedures, materials and techniques to control and prevent infection.
5. Advises Senior Management on recent advances in infection control and prevention.
6. Serves as a member of committees related to infection control.
7. Collates and records relevant data and information.
8. Attends professional meetings and conferences in matters relating to infection control.


Ms. Liza D. Santillan
HR Coordinator

CONFORME:

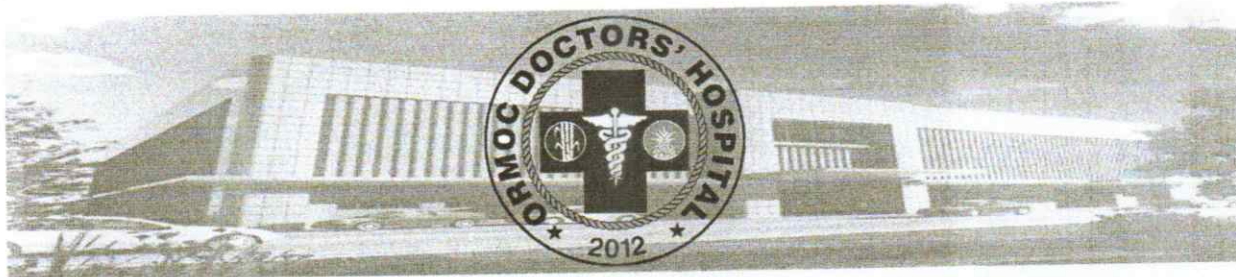


Name & Signature

CERTIFIED TRUE AND AUTHENTIC CLAIM
THE DOCUMENT IS A TRUE COPY OF THE ORIGINAL


DR. BEATRIZ E. BELONIAS

Chairperson
Institutional Evaluation Committee



ORMOC DOCTORS' HOSPITAL

LETTER OF APPOINTMENT

June 15, 2016

France Allan M. Cavite
350 Brgy. Bontoc,
Hindang Leyte

Dear Mr. Cavite:

We are pleased to appoint you as Infection Control Nurse of Ormoc Doctors' Hospital Nursing Service Department effective June 20, 2016.

You will receive a monthly salary of P 10,068.98.

We look forward to a mutually-beneficial working relationship.

Respectfully yours,



LIZA D. SANTILLAN
HR Coordinator

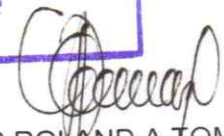
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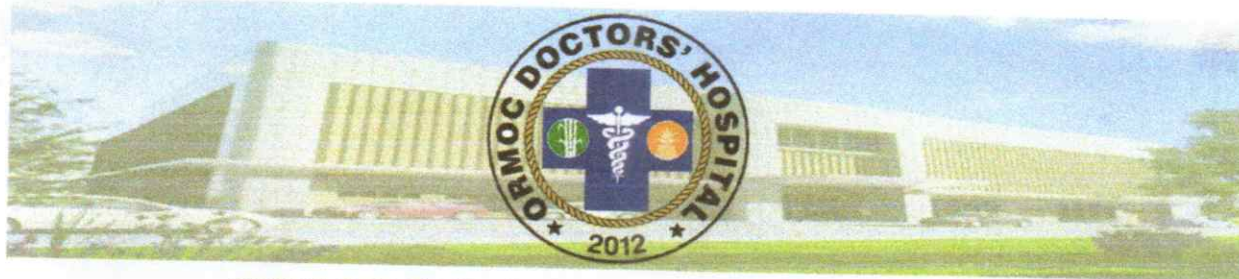
Approved by:


ENGR. HILARIO JAKE A. CORTES
Administrator


DR. ROLAND A. TOMARO
Medical Director

CERTIFIED TRUE COPY
FROM THE ORIGINAL


JENNIFER E. ANDO
OIC-HEAD, OHRSPD
DATE: _____



ORMOC DOCTORS' HOSPITAL

July 25, 2014

France Allan M. Cavite
350 Brgy. Bontoc,
Hindang, Leyte

Dear Mr. Cavite:

Congratulations!

We are pleased to inform you that you are now appointed as a REGULAR employee of Ormoc Doctors' Hospital to take effect on July 28, 2014. You will receive a monthly salary of 7,902.95 and the 1 month orientation allowance.

As a REGULAR employee of the hospital, you are under obligation to perform and exercise your duties and responsibilities as Staff Nurse with utmost dedication, competence & efficiency. You are expected to follow the rules and regulations, be aware of your benefits and privileges and to render TWO (2) years of continuous service to the Hospital.

It is understood and expressly agreed that your employment may be terminated at any time when you commit or omit to do an act constituting a just and valid cause for termination of employment. The Management reserves the right to suspend or terminate your services at any time for just and valid causes including, but not limited to, the following:

- a) Inefficiency
- b) Malingering
- c) Tardiness
- d) Unauthorized absences
- e) Disobedience of lawful orders or instructions of superiors
- f) Working, acting or doing business against or in conflict with the interest of your employer or its officers and/or damage to their name, properties and/or its employees
- g) Violation of hospital's policies, rules and regulations
- h) Causes stated in the Hospital's Personnel Policies Handbook and other memoranda or orders as may be issued from time to time
- i) Fraud or willful breach of trust
- j) Immorality
- k) Non-compliance of the orders and/or provisions regarding continuing education, qualifications and licensing requirements set by the hospital, Professional Regulations Commission (PRC) and/or the Department of Health
- l) Such other analogous causes and as provided for by law or regulation

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JENNIFER E. ANDU
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DR. BEATRIZ S. BELONIAS

Chairperson
Institutional Evaluation Committee



ORMOC DOCTORS' HOSPITAL

It is expressly agreed that your acceptance of this appointment as a REGULAR employee carries with it the following covenants:

1. You are not allowed to enroll in any post-graduate or masteral classes within one (1) year from your appointment as a regular employee. Attendance in review classes will only be allowed if it does not conflict with the staffing pattern, and after complying with the requirements chargeable to vacation leave benefits
2. The Hospital will not issue any form of certification pertaining to your employment if your service in the Hospital does not reach two years (including probationary period)
3. No resignation can be effected without prior written notice to the Hospital, 30 days before the date of your desired effectivity. For employees assigned in Special Areas (Nursing Services), a notice of 60 days is required. Failure to comply with this requirement shall be a just cause for forfeiture for all benefits and claim.

Should the foregoing conditions, rules and regulations be acceptable to you, please affix your signature on the space (CONFORMITY) designated below.

We look forward to more years of fruitful partnership with you.

Approved by:

ENGR. HILARIO JAKE A. CORTES
Administrator

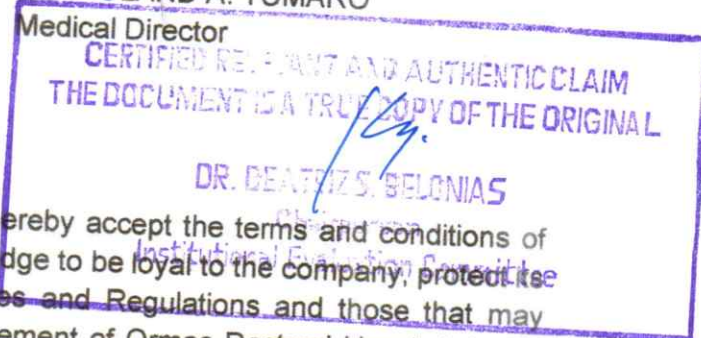
DR. ROLAND A. TOMARO
Medical Director

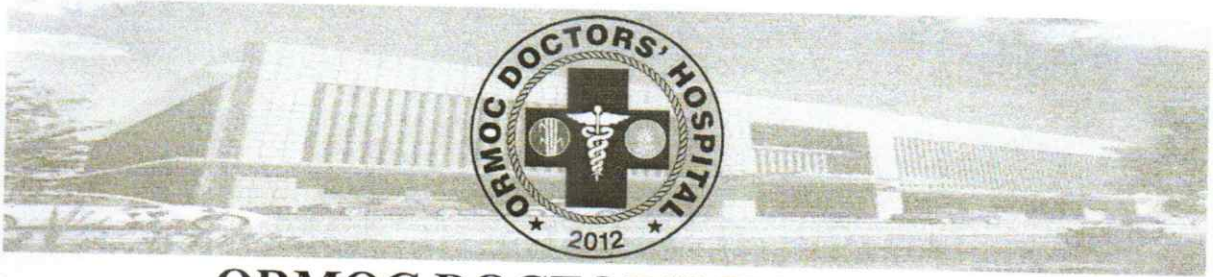
CONFORMITY:

I, CAVITE, FRANCE ALLAN M., hereby accept the terms and conditions of my employment with Ormoc Doctors' Hospital. I pledge to be loyal to the company, protect its interest at all times, comply with all existing Rules and Regulations and those that may hereafter be issued or promulgated by the Management of Ormoc Doctors' Hospital. I also acknowledged the receipt of my copy of PERSONNEL HANDBOOK.

CAVITE, FRANCE ALLAN M.
Employee's Signature over Printed Name

07-28-2014
Date & Time





ORMOC DOCTORS' HOSPITAL

As a probationary employee of the Hospital, you are expected to know and perform your duties, tasks and responsibilities, to follow rules and regulations and/or orders of Management with utmost dedication, competence & efficiency. Further, it is expressly agreed that your acceptance of this appointment as a probationary employee carries with it the following covenants:

1. You are not allowed to enroll in a any post-graduate or masteral classes, to take a leave of absence to take any examination or attend review classes
2. The Hospital will not issue any form of certification pertaining to your employment as a probationary employee of the hospital
3. Upon successful completion of your probationary employment, you will earn a regular employment status and you will receive the **1 month orientation allowance**.
4. No resignation can be effected without prior written notice to the Hospital, 30 days before the date of your desired effectivity. For employees assigned in Special Areas (Nursing Services), a notice of 60 days is required.
5. Should you fail to complete the six-month probationary period, you are bound by this agreement to repay the cost of your pre-employment physical examinations.

Should the foregoing conditions, rules and regulations be acceptable to you, please affix your signature on the space (CONFORME) designated below.

Approved by:

ENGR. HILARIO JAKE A. CORTES
Administrator

DR. ROLAND A. TOMARO
Medical Director

Conforme:

CAYITE, FRANCE ALLAN M.

Signature over Printed Name

JAN. 25, 2014

Date

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I also have read, understood and was explained to me fully the Personnel Policies Handbook.

DR. BEATRIZ T. BELONIAS
Chairperson
Institutional Evaluation Committee

Signature of the Employee