

14 Health Care Benefit

I. POLICY STATEMENT

The Company recognizes the healthcare of the employees as an important factor for his/her working efficiency in the assigned tasks.

II. GENERAL PROVISIONS

A. DEFINITION

Health Care - health maintenance which includes appropriate services to ensure the working efficiency of the employees.

Dependents – Employee's sibling/s, parent/s, spouse and/or child/children.

B. REQUIREMENT

All regular employees and employees who have become permanent shall be entitled to the health care coverage.

Enrollment for employee's dependent/s to be covered shall be considered within fifteen (15) days from date of permanency. Thereafter enrollment will no longer be allowed.

Exception:

- New Born Child, at least two (2) months old, if all the dependents of the employees are previously enrolled.
- Change of Civil Status, in which case the coverage of parents if previously enrolled will be dropped in lieu of the spouse and/or child.

C. GUIDELINES

Upon the annual renewal and/or signage of the company's contract with the health insurance company, regular employees and their dependents are automatically enrolled on the company's healthcare program. Enrollment of additional dependent/s after the renewal of contract is inadmissible.

Premium of the healthcare coverage of regular employees are paid for by the company, whereas, the premium of the healthcare coverage of their dependent/s are paid for by the employees themselves payable in 22 installments over an eleven (11) months period through automatic salary deduction.

Table of Qualified Dependents:

Civil Status of Employees	Qualified Dependents
Single Employees	<ul style="list-style-type: none"> * Legitimate Parents (not over 65 years old) * Legitimate Brothers/Sisters (not over 21 years old)
Married Employees; Separated; Widow/Widower	<ul style="list-style-type: none"> * Legitimate Spouse * Legitimate Children (not over 21 years old)

Enrollment of dependent and/or additional dependent is employee-initiated and is coursed through the Personnel department for evaluation.

Parent dependent/s of employees' that had changed status will automatically be considered as extended dependent. However, enrollment of additional extended dependent/s (e.g. nephew, sister-in-law, parent of married employee) is also inadmissible.

Cancellation of dependent spouse/parent's coverage and deletion from masterlist will be in effect upon reaching the age of 65, whereas dependent sibling/children's coverage are also automatically cancelled upon reaching the age of 21.

Separated employees, including their dependent/s are deleted from the healthcare coverage effective on the separation date.

III. PROCEDURES

Annual proposals from different healthcare insurance companies are entertained before the end of company healthcare's existing plan.

For additions, deletions and changes on any employee's, and their dependents membership are coursed through the Personnel Department for the inclusion in the masterlist.

Upon approval of the Management on which healthcare company and the premium the company is about to pay, the updated listing of all regular employees, including their dependents, will be submitted for the processing of the company's healthcare insurance coverage.

Effectivity of the company's enrollment is upon the expiration of the company's contract with the existing healthcare company for the current year.

Payment of the dependent/s premium will be scheduled and a salary deduction form will be routed. In case that the principal requested for the termination of his dependent/s membership, premium of dependent/s will be computed on a prorated basis.

IV. WORK INSTRUCTION

Personnel will be in charge for the enrollment, deletion/cancellation and amendment of members in the healthcare program. Payroll, in coordination with Personnel will effect deductions (if any).