

MEMORANDUM



METROPOLITAN
WATERWORKS &
SEWERAGE
SYSTEM
REGULATORY
OFFICE

FOR : PATRICK LESTER N. TY
Chief Regulator

THROUGH : CLAUDINE B. OROCIO-ISORENA
DA for Administration and Legal

FROM : RAMON A. JAVIER
DM for Administration

SUBJECT : PROCUREMENT OF MEDICAL LABORATORY AND
DIAGNOSTIC SERVICES FOR THE ANNUAL
PHYSICAL EXAMINATION (APE) OF CY2023

DATE : 20 October 2023

MWSS Regulatory Office
OFFICE OF THE CHIEF REGULATOR

RECEIVED

By: ready
Date: OCT 23 2023
Time: 2:55

The Administration Department-HR would like to request your approval to engage the services of a Medical Laboratory and Diagnostic Service provider for the Annual Physical Examination (APE) of all qualified MWSS RO officers and employees.

The APE is in accordance with Administrative Order No. 402, s. 1998 "Establishment of the Annual Medical Check-up Program for Government Personnel", and the DOH-DBM-PHIC Joint Circular No. 01 s.1998 for the Rules implementing the Provisions of AO No. 402. In addition, the Civil Service Commission Resolution No. 33 dated December 22, 1997 which promulgates and adopts the policy that all government offices shall provide Annual Mental and Medical-Physical Examination considering that the physical well-being of government employees have significant impact on the efficiency and effectiveness of the delivery of public services, in the meantime that this benefit is not yet integrated under the National Health Insurance Program being administered by the Philippine Health Insurance Corporation (PHIC).

The Terms of Reference (TOR) for the procurement of the Medical Laboratory and Diagnostic Services was based on the market survey from known companies in the industry.

Presented in the Table below is the proposed APE package covering fifty-eight (58) qualified MWSS RO employees which shall consist of the following Laboratory test and Diagnostic procedures:



No.	Particulars
1.	Physical Examination
2.	Routine Urinalysis
3.	Basic Optical Examination (Visual Acuity View)
4.	Complete Blood Count with platelet count
5.	Chest X-ray (Plain): Posterior-Anterior (PA) View
6.	12 Lead Electrocardiogram (ECG)
7.	Blood Typing
8.	Fecalysis with Occult blood (Ova and parasites, amoeba).
9.	Blood Chemistry to include: Fasting Blood Sugar, Total Cholesterol and Uric Acid Determination, Liver Enzymes (SGPT and SGOT) and Lipid Profile (Triglycerides, HDL, LDL, VLDL), Blood Urea Nitrogen and Creatinine
10.	Abdominal ultrasound (liver, spleen, pancreas, adrenals, gallbladder, kidneys and urinary bladder);
11.	Prostate Specific Antigen (PSA) for the <u>twenty (20) males above 40 years old;</u>
12.	Prostate Ultrasound for the <u>twenty (20) males above 40 years old;</u>
13.	Breast Ultrasound for <u>Nine (9) females above 40 years old;</u>
14.	Pap's Smear for nine (9) females above 40 years old;
Other services offered free of charge, if any:	

The estimated cost for the APE package based on the market survey is Fifteen Thousand Pesos (PhP15,000) per employee, equivalent to the total amount of **Eight Hundred Seventy Thousand Pesos (P870,000.00)** for the fifty-eight (58) eligible MWSs RO employees. This amount is included in the MWSS RO Budget for CY2023.

The payment shall be based on the actual laboratory test, diagnostic procedures, assessment and other allowed availed in the package per employee. **Any amount in excess of the winning Bid price per employee shall be shouldered by the concerned employee.**

RECOMMENDATION

Foregoing considered, may we recommend approval of the following:

1. Conduct of the APE for CY2023 at the medical facilities of the winning service provider on official time;
2. List of qualified officials and employees to benefit from the Annual Physical Examination for CY2023 (**Annex "A"**);
3. Total estimated cost to be the ABC equivalent to **Eight Hundred Seventy Thousand Pesos (PhP870,000.00)** with an allocation of not exceeding **Fifteen Thousand Pesos (PhP15,000.00)** per qualified employee, chargeable against the MWSS RO Corporate Operating Budget for CY2023, subject to the usual accounting and auditing rules and regulations;
4. Terms of Reference (**Annex "B"**).

For your consideration and approval.

APPROVED / DISAPPROVED:



PATRICK LESTER N. TY
Chief Regulator

MWSS RO APE 2023 As of: 20-Oct-23

No.	Names	Sex	Birthday	Age as of today	Eligibility	Remarks
1	Sheena Lagawan Guinaling	Female	30-Oct-96	26	Qualified	
2	Emyl Angelique Cruz Fulgueras	Female	03-Aug-96	27	Qualified	
3	Richelle Cruz Cruz	Female	28-Oct-93	29	Qualified	
4	Justine Caluza Aritao	Female	25-Jul-94	29	Qualified	
5	Elena Trigueros Cheng	Female	31-Aug-92	31	Qualified	
6	Ma. Carla Napuran Benito	Female	22-Aug-92	31	Qualified	
7	Maria Eloisa Co Garcia	Female	20-Oct-91	32	Qualified	
8	Georgia Mae Garcia Macabeo	Female	30-May-91	32	Qualified	
9	Patricia Paula Ajena Seriritan	Female	29-Jun-90	33	Qualified	
10	Mary Ann Monic Peña Rodriguez	Female	16-Dec-89	33	Qualified	
11	Christine Agatha Reyes Villanueva	Female	02-Dec-89	33	Qualified	
12	Christine Escalona Navarro	Female	29-Oct-89	33	Qualified	
13	Charmaine Shiela Abia Adeva	Female	09-Oct-88	35	Qualified	
14	Emmaruth Degayo Bobila	Female	12-Jan-85	38	Qualified	
15	Joan Michelle Santiago Antonio	Female	27-Aug-82	41	Qualified	
16	Klea Rejoice Domulot Luz	Female	28-Mar-82	41	Qualified	
17	Claudine Orocio Isorena	Female	01-Jan-79	44	Qualified	
18	Maricris Taberna Laciste	Female	25-Dec-72	50	Qualified	
19	Yolanda Cadiz Vicente	Female	19-Dec-72	50	Qualified	
20	Lorna Chapoco Medina	Female	18-May-66	57	Qualified	
21	Ma. Victoria Mamaril Villarba	Female	26-Apr-63	60	Qualified	
22	Maria Theresa Vidal Makiling	Female	22-Apr-60	63	Qualified	
23	Evelyn Borje Agustin	Female	02-Oct-55	68	Qualified	
1	Israel Chaneco Bungay	Male	03-May-95	28	Qualified	
2	Ken Harold Meñez Turalba	Male	09-Feb-95	28	Qualified	
3	Ronald Galingan Valdez	Male	03-Aug-94	29	Qualified	
4	Justine Irish Carlos Ignacio	Male	08-Feb-94	29	Qualified	
5	Sir Gil Pababero Maravilla	Male	23-Oct-93	29	Qualified	
6	Ray Karlo Mapile Bonita	Male	16-May-93	30	Qualified	
7	Ranjev Mulleda Garcia	Male	15-Dec-92	30	Qualified	
8	Aljohn Deo Estabillo Quinajon	Male	09-Mar-91	32	Qualified	
9	Mark Billy Bernardo Antonio	Male	14-Dec-90	32	Qualified	
10	Daryl Fonte Ferrer	Male	05-Aug-90	33	Qualified	
11	Renato Lacao Rodriguez	Male	22-Jun-90	33	Qualified	
12	Mervin Dela Cruz Monteloyola	Male	10-Mar-90	33	Qualified	
13	Simon Efraim Miranda Borromeo	Male	27-Oct-88	34	Qualified	
14	Joriel Miranda Dagsa	Male	06-Aug-88	35	Qualified	
15	Felix Francis Baun Ople	Male	09-Sep-85	38	Qualified	
16	Mark Binarao Tabes	Male	06-May-82	41	Qualified	
17	John Oliver Siatan Medina	Male	04-Feb-82	41	Qualified	
18	Lee Robert Mercado Britanico	Male	11-Aug-81	42	Qualified	
19	Leo James Bautista Abaloyan	Male	17-May-79	44	Qualified	


MWSS RO APE 2023 As of: 20-Oct-23

No.	Names	Sex	Birthday	Age as of today	Eligibility	Remarks
20	Patrick Lester Ng Ty	Male	25-Feb-78	45	Qualified	
21	Crisanto Gardon Nagtalon	Male	25-Feb-76	47	Qualified	
22	Christian Bernard Dela Cruz Marcel	Male	24-Feb-76	47	Qualified	
23	Fiameto Je Absin Baring	Male	25-Dec-73	49	Qualified	
24	Christopher Dy Chuegan	Male	25-Nov-72	50	Qualified	
25	Vicente Teoxon Avila	Male	09-Dec-69	53	Qualified	
26	Alan Dy Chuegan	Male	30-Apr-69	54	Qualified	
27	Francis Eduardo Pasamba Ayapana	Male	04-Dec-67	55	Qualified	
28	Edgar Geronimo Lumbres	Male	28-Nov-67	55	Qualified	
29	Joel Aquino Dominguez	Male	23-Mar-67	56	Qualified	
30	Roberto Umali Coloso	Male	15-Nov-64	58	Qualified	
31	Roberto Arañez Diala	Male	21-Nov-63	59	Qualified	
32	Ramon Asantor Javier	Male	02-Oct-62	61	Qualified	
33	Crescenciano Baldino Minas	Male	24-Feb-61	62	Qualified	
34	Rosendo Orito Alegre	Male	01-Mar-60	63	Qualified	
35	Melchor Suyao Cordova	Male	06-Jan-59	64	Qualified	
58	Total				15,000.00	870,000.00
* 6 unqualified talents for APE 2023						
1	Rocel Claressa Manglapus Estabillo	Female	12-Oct-99	24	Not Qualified	< 1 yr. service
2	Catherine Fabro Morota	Female	04-Jan-96	28	Not Qualified	< 1 yr. service
3	Alyssa Jane Gammad Millares	Female	10-Dec-95	28	Not Qualified	< 1 yr. service
4	Jezreel Hipolito Pucio	Female	15-Jul-95	28	Not Qualified	< 1 yr. service
5	Jester John Marquez Junio	Male	31-Aug-98	25	Not Qualified	< 1 yr. service

Summary:

As of 16 October 2023	Male	Female	Total
40 y/o and above	20	9	29
39 y/o and below	15	14	29
Total	35	23	58

Prepared by:


Ken Harold Turalba
 IRMO



TERMS OF REFERENCE FOR THE PROCUREMENT OF MEDICAL LABORATORY AND DIAGNOSTIC SERVICES

I. RATIONALE

Pursuant to Administrative Order No. 402, s. 1998 "Establishment of the Annual Medical Check-up Program for Government Personnel", and the DOH-DBM-PHIC Joint Circular No. 01 s.1998 for the Rules implementing the Provisions of AO No. 402. In addition, the Civil Service Commission Resolution No. 33 dated December 22, 1997 which promulgates and adopts the policy that all government offices shall provide Annual Mental and Medical-Physical Examination considering that the physical well-being of government employees have significant impact on the efficiency and effectiveness of the delivery of public service, in the meantime that this benefit is not yet integrated under the National Health Insurance Program being administered by the Philippine Health Insurance Corporation (PHIC).

II. GENERAL OBJECTIVE

The MWSS Regulatory Office (MWSS RO), as a government agency, aims to offer essential preventive Medical Laboratory and Diagnostic services to eligible MWSS RO employees. These primary preventive healthcare services will grant the MWSS RO employees access to good-quality preventive healthcare services. The Administration Department is set to organize the Annual Physical Examination (APE) for the year 2023. This will involve partnering with a provider of Medical Laboratory and Diagnostic Services to facilitate the APE for eligible MWSS RO employees. Furthermore, the outcome of the APE will service as a vital health information database for MWSS RO employees, ensuring their physical fitness to carry out their professional responsibilities.

III. ELIGIBILITY REQUIREMENTS

1. Must have a valid PhilGEPS registration;
2. Must have a valid License to Operate issued by the Department of Health following the Standards and Requirements of Administrative Order (AO) No. 2007-0027, or in case of recently expired license: copy of recently expired License to Operate and proof of renewal (e.g. Official Receipt). The valid License shall be submitted prior contract implementation;
3. Must have at least two (2) clinics/branches within Metro Manila and at least one (1) in Quezon City operating at least six (6) days a week;



4. Must have satisfactorily completed a contract similar to the contract to bid, with an amount equivalent to at least 50% of the Approved Budget for the Contract (ABC). "Similar contract" is defined as "contract of APE with a Government agency".

IV. SCOPE OF WORK

Provide medical laboratory, diagnostic and follow-up consultations for the APE Package of the **fifty-eight (58)** qualified MWSS RO employees which shall cover the following:

<i>No.</i>	<i>Particulars</i>	<i>Bid Price per Employee</i>
1.	Physical Examination	
2.	Routine Urinalysis	
3.	Basic Optical Examination (Visual Acuity View)	
4.	Complete Blood Count with platelet count	
5.	Chest X-ray (Plain): Posterior-Anterior (PA) View	
6.	12 Lead Electrocardiogram (ECG)	
7.	Blood Typing	
8.	Fecalysis with Occult blood (Ova and parasites, amoeba).	
9.	Blood Chemistry to include: Fasting Blood Sugar, Total Cholesterol and Uric Acid Determination, Liver Enzymes (SGPT and SGOT) and Lipid Profile (Triglycerides, HDL, LDL, VLDL), Blood Urea Nitrogen and Creatinine	
10.	Abdominal ultrasound (liver, spleen, pancreas, adrenals, gallbladder, kidneys and urinary bladder);	
11.	Prostate Specific Antigen (PSA) for the <u>twenty (20) males above 40 years old;</u>	
12.	Prostate Ultrasound for the <u>twenty (20) males above 40 years old;</u>	
13.	Breast Ultrasound for <u>Nine (9) females above 40 years old;</u>	
14.	Pap's Smear for nine (9) females above 40 years old;	
Other services offered free of charge, if any:		Free

No.	Particulars	Bid Price per Employee
	Total Bid Price Per Employee	
	Total Bid Price for the Contract: (No. of employees 58 x PhP _____) Amount in words:	PhP
<p>We hereby offer the above Bid Price for the APE 2023 of the MWSS RO.</p>		
	<p>Company Name _____</p> <p>Signature over Printed Name of Authorized Representative</p>	Date

V. OBLIGATIONS OF THE SERVICE PROVIDER.

No.	Particulars
1.	Provide the prescribed laboratory/diagnostic procedures to all the fifty-eight (58) qualified employees of the MWSS RO as provided by the Administration Department-HR within a period of six (6) months commencing upon acceptance of the Contract.
2.	Provide the Medical Laboratory, Diagnostic and follow-up Consultations to qualified MWSS RO employees.
3.	Provide supplies and materials necessary for the conduct of the laboratory/diagnostic procedures as specified in Section IV;
4.	Comply with prescribed diagnostic/laboratory procedures specified in Section IV hereof;
5.	Provide physicians for medical interpretation of results, health advice and/or prescription of medicines, if necessary;
6.	Issue a Statement of Account to the MWSS RO indicating the cost components availed by the employee in the APE Package including records of test results;
7.	Allow qualified MWSS RO employees to undergo the APE at any of the clinics/branches stated in the List of Clinics/Branches upon presentation of an endorsement from the MWSS RO signed by its authorized signatory within the duration of the contract.
We hereby agree to comply with the above obligations:	

No.	Particulars	
Company Name	Signature over Printed Name of Authorized Representative	Date

VI. DELIVERABLES

The Service Provider shall perform and deliver the following services:

Tasks	Timelines	Deliverables/ Report
Conduct of actual extraction of specimen, Laboratory Test, diagnostic procedures, processing and medical interpretation of the results and including follow-up test if necessary	Effective upon acceptance of the Contract.	Report of actual laboratory test, diagnostics and medical services received with the acknowledgment signatures of the employees.
Issuance of Laboratory and Diagnostic Results.	Within fifteen (15) calendar days after the conduct of the APE or any of the services covered under the contract.	Statement of Account for the Laboratory, Diagnostic Results and medical interpretations.
<p><i>Statement of compliance:</i> I/We hereby agree to comply and deliver all the above requirements.</p>		
Company Name	Signature over Printed Name of Authorized Representative	Date

VII. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC).

The Service Provider shall be engaged for Six (6) months commencing upon acceptance of the Contract. The Approved Budget for the Contract is **Eight Hundred Seventy Thousand Pesos (PhP870,000.00)** for the total number of **Fifty-Eight (58)** qualified MWSS RO employees subject to the actual laboratory test, diagnostic procedures including follow-up medical test availed not exceeding the Bid Price per qualified employee, inclusive of all applicable taxes.

VIII. CRITERIA OF AWARD

The contract shall be awarded to the Bidder with the highest score based on the following criteria:

Particulars	Wt. Points	Wt. Percentage	Score
1. Offered package based on the fourteen (14) listed Laboratory Tests & Examinations;	<ul style="list-style-type: none"> • 14 & up = 100 • 12 to 13 = 80 • Less than 12 disqualified 	40%	40
2. Offered Price for the complete package as listed per employee.	<ul style="list-style-type: none"> • 70-80% of ABC = 100 • 81-90% of ABC = 80 • 91-100% of ABC = 70 • More than the ABC = disqualified; or • offered less than 12 of the listed package = Disqualified 	50%	50
3. 2ther services offered free of charge, such as no. of follow-up consultations:	<ul style="list-style-type: none"> • 5 & up = 100 • 1-4 = 70 • Other services = 50 • None = 0 	10%	10
	TOTAL POINTS	100%	100

IX. TERMS OF PAYMENT

Full payment shall be processed and released within fifteen (15) calendar days upon issuance of a Certificate of Acceptance for satisfactory completion of the services rendered with the complete supporting documents from the Service Provider, such as; Invoice or Statement of Account and the required Deliverables/Reports.

The payment shall be based on the actual laboratory test, diagnostic procedures and other allowed services availed in the package per employee. **Any amount in**

excess of the Bid Price per employee shall be settled separately by the concerned employee.

X. WORKING CONDITIONS AND ARRANGEMENTS

The Service Provider shall directly coordinate with the Administration Department-HR on all matters relative to this engagement, such as: contract signing, Certificate of Acceptance, Endorsement of employees, if any. The Administration-HR and the Safety and Health Committee shall work closely with the Service Provider to ensure an orderly implementation of the 2023 MWSS RO Annual Physical Examination.

XI. CONFIDENTIALITY CLAUSE

The Service Provider shall be bound to confidentiality of data and information accessed during the course of this contract and shall be liable for any breach thereof. In addition, the Service Provider must maintain all medical results and other information in strict confidence and must not disclose documents and information unless authorized by the Administration Department-HR or the Employees concerned.

XII. RESERVATION CLAUSE

MWSS RO reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

MWSS RO reserves the right to reject the proposal of any proponent who;

1. does not offer the required services as provided for in this Terms of Reference;
2. discovered to have suppressed, disclosed or falsified information; or
3. failed to satisfactorily perform/complete any contract previously awarded to it.

MWSS RO reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, MWSS RO may disqualify the proponent from obtaining the award

Recommending Approval:


CLAUDINE B. OROCIO-ISORENA
DA for Administration and Legal Affairs

~~APPROVED:~~


PATRICK LESTER N. TY
Chief Regulator

Conforme:

Name and Signature of Bidder



MWSS
RO

METROPOLITAN
WATERWORKS &
SEWERAGE
SYSTEM
REGULATORY
OFFICE

ROUTING SLIP

Actions:

- | | | |
|---------------------------------|--------------------------|-----------------|
| 1- Approval/Signatures/Initial | 6- Instruction Requested | 11- Follow-up |
| 2- Pls. Take Appropriate Action | 7- Return in _____ Days | 12- Circularise |
| 3- Prepare Reply | 8- For Your Info. | 13- File Copy |
| 4- Review/Comment/Recom. | 9- Please See Me | 14- Others |
| 5- Investigate/Study/Evaluate | 10- Note and Return | |

Subject: Procurement of service Provider for the 2021 Annual Physical Examination

FROM	TO	DATE	ACTION REQUESTED	INITIAL
LEGAL	DA COI	7/27	(1) pls ty	pp
Check case stated - not allowed braces & retainers.				
RVP	SCA RMB	7/27	(2) pls revise	pp
LEGAL	DA COI	7/28	(1) pls ty	
LEGAL	OCR	7/28	(6) pls thank you for CR ANT	
PNY	AVA	7/29	OK	Pf
		JUL 29 2021 1:57 PM		gfy.

Remarks:

ready
JUL 28 2021

MEMORANDUM

TO : PATRICK LESTER N. TY
Chief Regulator

THROUGH : CLAUDINE B. OROCIO-ISORENA
Deputy Administrator, Administration and Legal Affairs

FROM : CRESCENCIANO B. MINAS, JR.
Department Manager, Legal Affairs

sgd.
FELIX FRANCIS B. OPLE
Chief Corporate Attorney

sgd.
RAY KARLO M. BONITA
Senior Corporate Attorney

DATE : 26 July 2021

SUBJECT : Procurement of Service Provider for the 2021 Annual Physical Examination

MWSS Regulatory Office
OFFICE OF THE CHIEF REGULATOR

RECEIVED

By: Peachy
Date: JUL 28 2021
Time: 2:54 PM

We write in response to the query of the Chief Regulator on whether or not the MWSS Regulatory Office ("MWSS RO") may still conduct an annual medical check-up program for its employees for the year 2021.

First, we find guidance in Administrative Order ("AO") No. 402 which authorizes national government agencies to establish an annual medical check-up program for all of its employees. We submit that no law has yet been passed or issued repealing or revoking AO No. 402. Hence, there remains to be a legal basis for the MWSS RO to conduct a medical check-up program for its employees for the year 2021.

We note, however, that pursuant to AO No. 402, the employees eligible to avail themselves of the annual medical check-up program must fit the following requirements/requisites:

1. permanent or temporary employees;
2. in service for at least one year of service, and;



3. not recipients of a similar benefit or any supplementary medical allowance over and above the Medicare benefits.

Finally, the recommendation of the Chief Regulator to allow the employees to go to the nearest clinic or hospital for the medical examination is on point and fully compliant with Clause 13 of Title V of the Terms of Reference which provides that employees who will not be able to avail of the annual physical exam in the MWSS RO premises may opt to go to the clinics/branches of the winning bidder.

For the Chief Regulator's consideration.

ADMINISTRATIVE ORDER NO. 402

**ESTABLISHMENT OF A MEDICAL CHECK-UP PROGRAM
FOR GOVERNMENT PERSONNEL**

WHEREAS, pursuant to Section 5 of P.D. No. 1597, s. 1978 (Further Rationalizing the System of Compensation and Position Classification in the National Government), which continues to be applicable in accordance with R.A. No. 6758, s. 1989 (Prescribing a Revised Compensation and Position Classification System in the Government), all government employees may be granted allowances, honoraria and other fringe benefits;

WHEREAS, keeping a healthy workforce is among the primary concerns of the government considering that the physical well-being of its employees has a significant impact on the efficiency and effectiveness of public service delivery; and,

WHEREAS, the Civil Service Commission also issued Memorandum Circular No. 33 (s. 1997) which provides that all government agencies and Government-Owned and/or-Controlled Corporations (GOCCs) shall provide, among others, a health program for their employees which includes free annual mental and medical-physical examinations.


NOW, THEREFORE, I, FIDEL V. RAMOS, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Establishment of the Annual Medical Check-up Program. An annual medical check-up for government officials and employees is hereby authorized to be established starting this year, in the meantime that this benefit is not yet integrated under the National Health Insurance Program being administered by the Philippine Health Insurance Corporation (PHIC).

SEC. 2. Coverage. The medical check-up program shall be granted to all permanent and temporary personnel of national government agencies who have been in the service for at least one year as of the effectivity of this Order. Excluded from the coverage, however, are officials and employees who are already recipients of a similar benefit or any supplementary medical allowance over and above the Medicare benefits.

GOCCs, which do not offer a free medical check-up or any supplementary medical allowance over and above the Medicare benefits shall also establish a similar program for their employees.

Local Government Units are also encouraged to establish a similar program for their personnel.



SEC. 3. Benefit Package. Initial benefits for employees who are below 40 years of age shall include the following: Physical examination, Chest X-ray, Complete Blood Count (CBC), Urinalysis and Stool Examination. Meanwhile, employees whose age is 40 years and above shall be entitled to the following: Physical examination, Chest X-ray, Complete Blood Count (CBC), Urinalysis, Stool Examination and ECG. Benefits may be increased upon the availability of funds.

SEC. 4. Funding. The National Government shall provide the funds to cover the cost of the medical check-up of officials and employees of national government agencies. Expenses for the medical check up of personnel in GOCCs, undertaken pursuant to this Order, shall be chargeable against the corporate funds of the respective GOCCs. Local Government Units, which may establish a similar medical program for their personnel, shall utilize local funds for the purpose.

Funds intended for the program shall be used only for the payment of the cost of the check-up actually rendered.

SEC. 5. Program Administration. This program shall be administered by the Department of Health (DOH). The DOH shall oversee the conduct of the medical check-up for all officials and employees of the national government agencies and administer the funds for the purpose.

SEC. 6. Implementing Rules and Regulations. The DOH, Department of Budget and Management (DBM) and the PHIC shall jointly formulate and issue the implementing rules and regulations for this program.

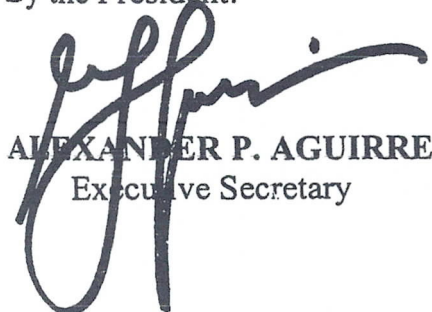
SEC. 7. Repealing Clause. All laws, orders, regulations, or parts thereof, inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.

SEC. 8. Effectivity. This Administrative Order shall take effect immediately.

DONE in the City of Manila, this 2nd day of June, in the year of our Lord, nineteen hundred and ninety eight.



By the President:



ALEXANDER P. AGUIRRE
Executive Secretary

IN REPLYING, PLEASE CITE:
PFVR Letter # L981562



L981562

**Department of Health
Department of Budget and Management
Philippine Health Insurance Corporation**

September 9, 1998

Joint Circular No. 01

**RULES IMPLEMENTING THE PROVISIONS OF ADMINISTRATIVE
ORDER NO. 402, ON THE ESTABLISHMENT OF A MEDICAL
CHECK-UP PROGRAM FOR GOVERNMENT PERSONNEL**

1.0 Purpose

This Circular is being issued to provide the rules and regulations to govern the implementation of an annual medical check-up program for government personnel pursuant to Administrative Order No. 402 dated June 2, 1998.

2.0 Coverage

The medical check-up program shall be established for all permanent and temporary personnel of national government agencies who have been in the service for at least one year as of the effectivity of A.O. No. 402. Excluded from the coverage, however, are officials and employees who are already recipients of a similar benefit or any supplementary medical allowance over and above the Medicare benefits. Government-owned or -controlled corporations which do not offer a free medical check-up or any supplementary medical allowance over and above the Medicare benefits may establish a similar program.

3.0 Benefit Package

The medical check-up shall initially consist of the following examinations:

3.1 For officials and employees below 40 years of age

- a. Physical examination
- b. Chest X-Ray
- c. Complete Blood Count
- d. Urinalysis
- e. Stool examination

3.2 For officials and employees aged 40 years and above

- a. Physical examination
- b. Chest X-Ray
- c. Complete Blood Count
- d. Urinalysis
- e. Stool exam
- f. Electro Cardiogram

The benefits may be increased upon the availability of funds.

4.0 Funding

The National Government shall provide the funds to cover the cost of the annual medical check-up of officials and employees of national government agencies. Expenses for the medical check-up of personnel in government-owned or -controlled corporations (GOCCs) shall be chargeable against the corporate funds of their respective GOCC.

However, officials and employees of agencies who receive medical allowance over and above the Medicare benefits or are already beneficiaries of a government-funded annual medical check-up program that is equal to or superior than the one prescribed under this program shall no longer be entitled to the fund that will be allocated for this purpose.

Funds intended for the medical check-up program shall be used only for the payment of the cost of the check-up actually rendered. Thus, this benefit cannot be monetized.

5.0 Administrative Procedures


- 5.1 The Department of Health (DOH) shall oversee the conduct of the medical check-up for all national government officials and employees nationwide. The DOH Central Office (CO), in the case of central office personnel, and the DOH Regional


Health Offices (RHOs), in the case of personnel of regional/field offices, SUCs and other agencies located in the regions, shall be responsible for the assignment of officials/employees to the various hospitals within the same area/region for purposes of the medical check-up.


- 5.2 The Department of Budget and Management (DBM) shall release the funds corresponding to the cost of the check-up to the DOH CO and RHOs on a quarterly basis. The DOH CO or RHOs, as the case may be, shall then be responsible for sub-allotting the funds to the various government hospitals or paying the cost of services of private hospitals/clinics based on the number of personnel assigned to each hospital/clinic.
- 5.3 The agency or regional/field office concerned shall arrange the schedule of the medical check-up of its personnel with the hospital/clinic where they have been assigned.
- 5.4 The official/employee shall avail of the medical check-up on the designated schedule. Failure to do so would mean forfeiture of this benefit for the year in question.
- 5.5 The hospital/clinic shall send the results of the medical check-up to the official/employee concerned within two (2) weeks after examination. The official/employee has the option of giving a copy thereof to the agency head. However, if the examination results show that an official/employee has a communicable disease, the hospital concerned is obliged to furnish the agency head a copy of the examination results.
- 5.6 The hospitals/clinics shall submit monthly reports to the DOH-RHO on the names of officials and employees, by agency, who availed of the check-up and the types of examination performed on or before the fifth day of the month following the examination.
- 5.7 The DOH-RHO shall consolidate the reports of all participating hospitals within the region and submit the same to the DOH Central Office on or before the fifteenth (15th) day of the following month.
- 5.8 The DOH Central Office shall submit to DBM a consolidated report on the utilization of the funds released for this purpose.

6.0 Effectivity

This Joint Circular shall take effect immediately.


FELIPE A. ESTRELLA
Secretary, DOH


BENJAMIN E. DIOKNO
Secretary, DBM


ENRIQUE M. ZALAMEA JR.
President, PHIC



MC No. 33, s. 1997

MEMORANDUM CIRCULAR

TO: ALL HEADS OF DEPARTMENT, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Policy on Working Conditions at the Workplace

The Civil Service Commission, in partnership and consultation with the Council of Personnel Officers and Human Resource Management Officers, recognizes the need to institutionalize viable programs to improve working conditions in the government.

Pursuant to Resolution No. 97-4684 dated December 18, 1997, the CSC promulgates and adopts the following policies:

1. All government offices shall provide the following:

a) Health Program for Government Employees

Health program for employees shall include any or all of the following:

1. hospitalization services
2. Annual mental, medical-physical examinations

b) Adequate office ventilation and lighting

(As provided under PD 1096)

- a. Window openings - rooms without artificial ventilation shall have window/s with a total free area openings equal to at least 10% of the floor area of room. It shall be open directly to a court, yard, public street or alley or open water courses.

b. Air space requirements - 12.00
cubic meters of air space per person

c. Artificial ventilation - not less than
three (3) changes of air per hour.

d. Lighting - it shall be 40 unit load
per square meter (Watts).

c. Clean and adequate comfort room
facilities

Allot a certain amount of MOOE for
construction/maintenance of clean
comfort rooms.

d. Potable drinking water

PD 1096 - Potable water used for
human habitation shall be supplied.
The quality of drinking water shall
conform to the criteria set in the latest
approved National Standards for
Drinking Water.

e. First Aid Kit/Facilities

g. Hazard Insurance

Head of Agencies shall provide
accident/risk insurance to officials and
employees.

2. All government offices shall create a safety committee that would enforce a
safety program for the employees including basic safety orientation and
drills.

3. All government offices should be non-smoking areas.

All heads of departments/agencies are enjoined to appropriate funds for the
institutionalization of these policies/programs.


CORAZON ALMA G. DE LEON
Chairman

22 December 1997



RESOLUTION NO. 974684

WHEREAS, the Civil Service Commission, cognizant of its role as the central human resource management agency of the government is mandated to develop policies for the further improvement of the practice of human resource management in the bureaucracy;

WHEREAS, the Commission adopts human development as a strategy for world class bureaucracy;

WHEREAS, the Commission is in the strong belief that concern environment would bring about high productivity;

WHEREAS, in the conduct of a research on working condition, the Commission noted that the bureaucracy needs basic requirements for a reasonable conditions of work on health and safety and that Memorandum Circular No. 30 issued in 1994 only provides for a checklist of conditions of work;

WHEREAS, the Civil Service Commission, after the review of policies and other documents, conducted seven (7) Area Conferences of the Council of Personnel Officers and Human Resource Management Officers nationwide to gather data on the common health and safety problems at work experienced by government personnel;

WHEREAS, the Conferences brought forward the inadequate policy on basic health and safety conditions of work and was validated by the issues presented;

NOW THEREFORE, the Commission resolved, as it hereby resolves to mandate the following policies as a way of reinventing the workplace of public sector employees:

1. All government offices shall provide the following:

a) Health Program for Government Employees

Health program for employees shall include any or all of the following:

1. hospitalization services
2. Annual mental, medical-physical examinations

(As provided under PD 1096)

b) Adequate office ventilation and lighting

a. Window openings - rooms without artificial ventilation shall have window/s with a total free area openings equal to at least 10% of the floor area of room. It shall be open directly to a court, yard, public street or alley or open water courses.

b. Air space requirements - 12.00 cubic meters of air space per person

c. Artificial ventilation - not less than three (3) changes of air per hour.

d. Lighting - it shall be 40 unit load per square meter (Watts).

c. Clean and adequate comfort room facilities

Allot a certain amount of MOOE for construction/maintenance of clean comfort rooms.

d. Potable drinking water

PD 1096 - Potable water used for human habitation shall be supplied. The quality of drinking water shall conform to the criteria set in the latest approved National Standards for Drinking Water.

e. First Aid Kit/Facilities

g. Hazard Insurance

Head of Agencies shall provide accident/risk insurance to officials and employees.

2. All government offices shall create a safety committee that would enforce a safety program for the employees including basic safety orientation and drills.
3. All government offices should be non-smoking areas.

Quezon City,

DEC 18 1997


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


CARMENCITA GISELLE BRINGAS-BORILLO
Board Secretary VI

MWSS RO APE 2023

	Names	Sex	Age as of 18 Oct. 2023	Tenure
1	Patrick Lester Ng Ty	Male	45.5	6.2
2	Leo James Bautista Abaloyan	Male	44.3	9.7
3	Renato Lacao Rodriguez	Male	33.3	1.4
4	Lorna Chapoco Medina	Female	57.3	8.2
5	Mark Binarao Tabes	Male	41.4	5.0
6	Joan Michelle Santiago Antonio	Female	41.1	3.0
7	Simon Efraim Miranda Borromeo	Male	34.9	2.6
8	Evelyn Borje Agustin	Female	67.9	6.2
9	Maria Eloisa Co Garcia	Female	31.9	6.1
10	Joel Aquino Dominguez	Male	56.5	5.8
11	Sheena Lagawan Guinaling	Female	26.9	4.5
12	Richelle Cruz Cruz	Female	29.9	4.5
13	Aljohn Deo Estabillo Quinajon	Male	32.5	3.2
14	Ronald Galingan Valdez	Male	29.1	2.7
15	Maricris Taberna Laciste	Female	50.7	2.8
16	Fiameto Je Absin Baring	Male	49.7	2.1
17	Israel Chaneco Bungay	Male	28.4	2.8
18	Claudine Orocio Isorena	Female	44.7	7.6
19	Ramon Asantor Javier	Male	60.9	3.1
20	Maria Theresa Vidal Makiling	Female	63.4	19.8
21	Alan Dy Chuegan	Male	54.4	14.6
22	Christian Bernard Dela Cruz Marcelin	Male	47.5	7.7
23	Roberto Umali Coloso	Male	58.8	24.2
24	John Oliver Siatan Medina	Male	41.6	8.2
25	Sir Gil Pababero Maravilla	Male	29.9	1.4
26	Klea Rejoice Domulot Luz	Female	41.5	5.8
27	Ranjev Mulleda Garcia	Male	30.8	5.4
28	Vicente Teoxon Avila	Male	53.7	1.7
29	Edgar Geronimo Lumbres	Male	55.8	1.7
30	Roberto Arañez Diala	Male	59.8	1.7
31	Crisanto Gardon Nagtalon	Male	47.5	1.7
32	Yolanda Cadiz Vicente	Female	50.7	5.2
33	Christine Agatha Reyes Villanueva	Female	33.8	4.8
34	Crescenciano Baldino Minas	Male	62.5	6.2
35	Felix Francis Baun Ople	Male	38.0	4.3
36	Ray Karlo Mapile Bonita	Male	30.4	3.6
37	Christopher Dy Chuegan	Male	50.8	9.9
38	Joriel Miranda Dagsa	Male	35.1	1.8
39	Justine Irish Carlos Ignacio	Male	29.6	2.3

40	Mark Billy Bernardo Antonio	Male	32.8	2.2
41	Mary Ann Monic Peña Rodriguez	Female	33.8	2.2
42	Charmaine Shiela Abia Adeva	Female	35.0	9.0
43	Emyl Angelique Cruz Fulgueras	Female	27.2	5.3
44	Ma. Carla Napuran Benito	Female	31.1	8.2
45	Elena Trigueros Cheng	Female	31.1	1.6
46	Lee Robert Mercado Britanico	Male	42.1	6.1
47	Rosendo Orito Alegre	Male	63.5	26.0
48	Melchor Suyao Cordova	Male	64.6	26.0
49	Ma. Victoria Mamaril Villarba	Female	60.4	3.2
50	Francis Eduardo Pasamba Ayapana	Male	55.8	2.1
51	Daryl Fonte Ferrer	Male	33.1	1.6
52	Christine Escalona Navarro	Female	33.9	1.9
53	Ken Harold Meñez Turalba	Male	28.6	1.1
54	Emmaruth Degayo Bobila	Female	38.7	1.1
55	Mervin Dela Cruz Monteloyola	Male	33.5	1.1
56	Georgia Mae Garcia Macabeo	Female	32.3	1.3
57	Patricia Paula Ajena Seriritan	Female	33.2	1.3

** 6 unqualified talents for APE 2023*

Summary:

As of 16 October 2023	Male	Female	Total
40 y/o and above	20	9	29
39 y/o and below	15	13	28
Total	35	22	57