



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON OCTOBER 5, 2018 AT THE SANGGUNIANG BAYAN SESSION HALL

PRESENT:

Hon. German S. Acosta	Temporary Presiding Officer
Hon. Dexter R. Gonzales	Sangguniang Bayan Member
Hon. Dennes M. Faner	Sangguniang Bayan Member
Hon. Edezer F. Acheron	Sangguniang Bayan Member
Hon. Guillermo G. Salas, Jr.	Sangguniang Bayan Member
Hon. Elpidio N. Contreras, Jr.	Sangguniang Bayan Member
Hon. Edwin C. Acheron	Sangguniang Bayan Member
Hon. Teresita S. Bantugan	Sangguniang Bayan Member
Hon. Tulay M. Caring	IPM Representative

ABSENT:

Hon. Ramon G. Magbanua	Municipal Vice Mayor- O.B.
Hon. Enrico C. Villas	Pangulo, Liga ng mga Barangay- O.B.
Hon. Kim John Elco E. Cantos	SK Federation President- O.B.

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MUNICIPAL ORDINANCE NO. 18-10-217

AN ORDINANCE GRANTING MEDICAL AND/OR BURIAL ASSISTANCE TO OFFICIALS, EMPLOYEES AND WORKERS OF THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO IN CASE/S OF HOSPITALIZATION AND/OR DEATH

SB Member Dexter R. Gonzales
Sponsor and Author
SB Member Dennes M. Faner
Sponsor
SB Member German S. Acosta
Sponsor
SB Member Elpidio N. Contreras, Jr.
Co-Sponsor
SB Member Edwin C. Acheron
Co-Sponsor

BE IT ORDAINED by the Sangguniang Bayan of Bulalacao, Oriental Mindoro:

Section 1. Title. This Ordinance is entitled as stated and shall be also known as the "2018 Ordinance on the Provision of Hospitalization and Death Assistance to Officials, Employees and Workers of the LGU of Bulalacao";

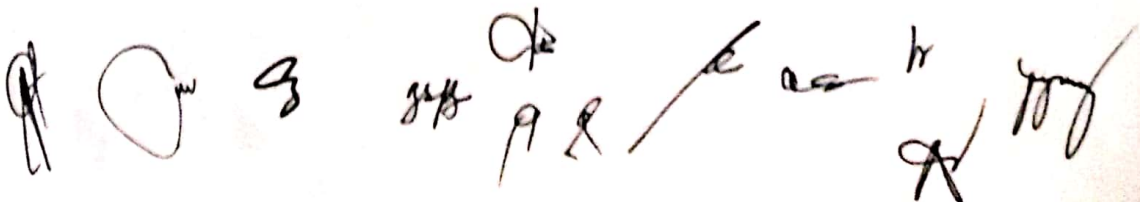
Section 2. Statement of Policy. It is the policy of the Local Government Unit of Bulalacao to improve, promote and maintain the morale, productivity, health, well-being and job satisfaction of its officials, employees and workers to help ensure the retention of workforce necessary in the attainment of vision, mission and goals;

[Handwritten signatures and initials of the Sangguniang Bayan members and officials.]

Section 3. Definition of Terms. As used in this Ordinance, the following terms shall mean:

- a. **Accident** is any sudden, unplanned, unintentional, unforeseen or unexpected event which causes injury or death.
- b. **Agency or LGU of Bulalacao** refers to the Local Government Unit of Bulalacao, Oriental Mindoro.
- c. **Confinement** means the act of confining a patient in a health care institution for treatment of injury or sickness as recommended by a medical doctor.
- d. **Death** is the cessation or end of life as supported by a duly registered death certificate.
- e. **Employee** refers to an appointed person in permanent, temporary, co-terminous, contractual or casual status in the LGU of Bulalacao.
- f. **Health care institution** means any public or private hospital, infirmary or psychiatric care facility licensed and/or accredited by the Department of Health. It does not include any institution or section of any institution which is operated as a convalescent or nursing home, rest home for the aged, place for custodial care or for any similar purpose.
- g. **HRMO** refers to the highest ranking Human Resource Management Officer of the LGU of Bulalacao.
- h. **Immediate relative** refers to the spouse, son or daughter, parent, eldest sibling, or any relative within the fourth civil degree of consanguinity and affinity, according to this order of preference.
- i. **Injury** means anatomical or physiological damage to any part of the human body affecting its normal functions and processes.
- j. **Municipality** refers to the Municipality of Bulalacao in the Province of Oriental Mindoro.
- k. **Official** refers to a duly elected person who is either the municipal mayor, or municipal vice mayor, or any member of the sangguniang bayan in the Municipality of Bulalacao.
- l. **Physician** means a medical doctor or person who is licensed to legally practice medicine.
- m. **Sickness** means a health disorder or disease or unhealthy or unsound condition of body or mind as certified by a physician and needing confinement to a health care institution.
- n. **Worker** refers to a person rendering services to the LGU of Bulalacao in contract of service or job order basis.

Section 4. Coverage. This ordinance shall cover medical and burial assistance.

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a. Medical Assistance

When an official, employee or worker shall be confined to a health care institution and become incapacitated to work due to sickness, injury or accident, whether work-related or not, the agency shall extend financial assistance to help cover expenses for hospitalization, medicines, medical procedures and other incidental costs as required or prescribed by a licensed physician, provided that such hospital confinement happened while the official, employee or worker is still in service.

Computation of expenses incurred or to be paid by an official, employee or worker for hospital confinement, medicines, medical procedures, professional fees and other incidental fees shall be based on the original bill or amount, meaning, benefits covered and provided by the Philippine Health Insurance Corporation and other insurance providers and discounts like for senior citizens and persons with disabilities are not yet deducted:

Expenses incurred or to be paid by an Official, employee or worker	Amount of financial assistance
PhP 10,000.00 - PhP 20,000.00	PhP 2,000.00
PhP 21,000.00 - PhP 30,000.00	PhP 3,000.00
PhP 31,000.00 - PhP 40,000.00	PhP 4,000.00
PhP 41,000.00 - PhP 50,000.00	PhP 5,000.00
PhP 51,000.00 - PhP 60,000.00	PhP 6,000.00
PhP 61,000.00 - PhP 70,000.00	PhP 7,000.00
PhP 71,000.00 - PhP 80,000.00	PhP 8,000.00
PhP 81,000.00 - PhP 90,000.00	PhP 9,000.00
PhP 91,000.00 - PhP 125,000.00	PhP 10,000.00
PhP 130,000.00 - PhP 150,000.00	PhP 15,000.00
PhP 155,000.00 - PhP 200,000.00	PhP 20,000.00
PhP 205,000.00 above	PhP 25,000.00

Requirements to avail this grant shall be the following:

- i. Request letter addressed to the Municipal Mayor thru the HRMO and signed by the patient or by the immediate relative;
- ii. Original copy of hospital bill, or medical prescription with estimated amount of medicines or official receipt of payment;
- iii. Original copy of medical certificate;
- iv. Original copy of service record signed by the HRMO and by the Municipal Mayor;
- v. Certified true copy of police report in case of accident.

The agency shall not extend financial assistance to an official or employee who avails Rehabilitation Privilege pursuant to the Civil Service Commission and Department of Budget and Management Joint Circular No. 01, series of 2006.

This financial assistance shall be availed once every after twelve (12) months for hospital confinement or medical procedures due to the same or other sickness, injury or accident. Proper recording and control shall be done by the HRMO.

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b. Burial Assistance

The relative of a dead official, employee or worker, whether the cause of death is work-related or not, shall be entitled to receive the amount of twenty thousand pesos (Php20,000.00), provided that such death happened while the official, employee or worker is still in service.

Requirements to avail this grant shall be the following:

- i. Request letter addressed to the Municipal Mayor thru the HRMO and signed by the immediate relative;
- ii. Death certificate certified as true copy from the original by the Municipal Civil Registry Office;
- iii. Original copy of service record signed by the HRMO and by the Municipal Mayor;
- iv. Certified true copy of police report in case of accident.

Burial assistance shall be granted even if medical assistance has been availed already.

Section 5. Processing of Assistance. The HRMO shall immediately process the claims and shall make necessary interventions so that the financial assistance shall be received by the patient or the immediate relative within seventy two (72) hours upon receipt of the request letter with complete requirements.

Section 6. To Whom Assistance is Payable.

The financial assistance shall be payable to the official, employee or worker if alive. Otherwise, it shall be given to the immediate relative, in the order of preference enumerated in Section 3, but only after submission of satisfactory proof, such as, but not limited to, marriage certificate or birth certificate and certified true copy of valid identification card of such immediate relative.

Section 7. Exclusions.

The agency shall not grant any assistance for injury, hospital confinement or death caused by or resulting from:

- a. intentionally self-inflicted injury, suicide or suicide attempt;
- b. influence of prohibited drugs;
- c. any attempted commission of, or willful participation in any crime punishable by any prevailing law or ordinance except crime of reckless imprudence as defined by the Revised Penal Code.

Section 8. Appropriation. The amount needed for the implementation of this ordinance shall be included in the General Fund Annual Budget of the Local Government Unit of Bulalacao, Oriental Mindoro under the Personal Services and Maintenance and Other Operating Expenses of the Office of the Municipal Mayor next fiscal year and years thereafter based on the budget



proposal submitted by the HRMO but shall not be lesser than PhP100,000.00 for personal services and another PhP100,000.00 for MOOE. The Municipal Budget Officer shall ensure that the budget necessary for the implementation of this Ordinance is included in yearly appropriation. The fund allocated for this assistance shall not be allowed for realignment and not be certified as savings unless it already served its purpose in a particular fiscal year.

Section 9. Penalty. Any officer or employee who shall disregard or neglect the implementation of this Ordinance shall be administratively dealt with and such shall be a ground for suspension or dismissal subject to the pertinent provisions of the Civil Service Laws and Rules.

Section 10. Repealing Clause. Any ordinance inconsistent with the provisions of this Ordinance is hereby repealed or modified accordingly.


Section 11. Separability Clause. If any provision of this Ordinance is declared invalid, the remainder or any provision hereof not affected thereby shall remain in force and effect. Higher laws or policies inconsistent with the provisions of this Ordinance shall prevail.

Section 12. Effectivity. This Ordinance shall take effect immediately after fifteen (15) days of posting in bulletin board at the entrance of the Municipal hall and in at least two (2) other conspicuous places in the Local Government Unit of Bulalacao.

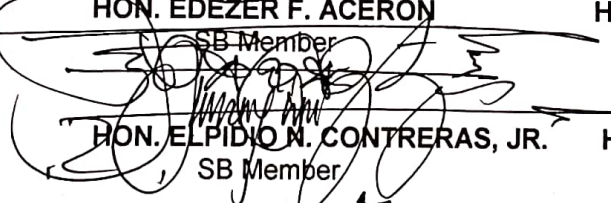
ENACTED this 5th day of October, 2018. Bulalacao, Oriental Mindoro.


HON. DEXTER R. GONZALES
SB Member


HON. DENNES M. FANER
SB Member


HON. EDEZER F. ACERON
SB Member


HON. GUILLERMO G. SALAS, JR.
SB Member


HON. ELPIDIO N. CONTRERAS, JR.
SB Member


HON. EDWIN C. ACERON
SB Member



HON. TERESITA S. BANTUGAN
SB Member


HON. TULAY M. CARING
IPM Representative


CERTIFIED TRUE AND CORRECT:


PERLITA L. PAZ
Secretary to the Sanggunian

ATTESTED:


HON. GERMAN S. ACOSTA
Sangguniang Bayan Member/
Temporary Presiding Officer

APPROVED:


HON. ERNILO C. VILLAS
Municipal Mayor
Date Signed: 11/22/2018