

CITIZEN'S CHARTER

Training

SERVICE: Evaluation & acceptance of Medical Residency Training and Diplomate Medical Staff

For Fellowship Training

Schedule of availability of service

Days: Monday – Friday

Hours: 8:00 am – 5:00 pm without noon break

Who may avail of the service

PRC- License Medical Doctors

Documentary requirements (2 sets)

From the applicants: Application letter (original letter) addressed to Hospital Director

Curriculum vitae with 2x2 picture

Medical Internship certificate

College Diploma (medical school)

Transcript of Record (medical school)

Recent & updated PRC MD license

Processing period

Acceptance of application: 5-10 minutes

Examination / Interview of the applicant (Following Pandemic requirements) 2 days

Endorsement of applicant: 1 day

How to avail the service:

STEPS	APPLICANT /CLIENT	SERVICE PROCESS	DURATION	PERSON IN CHARGE	FEES	FORM
1	Submits requirement for residency training	Checks/ Validates the correctness of the requirements	5-10 minutes	Training Nurse Supervisor	None	
2		Schedule & Conduct interview	2 days	Chief PDER	None	Interview Assessment Form
3		Endorses the successful applicants/s to the department/s concerned	1 day	Training Office Staff	None	Endorsement

END OF TRANSACTION

CITIZEN'S CHARTER

Training

SERVICE: Provision of Post Graduate Medical Internship Program

Schedule of availability of service

Days: Monday – Friday

Hours: 8:00 am – 5:00 pm without noon break

Who may avail of the service

Post Graduate Medical Interns (PGI)

Documentary requirements

Endorsement letter from the Association of Philippine Medical colleges (APMC)

Acceptance letter from Quezon City General Hospital (QCGH)

Processing period

Acceptance of qualified medical students from APMC matched to QCGH and vice versa for 1-6 months

How to avail the Service:

STEPS	APPLICANT /CLIENT	SERVICE PROCESS	DURATI ON	PERSON IN CHARGE	FEES	FORM
1	Submits requirement for post-graduate medical internship	Reviews and assesses requirements of PPGI applicants for internship sent by APMC thru E-NIPS	Variable 1-6 months	Chief PDER	None	Endorsement letter from APMC thru E-NIPS
2		Submits to APMC the list of selected qualified post-graduate medical interns	2 weeks	Training Nurse supervisor	None	None
3	Submit request letter of Withdrawal/ Release	Received request letter for withdrawal together with their guardian supporting letter with their valid ID	1 day	Chief PDER	None	Released letter from QCGH
4		Receives a final list of PGI officially matched by the APMC to QCGH	2 weeks	Training Nurse Supervisor	None	None
5		Conducts general Orientation	1 day	Training Nurse Supervisor	None	Endorsement form for different departments assigned

END OF TRANSACTION

CITIZEN'S CHARTER

Training

SERVICE: Provision of Undergraduate Internship Program

Schedule of availability of service

Days: Monday – Friday

Hours: 8:00 am – 5:00 pm without noon break

Who may avail of the service

Undergraduate students (medical paramedical)

Documentary requirements

School letter of intent to affiliate

Contract of affiliation

Accreditation by Commission on Higher Education Division (CHED)

School Profile

Processing period

2-4 weeks

How to avail the service:

STEPS	APPLICANT /CLIENT	SERVICE PROCESS	DURATI ON	PERSON IN CHARGE	FEES	FORM
1	Submits documents for school affiliation	Checks/ Validates the documents submitted by the school	1 day	Training Nurse Supervisor	None	-Letter of Intent -CHED Accreditation _School profile
		Conducts meetings between school representatives and Hospital administration	4 weeks			
2		Processes the contract of affiliation	Variable (2 weeks)		Variable (depending on the course)	Contract of affiliation
3		-Receives 4 copies of the list of students of affiliation -Conducts general orientation -endorse students to the perspective department on areas	1 day		None	Endorsement form List of students
4		Submits 2 copies of list of students to billing section	1 Day	None		List of students (2 copies)

END OF TRANSACTION

CITIZEN'S CHARTER

Training

SERVICE: Organizing and Conduction of Relevant Training Activities

Schedule of availability of service

Days: Monday – Friday

Hours: 8:00 am – 5:00 pm without noon break

Who may avail of the service

All hospital Employees who attend a seminar inside - outside Hospital

Documentary requirements

Training Program

Request letter/ form

Special Order

Voucher

Processing Period:

2 -3 weeks

How to avail the service:

STEP S	APPLICANT /CLIENT	SERVICE PROCESS	DURATION	PERSON IN CHARGE	FEES	FORM
1	Submits request letter to conduct training/ seminar	Receives request letter from the department/ service concerned to organize and conduct relevant training activities	5-10 minutes	Training Nurse Supervisor	None	Training Program Special Order official time or official business
2		Processes the required documents -Prepares 1. Special Order for Official time 2. Voucher for official business 3. Fund appropriation approval 4. Agency requirement (outside)	Variable (1 week)	Training Staff	None	-Request Form -Voucher -Certificate

END OF TRANSACTION