



University of the Philippines Manila  
The Health Sciences Center

Office of the Chancellor  
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25 August 2015

**MEMORANDUM ORDER NO. CCDP-2015-091**

**TO :** ALL CONCERNED

**THROUGH :** Deans, Directors, Heads of Units and Office

**SUBJECT :** UP MANILA HEALTH BENEFIT PROGRAM

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Please be informed that the Board Of Regents, at its 1309th meeting on 22 July 2015, has approved the UP MANILA HEALTH BENEFIT PROGRAM.

To avail of the benefit program, the attached implementing guidelines shall be followed.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read 'Carmencita D. Padilla'.

**CARMENCITA D. PADILLA, MD, MAHPS**  
Chancellor *CP*

## UP MANILA HEALTH BENEFIT PROGRAM

(as approved in the 1309<sup>th</sup> meeting of the Board of Regents on 22 July 2015)

### IMPLEMENTING GUIDELINES

**BENEFIT** : P100,000.00 maximum amount per year for employees' hospitalization/confinement in the Philippine General Hospital

#### **A. Qualification/Coverage:**

UPM employees (Central Administration and Academic Units) occupying regular items, whether full-time or part-time, contractual and casual positions, with at least one (1) year of continuous service at the time of hospitalization/confinement. Part-time employees are entitled to P50,000.00 per year which is half of the maximum amount.

Excluded are Consultants, Lecturers, Job Orders, and other non-regular employees.

#### **B. Conditions/Terms of availment:**

1. Employees may avail of this benefit **only** when confined in the Philippine General Hospital and whose confinement has been prescribed by the PGH attending physician.
2. The Health Benefit shall cover all hospital expenses incurred during confinement at PGH which shall include:
  - a. medical/surgical/diagnostic procedures, e.g., ultrasound, MRI, x-ray, CT scan, biopsy, mammography, echocardiography, angiogram, blood chemistry, and other laboratory examinations as recommended by the attending physician/specialist.
  - b. prescribed drugs and medicines;
  - c. room and board for the duration of confinement.
3. Exclusions:
  - a. Professional fees.
  - b. Drugs and medicine, laboratory/diagnostic procedures done outside of PGH.
  - c. Expenses incurred for injuries/illnesses caused by intemperate use of drugs and substances and/or alcohol, cosmetic/aesthetic care and others which are not compensable under PHILHEALTH regulations.
4. This benefit shall be used after Philhealth and other UPM employees' discounts.
5. This benefit shall be forfeited when not used within the year. It is not cumulative nor commutative.

**C. Filing Period**

Application for this benefit shall be filed not later than 15 days after discharge to ensure availability of funds and effective monitoring of the UPM Health Benefit Fund.

**D. Procedures:**

1. Employee fills up Application for Health Benefit (form may be downloaded from the UPM HRDO website) and requests endorsement from the head of office.
2. UPM HRDO fills up box B of application form.
3. UPM Accounting Office fills up box C of application form.
4. Vice Chancellor for Administration recommends approval.
5. Chancellor approves.
6. Employee submits approved application to PGH Accounting Billing Section.
7. PGH Accounting Billing Section submits on a weekly basis the billing statement as endorsed by the Director/Deputy Director for Fiscal Services to the Vice Chancellor for Administration.

**E. Effectivity:**

Availment of this health benefit shall take effect on 22 July 2015. Hospitalization/Confinement before the effectivity date is not covered by the grant.

