



# Simbaga Emerhensya Asin Dagdag Paseguuro Mutual Benefit Association (SEDP MBA), Inc.

## HUMAN RESOURCE MANUAL

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## HUMAN RESOURCE MANUAL

### SEDP MBA

**BASIC PRINCIPLES AND GUIDELINES**

**Effective Date:**

SEDP MBA, Inc. adheres to promote social justice by providing financial assistance to its members and their spouse, siblings, children and parents in the form of death benefits, sickness benefits, provident savings and loan redemption.

SEDP MBA, Inc. has the freedom and prerogative based on its discretion and best judgment to regulate and control all aspects of employment in its organization. These prerogatives include hiring, work assignments, working methods, time, place and manner of work, tools to be used, processes to be followed, supervise employees, working conditions, transfer of employees, discipline, dismissal and recall of employees. Provided, that such prerogatives shall be exercised in good faith and in accordance with existing laws and regulations.

This Human Resource Manual shall take effect upon approval of the Board of Trustees and subject for review by the designated body at least once a year or when deemed necessary to comply with the law.

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# HUMAN RESOURCE MANUAL

## SEDP MBA

### SECTION 1. RECRUITMENT AND SELECTION

Effective Date:

#### POLICIES

SEDP MBA ensures that recruitment and selection decisions are consistently, fairly, and equitably made across SEDP MBA and compliant to applicable labor rules and regulations.

The Finance and Admin Section/Department shall provide various sources of candidates to address the manpower requirements of SEDP MBA.

#### OBJECTIVES

1. To establish policy on recruitment of applicants and future manpower needs in SEDP MBA.
2. To source the right person for the right job at the right time to avoid interruption of work activities.

#### SCOPE

This policy applies to all permanent, contractual, or casual job vacancies at SEDP MBA.

#### DEFINITION OF TERMS

**Recruitment** is the sourcing of qualified job applicants for present and future manpower needs of SEDP MBA.

**Manpower Request Form (MRF)** refers to an official recruitment form used by the requester.

**Requester** is a person of higher rank or position authorized to recommend a vacant position.

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**Approver** is a person of the highest authority in SEDP MBA management.

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#### GENERAL GUIDELINES

Recruitment and selection shall be in accordance with the approved organizational structure and manpower plantilla; remuneration based on current salary grade; and equal opportunity for both men and women.

#### MANPOWER REQUEST

1. All requests for personnel shall require the use of the Manpower Request Form (MRF) (Annex A)
2. All requests for personnel should be in the approved Manpower Plantilla.
3. In case the additional personnel is not in the approved plantilla, the approver shall justify the same in the MR form.
4. There shall be an approved MRF before sourcing and hiring.
5. MRF shall contain position qualifications and job description of the vacant position.

#### SOURCING

The sourcing of applicants shall start upon receipt of an approved MRF. The hierarchy of sourcing shall be as follows:

##### A. INTERNAL SOURCING

1. Vacant positions shall be emailed to all employees of SEDP MBA.
2. An employee who is interested to apply for the position must send a current Curriculum Vitae and a letter of application to Finance and Admin Section/Department. He/she shall state his/her reason for

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interest in the position noted by his or her Immediate Superior. Finance and Admin Section/Department then forwards application paper to the requesting party.

3. In considering an employee for a vacant position, the following should be reviewed:
  - i. Performance Evaluation records
  - ii. Skills required for the vacant position
  - iii. Knowledge or related work experience
  - iv. Work Attitude
  - v. Immediate Superior's recommendation
  
4. The employee shall undergo the standard screening process which may consist of examinations, if applicable and interview.

#### B. EXTERNAL SOURCING

When no available and qualified candidate from within the Association responds within fifteen (15) working days upon posting, external sourcing shall be done and the following sources of applicants shall be considered:

##### a. Active File of Qualified Applicants

Finance and Admin Section/Department shall maintain job applicants for the various positions in the Association. This will include walk-in applicants, respondents from last vacancy, application papers sent by mail, and other sources.

##### b. Referrals

These are applicants referred by present and past employees, their friends, networking with HR personnel of other establishments. All papers of referrals should be forwarded to the Finance and Admin Section/Department.

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#### c. Advertising

The Finance and Admin Section/Department shall place an advertisement (online or print) when present pool of applicants is not sufficient or when no applicant from the pool is qualified.

#### d. Recruitment Agencies

When all sources have been exhausted and no qualified applicant has been found, the Association may avail the services of a manpower agency.

### SCREENING AND SELECTION

1. The Finance and Admin Department shall conduct paper screening and preliminary interview that focuses on:

- a. Resume data confirmation
- b. Attitude towards work
- c. Self-analysis
- d. Future plans/goals
- e. Expectation in Job, Company, Co-Worker, Compensation
- f. Commitment to work
- g. Salary expectations

2. As necessary, the Finance and Admin Department should conduct relevant test/examination. Based on the result of the screening and testing, an applicant can be endorsed to the requesting party for final interview (Interview Evaluation Form – Annex D).

3. The HR Committee and the Manager shall conduct the Final Interview for managerial positions and rank and file positions that focuses on:

- a. Skills and Competencies required for the job
- b. Willingness to learn new skills required of the job

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c. Availability to start at the date required of the job

4. For sensitive positions, a reference check and background investigation shall be conducted.

### HIRING AND PLACEMENT

#### Authority to Approve Hiring

1. The HR Committee has the sole responsibility to approve hiring of personnel.
  2. For Rank and File positions, the Manager in coordination with the Finance and Admin Section/Department shall recommend the hiring of the personnel for approval of the HR Committee.
  3. For Managerial positions, the HR Committee is responsible in the selection and screening process.

#### Job Offer

1. The HR Committee has the sole authority to conduct formal job offer to the qualified applicant/s, in compliance to the approved Manpower Request Form.
2. In case an initial job offer is unacceptable to the qualified applicant, a new job offer may be presented taking consideration the installed salary structure of the Association.

#### Pre-Employment Requirements

1. Candidates shall undergo pre-employment medical examination prior to hiring.
2. Candidates shall be required to submit the following pre-employment requirements prior to the start of his or her employment.
  - a. Application Letter
  - b. Birth Certificate (NSO copy)

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- c. Transcript of Record (photocopy)
- d. Updated Resume
- e. Barangay/Police or NBI Clearance
  
- f. Employment Certificate
- g. 2 x 2 latest ID picture
- h. TIN, PHILHEALTH and SSS numbers
- i. Medical Certificate/Neuro examination
- j. Certification from the Parish Priest
- k. Marriage Contract (for married staff/NSO copy)

#### Employment Contract (Annex B)

1. Employment Contract should be presented and discuss thoroughly to the new hire.
2. Employment Contract should be signed on the first day of work of the new hire.

#### New Hire Orientation

1. A general orientation about SEDP MBA policies and work standards shall be conducted by the Finance and Admin Section/Department to acquaint the new hire to the policies, rules, and regulations of the Association.
2. A job-specific orientation shall be conducted by the requesting party on the first day of employment to set job roles and expectations through the presentation of Job Description to the new hire.

#### EMPLOYMENT STATUS

All employees hired by SEDP MBA shall receive their respective Employment Contract duly signed by the HR Committee Chairperson. The status of appointment can be as follows:

##### a. Temporary/Casual

An employee hired only as temporary replacements for a regular employee and whose period of employment shall only be for the duration of the substituted employee's leave of absence.

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**b. Contractual**

An employee hired under the conditions of a contract to work for SEDP MBA only for a limited period of time or termed employment.

**c. Probationary**

An employee hired to occupy a permanent or regular position in the Association for a specified training period to prove if he/she is acceptable for the job. The probationary employment shall not exceed six (6) months except as provided in the following paragraph. Contract for probationary employment may be terminated though, at any given time during the six (6) month period for just cause or when employee fails to meet standards of performance.

Probationary period may be extended beyond six (6) months when it is specifically agreed upon in the employment contract and upon recommendation of the immediate superior and approval of the Manager.

**d. Regular/Permanent**

Appointment to regular employment status follows after successful completion of a probationary period. The employee's immediate superior is responsible for seeing to it that the employee is qualified for regular employment by formally submitting his or her recommendation on the employee's job performance. A notice of regularization through Personnel Action Form will be issued to the employee indicating terms and conditions of employment on regular appointment.



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##### e. Part-Time Employment

An employment may be deemed part-time if it requires less than eight (8) hours of work per day in a given period.

#### HIRING OF RELATIVES

To properly observe the system of internal control, SEDP MBA prohibits the hiring of relatives up to the third degree of consanguinity/affinity of any currently employed personnel or SEDP MBA Officers.

#### CREATION OF NEW POSITION

The Board of Board of Trustees has sole authority to approve the creation and establishment of a new and/or additional position upon recommendation of the HR Committee.

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### SECTION 2. WORK STANDARDS

Effective Date:

Dependable and prompt attendance is an essential role of every employee in SEDP MBA. The efficiency of the entire work group is impaired if an employee is not around when expected.

#### OBJECTIVES

1. To establish a policy on Work Schedule, Absences, Tardiness, Extended Hours, Overtime, and Undertime.
2. To provide guidelines on Work Schedule, Absences, Tardiness, Extended Hours, Overtime, and Undertime.

#### COVERAGE

This policy covers all employees of SEDP MBA.

#### GENERAL GUIDELINES

- **Working Hours**

SEDP MBA is observing the 40-hour work week consisting of five (5) work days with eight (8) hours work per day, Monday to Friday.

- **Work Schedule**

The regular working hours for office-based employees is 8:00am to 5:00pm.

In case of Official Activities of the Association i.e. Meetings, General Assembly and the like, they may arrange a schedule one (1) hour earlier or one(1) hour later than the normal work schedule, subject to prior approval of the Manager upon recommendation of the immediate supervisor at least one day before the activity.

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Effective Date:

- **Work on Saturdays**

Work on Saturdays shall not be allowed to offset against absences except when authorized by the manager.

- **Meal Breaks**

All employees are entitled to the following compensable meal breaks:

1. Fifteen (15) minutes break in the morning
2. Fifteen (15) minutes break in the afternoon

All employees are entitled to one (1) hour non-compensable lunch break.

### RECORDS OF WORK ATTENDANCE

All employees, including managers and supervisors are required to log-in when entering the SEDP MBA premises and log out before leaving the premises.

Employees on field assignment should submit an approved Official Business form as proof of work.

### ABSENCES

#### Scheduled absences

Planned absences and other excused absences of one(1) to three (3) days with or without pay must be requested through filing a Leave Form (see – sample form in Annex C) and approved by the department head or the immediate supervisor at least five (5) days before the requested date of absence or leave.

Leave applications will be recorded accordingly.

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### SECTION 2. WORK STANDARDS

Effective Date:

#### Unscheduled Absences

Unplanned absences can be very detrimental to workplace efficiency. In the case of sudden illness or unexpected circumstances, an employee should notify his/her supervisor at least one (1) hour before the start of shift through call or text. If it is not possible, a family member should inform the supervisor as soon as possible to explain the situation and indicate the expected date and time of return. Immediate supervisor must reply to the sender if the request is via text message.

Leave applications will be recorded accordingly.

#### TARDINESS

Tardiness is arrival at the work place later than the prescribed time schedule. By principle, tardiness is generally unexcused. Tardiness caused by transportation difficulty or distance are not considered excused.

As an exception, the President upon the recommendation of the Manager may declare amnesty on certain incidents of tardiness for conditions affecting the general population such as:

- a. during heavy rains or typhoons;
- b. during strikes or major country/city events; and
- c. other analogous circumstances.

#### Consequence of Tardiness

Tardiness shall be deducted from the available vacation leave benefit of the employee. If no more VL left the actual tardiness shall be deducted from the salary in the succeeding month.

#### EXTENDED HOURS AND OVERTIME

All work exceeding the first 8-hour of work in a given work-day is considered overtime.

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Additional hours rendered shall require consent and endorsement of the immediate supervisor through approved Request for Overtime form. Additional hours rendered without approved Request for Overtime form is unofficial and not qualify for overtime premium.

Approval of overtime with premium shall be based on the following:

- Extra load given to the staff which cannot be handled during normal office hours;
- Urgent and important activities which cannot be deferred until the following working day.

No overtime work shall be authorized if the need for such overtime is caused by the employee's tardiness or under time. In such case, the staff may accomplish his/her work outputs beyond the required working hours without pay.

Overtime work shall not exceed two (2) hours per day, except in compelling circumstances.

Payment for overtime shall be based on the existing provisions in the Labor Law.

#### **UNDERTIME**

Undertime is leaving the workplace before the official end of shift schedule. All staff who failed to meet the 8-hour work requirement in a work day will be deducted proportionate to the lacking hours.

#### **SUSPENSION/CANCELLATION OF WORK**

The President upon recommendation of the Manager may declare cancellation or suspension of work during official company events, typhoons, volcanic eruptions and other fortuitous events.

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### SECTION 3. UNIFORM

Effective Date:

#### PURPOSE

The SEDP MBA shall maintain at all levels the professionalism and branding image of the institution.

The Finance and Admin Section/Department or its equivalent functional unit shall ensure compliance with the uniform policy,

#### OBJECTIVES

1. To establish a policy on proper office attire.
2. To install standard operating procedures on wearing of uniform and applicable office attire.

#### SCOPE

This policy applies to permanent, contractual, or casual employees of SEDP MBA.

#### GENERAL GUIDELINES

##### WEARING OF PRESCRIBED UNIFORM

1. Sets of uniform should be given to all regular employees.
2. All employees shall wear their uniforms from Monday through Friday following the color or styles agreed upon.
3. SEDP MBA ID is an official part of the office uniform and shall be worn always within the office premises.

##### EXEMPTION FROM WEARING OF UNIFORM

No employee is exempted from wearing of the prescribed office uniform, except when authorized by the Manager.

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#### SECTION 4. COMPENSATION POLICY

Effective Date:

#### **POLICY**

The SEDP MBA shall adopt a competitive compensation program as compared to similar industries.

The Finance and Admin Section/Department shall ensure that compensation policy is complied with.

#### **OBJECTIVES**

1. To establish a policy on just compensation.
2. To install standard operating procedures on compensable time, releasing of salary, and proper and applicable deductions.

#### **SCOPE**

This policy applies to permanent, contractual, or casual employees of SEDP MBA.

#### **GENERAL GUIDELINES**

#### **BASIC PAY SCALE**

The salary rate, which is subject to pertinent income tax and other government-mandated deductions, is composed of basic pay, applicable allowance (if any), and other earnings.

#### **COMPENSABLE TIME**

All work hours between the first eight hours rendered by the employee on regular work days are considered compensable time except the following:

- One (1) hour lunch break
- Unofficial under time
- Unauthorized overtime after the 8-hour shift
- Unapproved leave / leave without pay

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#### SECTION 4. COMPENSATION POLICY

Effective Date:

#### APPLICABLE ATTENDANCE-BASED DEDUCTIONS

- a. Employees who report for work beyond the agreed schedule shall be deducted in each minute of tardiness.
- b. Employees who leave the work area or work assignment before the official work day/hour with or without justifiable reason or permission from the Immediate Superior shall be deducted of applicable under time, except on cases where the management declare an Official Early Off.
- c. Unapproved Vacation Leaves applications by the employee, regardless of available leave credits.

#### HOLIDAY PAY

All employees are discouraged to work on a holiday, except existence of work exigencies with prior approval from the Manager. In which case, he/ shall be entitled to the following:

- a. Work on **SPECIAL HOLIDAY** – additional 30% of hourly basic salary per hour rendered

Example: Staff A with daily rate of P1,000 works on Dec. 31 for 4 hours

Computation:  $P37.50$  (30% of  $P125.00$  hourly rate) X 4 hours  
= additional  $P150.00$  as special holiday pay

- b. Work on **REGULAR HOLIDAY** – additional 100% of hourly basic salary per hour rendered

Example: Staff B with daily rate of P1,000 works on January 1 for 4 hours

Computation:  $P125.00$  (100% of  $P125.00$  hourly rate) X 4 hours

= additional  $P500.00$  as regular holiday pay

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#### SECTION 4. COMPENSATION POLICY

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- c. List of Official Philippine Holidays shall be obtained by the Finance and Admin Section/Department every year from the official website of Malacañang.

#### OVERTIME

- a. Work performed beyond the eight (8) hour daily work requirement is considered overtime work provided it is approved by the Immediate Superior.

- b. Overtime pay guide to follow:

<b>Work Performed During:</b>	<b>Premium Pay</b>	<b>Overtime Factor</b>
Regular Work Day	100%	25%
Employee's Day Off	130%	30%
Special Holiday	130%	30%
Legal Holiday	200%	30%
Day Off & Special Holiday	150%	30%
Day Off & Legal Holiday	260%	25%

#### EXAMPLES:

1. For work in excess of eight (8) hours performed on ordinary working days for an employee with a daily rate of P500.00  
 Overtime Pay per hour = P500.00 / 8 hours x 125%  
 = P78.125
2. For work in excess of eight (8) hours performed on scheduled rest day or special holiday = Plus 30% of the hourly rate on said days.

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$$\begin{aligned}\text{Overtime Pay per hour} &= (P500 \times 130\%) / 8 \text{ hours} \times 130\% \\ &= P650 / 8 \text{ hours} \times 130\% \\ &= P105.625\end{aligned}$$

3. For work in excess of eight (8) hours performed on a regular holiday = Plus 30% of the hourly rate on said days.

$$\begin{aligned}\text{Overtime Pay per hour} &= (P500 \times 200\%) / 8 \text{ hours} \times 130\% \\ &= P750 / 8 \text{ hours} \times 130\% \\ &= P162.50\end{aligned}$$

#### NIGHT DIFFERENTIAL

- a. Night Differential pay is given to employees whose work goes beyond 10:00PM and not to exceed 6:00AM the following day.
- b. Night Differential entitles the employee an additional 10% of his or her hourly rate.

The above policies are subject to change should SEDP MBA deem necessary.

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## HUMAN RESOURCE MANUAL SEDP MBA

### SECTION 5. THIRTEENTH MONTH PAY

Effective Date:

#### COVERAGE

This policy covers **ALL** employees of SEDP MBA

#### DEFINITION OF TERMS

**13<sup>th</sup> month pay** – is a mandatory additional income given to all employees regardless of employment status based on current basic salary.

**Basic Salary** – refers to all remunerations or earnings paid to an employee for services rendered excluding allowances, other bonuses and overtime pay.

**Pro-rata** – refers to proportionate length of time an employee worked during the calendar year.

#### GENERAL GUIDELINES

1. All employees regardless of their designation or employment status are entitled to this benefit provided they have worked for at least one month within the calendar year.
2. The computation of the 13<sup>th</sup> month shall be based on the total basic salary from January to December of the calendar year divided by 12 or 1/12.

#### SPECIFIC GUIDELINES:

1. **TIME OF RELEASE.** The 13<sup>th</sup> month pay shall be paid not later than 24<sup>th</sup> of December.
2. **TAX IMPLICATION.** 13th month pay, as part of “Other Benefits” category alongside other bonuses becomes taxable if accumulated value exceeds Php82,000. The amount exceeding Php82,000 will be subjected to applicable withholding taxes on compensation.
3. **REPORT ON COMPLIANCE WITH PD 851.** The Admin/Finance Department shall make a report on compliance with PD 851 and submit the same to the nearest Regional Office of Department of Labor. The report shall conform substantially with the following form:
  - a. Name of the establishment;
  - b. Address;

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#### SECTION 5. THIRTEENTH MONTH PAY

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- c. Principal product or business
- d. Total Employment;
- e. Total number of employees benefited;
- f. Amount granted per employee;
- g. Total amount of benefits granted; and
- h. Name, position and telephone number of person giving information.

#### REFERENCES

1. Presidential Decree No. 851
2. Revenue Regulations No. 8-2000
3. Republic Act 10653 (See Annex E)
4. DOLE Labor Advisory No. 15 Series of 2014

It shall be the responsibility of the Finance and Admin Section/Department to implement the policies set forth herein and monitors compliance.

Aforementioned policies are subject to change when deemed necessary.

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### SECTION 6. BENEFITS POLICY

Effective Date:

#### POLICIES

The SEDP MBA shall adopt a benefits program that is cost-effective and compliant to the statutory requirements of the law.

It is the responsibility of the Finance and Admin Section/Department to ensure that benefits policy is complied with.

#### OBJECTIVES

1. To establish a policy on benefit management.
2. To install standard operating procedures on availing of institutional benefits and statutory benefits.

#### SCOPE

This policy applies to regular employees of SEDP MBA with the exemption of statutory benefits which regulates coverage and entitlement of its members without prejudice to his or her employment status with SEDP MBA.

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#### SECTION 6. BENEFITS POLICY

Effective Date:

#### STATUTORY BENEFITS

Statutory benefits are provided by law to ensure that employees are well protected and properly assisted during sickness, disability, retirement, and even death. SEDP MBA gives the following statutory and government-mandated benefits as the minimum benefit package to its employees

- A. SSS
- B. PHILHEALTH
- C. EC
- D. HMDF
- E. SEVEN (7) DAYS PATERNITY LEAVE
- F. SEVEN (7) DAYS SOLO PARENT LEAVE
- G. SIXTY (60) DAYS MAGNA CARTA LEAVE FOR WOMEN
- H. TEN (10) DAYS LEAVE FOR VICTIMS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN

#### **A. SOCIAL SECURITY SYSTEM**

The Finance and Admin Department shall make sure that all employees shall be reported to the Social Security System (SSS) within 15 days after the first day of their employment.

SSS provides employees with the following benefits:

##### 1. **Sickness Benefit:**

(a) A member who has paid at least three (3) monthly contributions in the twelve-month period immediately preceding the semester of sickness or injury and is confined therefor for more than three (3) days in a hospital or elsewhere with the approval of the SSS, shall, for each day of compensable confinement or a fraction thereof, be paid by his employer, or the SSS, if such person is unemployed or self-employed, a daily sickness benefit equivalent to ninety percent (90%) of his average daily salary credit, subject to the following conditions:

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(1) In no case shall the daily sickness benefit be paid longer than one hundred twenty (120) days in one (1) calendar year, nor shall any unused portion of the one hundred twenty (120) days of sickness benefit granted under this section be carried forward and added to the total number of compensable days allowable in the subsequent year;

(2) The daily sickness benefit shall not be paid for more than two hundred forty (240) days on account of the same confinement; and

(3) The employee member shall notify his employer of the fact of his sickness or injury within five (5) calendar days after the start of his confinement unless such confinement is in a hospital or the employee became sick or was injured while working or within the premises of the employer in which case, notification to the employer is necessary: Provided, That if the member is unemployed or self-employed, he shall directly notify the SSS of his confinement within five (5) calendar days after the start thereof unless such confinement is in a hospital in which case notification is also not necessary: Provided, further, That in cases where notification is necessary, the confinement shall be deemed to have started not earlier than the fifth day immediately preceding the date of notification.

(b) The compensable confinement shall begin on the first day of sickness, and the payment of such allowances shall be promptly made by the employer every regular payday or on the fifteenth and last day of each month, and similarly in the case of direct payment by the SSS, for as long as such allowances are due and payable: Provided, That such allowance shall begin only after all sick leaves of absence with full pay to the credit of the employee member shall have been exhausted.

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(c) One hundred percent (100%) of the daily benefits provided in the preceding paragraph shall be reimbursed by the SSS to said employer upon receipt of satisfactory proof of such payment and legality thereof: Provided, That the employer has notified the SSS of the confinement within five (5) calendar days after receipt of the notification from the employee member: Provided, further, That if the notification to the SSS is made by the employer beyond five (5) calendar days after receipt of the notification from the employee member, said employer shall be reimbursed only for each day of confinement starting from the tenth calendar day immediately preceding the date of notification to the SSS: Provided, finally, That the SSS shall reimburse the employer or pay the unemployed member only for confinement within the one-year period immediately preceding the date the claim for benefit or reimbursement is received by the SSS, except confinement in a hospital in which case the claim for benefit or reimbursement must be filed within one (1) year from the last day of confinement.

(d) Where the employee member has given the required notification but the employer fails to notify the SSS of the confinement or to file the claim for reimbursement within the period prescribed in this section resulting in the reduction of the benefit or denial of the claim, such employer shall have no right to recover the corresponding daily allowance he advanced to the employee member as required in this section.

2. **Disability Benefits.** - Cash benefits paid to an employee who becomes partially or totally permanently disabled either through pension or lump-sum amount.
3. **Maternity Benefit:**

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#### SECTION 6. BENEFITS POLICY

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A female member who has paid at least three (3) monthly contributions in the twelve-month period immediately preceding the semester of her childbirth or miscarriage shall be paid a daily maternity benefit equivalent to one hundred percent (100%) of her average daily salary credit for sixty (60) days or seventy-eight (78) days in case of caesarian delivery, subject to the following conditions:

- (a) That the employee shall have notified her employer of her pregnancy and the probable date of her childbirth, which notice shall be transmitted to the SSS in accordance with the rules and regulations it may provide;
- (b) The full payment shall be advanced by the employer within thirty (30) days from the filing of the maternity leave application;
- (c) That payment of daily maternity benefits shall be a bar to the recovery of sickness benefits provided by this Act for the same period for which daily maternity benefits have been received;
- (d) That the maternity benefits provided under this section shall be paid only for the first four (4) deliveries or miscarriages;
- (e) That the SSS shall immediately reimburse the employer of one hundred percent (100%) of the amount of maternity benefits advanced to the employee by the employer upon receipt of satisfactory proof of such payment and legality thereof; and
- (f) That if an employee member should give birth or suffer miscarriage without the required contributions having been remitted for her by her employer to the SSS, or without the latter having been previously notified by the employer of the time of the pregnancy, the employer shall pay to the SSS damages equivalent to the benefits

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which said employee member would otherwise have been entitled to.

#### 4. Retirement Benefit:

(a) A member who has paid at least one hundred twenty (120) monthly contributions prior to the semester of retirement and who: (1) has reached the age of sixty (60) years and is already separated from employment or has ceased to be self-employed; or (2) has reached the age of sixty-five (65) years, shall be entitled for as long as he lives to the monthly pension: Provided, That he shall have the option to receive his first eighteen (18) monthly pensions in lump sum discounted at a preferential rate of interest to be determined by the SSS.

(b) A covered member who is sixty (60) years old at retirement and who does not qualify for pension benefits under paragraph (a) above, shall be entitled to a lump sum benefit equal to the total contributions paid by him and on his behalf: Provided, That he is separated from employment and is not continuing payment of contributions to the SSS on his own.

(c) The monthly pension shall be suspended upon the reemployment or resumption of self-employment of a retired member who is less than sixty-five (65) years old. He shall again be subject to Section Eighteen and his employer to Section Nineteen of this Act.

(d) Upon the death of the retired member, his primary beneficiaries as of the date of his retirement shall be entitled to receive the monthly pension: Provided, That if he has no primary beneficiaries and he dies within sixty (60) months from the start of his monthly pension, his secondary beneficiaries shall be entitled to a lump sum

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benefit equivalent to the total monthly pensions corresponding to the balance of the five-year guaranteed period, excluding the dependents' pension.

5. **Death Benefit:**

Upon the death of a member who has paid at least thirty-six (36) monthly contributions prior to the semester of death, his primary beneficiaries shall be entitled to the monthly pension: Provided, That if he has no primary beneficiaries, his secondary beneficiaries shall be entitled to a lump sum benefit equivalent to thirty-six (36) times the monthly pension. If he has not paid the required thirty-six (36) monthly contributions, his primary or secondary beneficiaries shall be entitled to a lump sum benefit equivalent to the monthly pension times the number of monthly contributions paid to the SSS or twelve (12) times the monthly pension, whichever is higher.

6. **Funeral grant**

A funeral grant is given to whoever paid for the burial expenses of the deceased member.

7. **Salary Loans**

A loan granted to an employed currently paying self-employed or voluntary member who has paid at least 36 monthly contributions.

8. **Educational Assistance Loan Program**

A financial assistance to enable SSS members and their dependents to defray enrollment costs for college, vocational and technical courses.

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#### **B. PHILHEALTH**

All employees shall be reported to Philhealth within fifteen (15) days after the commencement of their employment.

PhilHealth provides hospitalization, surgical and medical expense benefits for the employees and their declared dependents.

#### **C. EMPLOYEES COMPENSATION (EC)**

For employees who suffer work-connected sickness or injury resulting in disability or death, they shall be entitled to benefits under EC which is being administered by SSS.

#### **D. HOME DEVELOPMENT MUTUAL FUND (PAG-BIG)**

HDMF is a nationwide savings program for employees. HDMF provide the following benefits to its members:

1. **Provident Fund** – which an employee can receive upon maturity of membership, retirement, total disability, insanity, and permanent departure from the country consisting of employee's contributions and employer's counterpart contributions to the Fund plus dividends.
2. **Multi-Purpose Loan/Calamity Loan** – which can be availed when an employee has paid at least 24 monthly contributions with the Fund.
3. **Housing Loan** – can be availed for purchase of an existing residential unit not previously mortgaged by the present borrower; lot purchase and/or construction of a new residential unit.

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#### **E. PATERNITY LEAVE (7 DAYS)**

As mandated by RA 8187, a paternity leave benefits of seven (7) working days with full pay without reporting for work, is granted to married male employee, regardless of his status in SEDP MBA, for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting. The seven (7) days paternity leave is over and above the employee's earned vacation leave credits, in case of regular employees.

#### **Conditions of entitlement**

- His wife has given birth, suffers a miscarriage or an abortion
- He has notified his employer of the pregnancy of his wife and her expected date of delivery. Provided, that notification requirement shall not apply in cases of miscarriage or abortion
- He shall within a reasonable period of time submit a copy of birth certificate of the newly born child, death or medical certificate in case of miscarriage or abortion, duly signed by the attending physician or midwife showing the actual date of childbirth, miscarriage or abortion, as the case may be.

#### **Availment**

- At any time during the pregnancy period of his spouse;
- During or after child delivery;
- In case the employee's spouse suffered miscarriage or abortion;
- Not later than sixty (60) days after child delivery, miscarriage, or abortion.

In all cases, paternity leave entitlement is forfeited if employee chooses not to avail of the benefit. Paternity leave is non-convertible to its cash equivalent.

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#### **F. SEVEN (7) DAYS SOLO PARENTS' LEAVE**

This covers any Solo Parent or individual who is left alone with the responsibility of parenthood.

- a. An employee who wishes to qualify for the benefits provided by this act will be subjected to assessment by a social worker at the City or Municipal Social Welfare and Development Office.
- b. Upon proper evaluation and approval of the Social Worker, the Solo Parent Identification card will be issued to the employee. This ID is valid for one (1) year and is renewable subject to new assessment and evaluation.
- c. Employees are required to present and submit to the Finance and Admin Section/Department, a photocopy of his or her Solo Parents' ID issued by the Department of Social Welfare and Development (DSWD) to qualify the benefits provided by Solo Parents' Welfare Act.
- d. Employees qualified under this act shall be entitled to seven (7) working days of additional leave which is over and above the employees' earned vacation leave which he or she may use for the following instances:
  - i. When a child gets ill;
  - ii. When he or she needs to attend the Parent Teacher Association meetings in school;
  - iii. For a child's enrollment and school-related purposes;
  - iv. Other circumstances necessary in the performance of parental duties and responsibilities, where physical presence is required.
- e. The additional leave benefit is not convertible to its cash equivalent and shall be forfeited if unused at the end of the year.
- f. Employees qualified under this act shall be entitled to a flexible work schedule provided it does not adversely affect the individual and company productivity.

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#### **G. GYNECOLOGICAL LEAVE (MAGNA CARTA FOR WOMEN)**

- a. The law grants sixty (60) days additional leave with pay for women following surgery caused by gynecological disorders. Gynecological disorders refers to disorders that would require surgical procedures such as, but not limited to, dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by competent physician. Gynecological surgeries shall include hysterectomy, ovariectomy, and mastectomy.
- b. To qualify, female employee should have been employed with SEDP MBA for at least six (6) months within the last 12 months prior to surgery. This means that she should have an aggregate service of at least six (6) months within the said 12-month period. "Employment service" includes absences with pay such as use of other mandated leaves, company granted leaves and maternity leave.
- c. The sixty (60) days special leave is the maximum period of leave with pay that a woman employee may avail of under RA 9710. For purposes of determining the period of leave with pay that will be allowed to a woman employee, the certification of a competent physician as to the required period of recuperation shall be controlling.
- d. To compute the special leave benefit, the basis shall be the basic monthly salary plus mandatory allowances fixed by the regional wage boards.
- e. The benefit can be availed of for every instance of surgery due to gynecological disorder for a maximum total period of two (2) months per year.
- f. Application for Special leave should be applied before the surgery, given a reasonable period of time. If in case of emergency surgical procedure, special leave may be filed after the surgery.

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- g. It is important to note that special leave is granted only after the surgery took place.

#### **H. LEAVE FOR VICTIMS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (RA 9262)**

**Violence against women and their children** refers to any act or a series of acts committed by any person against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which will result in or likely to result in physical, sexual, psychological harm or suffering, or economic abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

Victims under this Act shall be entitled to take a paid leave of absence up to ten (10) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations, extendible when the necessity arises as specified under the protection order.

Requirement for entitlement:

- A certification from the Punong Barangay/ kagawad or prosecutor or the Clerk of Court, as the case may be, that an action is pending.
- The availment of this benefit shall be at the option of the woman employee. In the event that the leave benefit is not availed of, it shall not be cumulative or convertible to cash.
- The leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns.

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#### INSTITUTIONAL BENEFITS

SEDP MBA aims to provide cost-effective institutional benefits to regular employees to support their economic well-beings within the capacity of the Association.

##### 1. VACATION LEAVE

- a. Regular employees shall a total of fifteen (15) vacation leave credits.
- b. Probationary staff can start availing of vacation leave only after he / she becomes a regular staff.
- c. By nature, vacation leave is planned or foreseen leave of absence and as such, it should be filed at least five (5) days prior to the intended date of leave.
- d. Vacation leave shall be scheduled and should be approved by the staff's immediate supervisor.
- e. Vacation leave can be used on account of illnesses which require prolonged recuperation, if sick leave credits are exhausted.
- f. Unused vacation leave of not more than ten (10) shall be convertible to cash to be paid in December, excess if any shall be forfeited.

##### 2. SICK LEAVE

- a. Regular employees shall have 15 days sick leave with pay for a calendar year.
- b. Probationary staff can start availing of sick leave only after he / she becomes a regular staff.
- c. Filing of sick leave may be done upon within three (3) returning to work, but prior advice should be given to the employee's immediate supervisor on the first day of supposed sick leave.
- d. Sick leave credits can only be used to cover time taken off for sickness and not on other purposes.

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- e. For absences of more than five (5) days, a Doctor's Certificate shall be required from the employee before his or her leave can be charged against the sick leave credits.
- f. In case an employee has exhausted all his or her sick leave credits, absences on account of sickness may be charged against the vacation leave credits. However, if staff has fully utilized both sick and vacation leave credits, further absences incurred by staff will be considered without pay.

### 3. EMERGENCY LEAVE

Emergency leave is a type of leave taken on account of unexpected events that requires the employee's immediate attention.

1. ALL regular employees of SEDP MBA can file an emergency leave to be deducted from remaining vacation leave. In case all the vacation leave has been used by the employee, the emergency leave shall be deducted from salary.

#### 2. INSTANCES OF EMERGENCY LEAVE

- Emergency leave is applicable for unexpected circumstances requiring the immediate attention of the employee such as medical emergency of family members and/or household members, natural disaster, fire, death of relative or family or household members and any other circumstances that may be considered as emergency.
- Emergency leave is only applicable on the first day of occurrence of an unexpected event. Succeeding affected days are no longer emergency in nature and should be filed under vacation leave, sick leave, and bereavement leave, whichever is applicable.

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#### 3. AVAILMENT PROCEDURE

- An employee availing the emergency leave should immediately notify his/her immediate supervisor/manager of such emergency.
- Notification can be done via phone. Notification through SMS texting may be considered provided that employee can present the SMS reply from the immediate supervisor/manager granting him/her such leave.
- Employee should immediately file a “Leave Application Form” once back in the office. Leave application form should bear the reason of emergency leave and should be signed by the immediate supervisor/manager.

#### 4. SPECIAL LEAVE

##### A. BIRTHDAY LEAVE

The Association grants a birthday leave of one (1) day to all regular employees as personal time-off which can be availed of on or within a period after their birthdays.

- a. ALL regular employees of SEDP MBA are given one (1) day Birthday Leave credit on each calendar year.
- b. Regular employee must take time off on their birthday or within ten (10) calendar days after their birthday.
- c. Newly-regularized employee who had their birthday before the date of regularization can no longer avail of the benefit in the applicable calendar year.
- d. Birthday Leave entitlement will start on the first regularization day of the employee.
- e. Birthday Leave not availed by employee within ten (10) days after the birthday will be forfeited and cannot be accumulated on the next calendar year.

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- f. Unavailed Birthday Leave is not compensable in case of resignation or separation from SEDP MBA.
- g. AVAILMENT PROCEDURE
  - An employee availing the birthday leave should fill-up a “Leave Application Form” and seek approval from his/her immediate supervisor or group head.
  - Approved “Leave Application Form” should be submitted to HR prior the date of leave.

**B. BEREAVEMENT LEAVE**

1. Regular employees are given the following bereavement leave credits on top of the vacation leave credits in case of death of an immediate family member.
  - Brothers/sisters, spouse, parents, children: up to five (5) working days
  - Parents-in-law, grandparents, step parents: up to two (2) working days
  - Aunts, Uncles, cousins, nephews, nieces: one (1) working day
2. In cases where the employee wishes to extend the number of days for the purpose, such leave may be applied chargeable against his or her vacation leave credits.
3. Bereavement leave may be filed by the bereaved employee upon returning to work, but prior advice should be given to the immediate supervisor.
5. Bereavement leave application should be submitted to the Finance and Admin Section/Department along with a copy of the Death Certificate of the deceased relative.

**5. HEALTH CARE BENEFIT**

To ensure that health concerns of regular employees are addressed on a timely manner, SEDP MBA has provided the following health care benefits:

- a. Actual Medical allowance of five thousand pesos (P5,000.00) annually to cover expenditure due to sickness or illness, annual physical exam, dental, and ophthalmology benefits.
- b. Official receipts to prove the cost of health care must be submitted to claim for the reimbursement of this benefit.

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#### 6. CASH GIFT

- a. Cash Gift amounting to Ten Thousand (P10,000.00) is given on a yearly basis.
- b. Pro rate – newly hired or regularized employee.

Aforementioned policies are subject to change should SEDP MBA deem necessary.

#### 7. UNIFORM ALLOWANCE

All regular employees are entitled to Php4,000.00 uniform allowance a year which shall be given on the 25<sup>th</sup> day of December.

#### 8. RICE ALLOWANCE

Quarterly rice allowance amounting to two thousand pesos P2,000.00 shall be given at the first month of the calendar quarter to all regular employees.

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## HUMAN RESOURCE MANUAL

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#### SECTION 7. FIELDWORK POLICY

EFFECTIVE DATE:

#### General Policy

SEDP MBA shall provide its employees with efficient logistics support in carrying out their tasks in the field. The Association as a responsible employer, seeks to provide travel support to its employees.

The organization's fieldwork policy is designed to:

- a. Provide staff's practical economic support while performing field work.
- b. Enable the staff to render efficient service to members.

#### Guidelines

The Association shall provide all employees on fieldwork – probationary, regular and contractual all necessary logistics support.

1. Employees doing fieldwork shall be covered with duly authorized travel orders filed with the Finance and Admin Department at least three(3) days before the activity.

2. He/she shall be entitled to Per Diems, Transportation, Lodging, other related expenses.

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<b>SECTION 8. TRAINING AND DEVELOPMENT POLICY</b>	<b>EFFECTIVE DATE:</b>
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### POLICIES

SEDP MBA believes that an efficient workforce is the product of effective training. Pursuant to this, the Association shall carry out a continuing practical and positive training and staff development program. It shall emphasize the improvement of employee's performance, morale, motivation, and the deepening of his/her commitment to the vision and mission of the Association.

It shall identify the training and development needs of the staff and shall assess the improvement in their outputs after the staff has gone through training and development interventions.

It is also the policy of SEDP MBA to place employees on jobs where they can be of maximum service to the Association and at the same time enable employees to derive optimum satisfaction from their job. To this end, management must be able to match certain changes in the qualifications of employees to make full use of employee talents, open paths for employee advancement and growth, promote moral and upgrade employee relations.

### Guidelines

1. An annual training plan shall be prepared for the HR Committee's approval.
2. All employees shall be given the privilege to attend local seminars, training courses, or other types of courses.
3. The annual budget shall include employees' training and development for approval of the BOT.

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#### SECTION 9. TERMINATION POLICY

EFFECTIVE DATE:

#### **POLICIES**

The SEDP MBA ensures that terminations of employment are done rightfully and in accordance with the Philippine labor laws.

It is the responsibility of the Finance and Admin Section/Department to ensure that termination protocols are complied with.

#### **OBJECTIVES**

1. To establish a policy on termination of employment.
2. To install standard operating procedures on voluntary and involuntary termination of employment.

#### **SCOPE**

This policy applies to permanent, contractual, or casual employees of SEDP MBA.

#### **GENERAL GUIDELINES**

#### **SECURITY OF TENURE**

1. In cases of regular employment, the employer may terminate the services of an employee for a just or authorized cause. An employee who is justly dismissed is not entitled to any remuneration/benefit except his actual compensation for worked days and other benefits due him/her under the law without prejudice on the part of the Association to charge against his salary any accountability.
2. The services of an employee who has been charged on a probationary basis may be terminated for a just cause or when he or she fails to qualify as a regular employee in accordance with reasonable standards made known by the Association to the employee at the time of his or her engagement.

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#### SECTION 9. TERMINATION POLICY

EFFECTIVE DATE:

#### TERMINATION OF EMPLOYMENT BY THE ASSOCIATION (JUST CAUSES OF TERMINATION OF EMPLOYMENT)

The company may terminate an employment for any of the following causes:

- i. Serious misconduct or willful disobedience by the employee of the lawful orders of the Association or its representative in connection with his or her work.
- ii. Gross and habitual neglect by the employee of his or her duties.
- iii. Fraud or willful breach by the employee of the trust reposed in him or her by the Association or its duly authorized representatives.
- iv. Commission of a crime or offense by the employee against the person of his or her employer or any immediate member of his or her family or his or her duly authorized representative.
- v. Other causes analogous to the SEDP MBA Code of Conduct.

#### PROCEDURES IN JUST CAUSE TERMINATION

Whenever a valid ground for termination of employment is present as provided by law or Employees Code of Conduct, the following procedures shall be observed:

- a. A written notice shall be given to the erring employee containing the following:
  - i. A detailed narration of the facts and circumstances which serve as a basis for the charges against him/her;
  - ii. Specifically mentions the company rules violated or which among the grounds for termination mentioned under the Labor Code;

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iii. A directive to submit his/her written reply on the accusations against him/her within ten (10) calendar days upon receipt of the notice.

b. After the service of the first notice, but not earlier than ten (10) calendar days, the management shall conduct a hearing affording the employee the following:

- i. To explain and clarify the defenses against him;
  - ii. Submit evidence to support his defenses;
  - iii. Rebut evidence presented against him by the management;
- and
- iv. A chance to defend himself personally or through representative or counsel of his choice.

c. When termination is justified, a Second Letter of Notice shall be served to the employee indicating all circumstances involving the charged against him has been considered and grounds have been established to justify termination of employment.

Note: Failure of the Association to observe the above procedural requirements shall be punishable by a fine of P25,000.00 (Agabon Doctrine)

#### **REDUNDANCY, INSTALLATION OF LABOR SAVING DEVICES, RETRENCHMENT AND CLOSURE OF ESTABLISHMENT**

The Association may also terminate the employment of any employee due to installation of labor saving devices, redundancy, retrenchment, to prevent losses or the closing or cessation of operation of the establishment or undertaking unless the closing is for the purpose of circumventing the provisions of the labor

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code, by serving a written notice on the employees and the Department of Labor and Employment at least one month before the intended date thereof.

In case of termination due to the installation of labor saving devices or redundancy, the employee affected thereby shall be entitled to a separation pay equivalent to one month pay for every year of service or one (1) month pay, whichever is higher. A fraction of at least six (6) months shall be considered one whole year.

In case of retrenchment to prevent losses and in cases of closures or cessation of operations of establishment or undertaking not due to serious business losses or financial reverses, the separation pay shall be equivalent to one month pay or at least half month pay for every year of service, whichever is higher. A fraction of at least six (6) months shall be considered one whole year.

#### **DISEASE AS GROUND FOR TERMINATION**

The Association may terminate the services of an employee who has been found to be suffering from any disease and whose continued employment is prohibited by law or is prejudicial to his or her health as well as to the health of his or her co-employees, provided that he is paid a separation pay equivalent to at least one month salary or to half month salary for every year of service, whichever is greater, a fraction of at least six (6) months being considered as one whole year.

#### **PROCEDURE IN AUTHORIZED CAUSE TERMINATION**

The management shall serve a separate written notice to both the employee and the nearest Regional Office of the Department of Labor and Employment at least one month before the intended date of termination. The notice shall specify the grounds therefor and an undertaking to pay the separation pay required by law.

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#### TAX CONSEQUENCES

Authorized causes of termination of employment are exempt from payment of withholding taxes as well as income taxes as provided in the National Internal Revenue Code.

#### TERMINATION OF EMPLOYMENT BY EMPLOYEE OR VOLUNTARY RESIGNATION

- a. An employee who wishes to resign shall submit to the Immediate Superior a resignation letter at least thirty (30) days prior to the effective date of resignation.
- b. The resignation letter should be duly accepted by the Immediate Superior and/or Head of the Department. Once accepted, such copy must be forwarded to HR for documentation.
- c. HR will process necessary exit documents towards the end of the effective date. Such documents are Exit Interview Form and Exit Clearance.
- d. Exit Clearance may be routed by the outgoing employee; by his or her authorized representative if the latter is not available; and by Finance and Admin Section/Department as deemed applicable.
- e. Once Exit Clearance has been fully signed, HR shall then compute for necessary last pay which includes last unpaid salary, separation pay (if applicable), retirement pay (if applicable) and other monetary obligations due to separated employee.

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#### SECTION 9. TERMINATION POLICY

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#### SEPARATION PAY

When a staff or employee of SEDP MBA voluntarily resigns, the following separation or resignation pay shall be paid to her/him:

<b>YEARS OF SERVICES</b>	<b>PERCENTAGE (of Total RRF contribution)</b>
Less than 1 year	None
1 to less than 2	10%
2 to less than 3	20%
3 to less than 4	30%
4 to less than 5	40%
5 to less than 6	50 %
6 to less than 7	60%
7 to less than 8	70%
8 to less than 9	80%
9 to less than 10	90%

#### RETIREMENT FROM SERVICE

Voluntary Retirement - Any employee may voluntarily retire from SEDP MBA upon rendering at least 5 years of service and upon reaching the age of sixty (60) years old.

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Compulsory Retirement - Any employee shall mandatorily retire upon reaching the age of sixty-five (65).

#### RETIREMENT PAY

The retirement benefit for voluntary and compulsory retirement shall be a sum equal to 100% of the Retirement Reserve Fund (RRF) monthly contribution for every year of service or 22.50 days per every year of service whichever is higher.

Aforementioned policies are subject to change should SEDP MBA deem necessary.

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### SEDP MBA

SUBJECT:	<b>ALCOHOL AND DRUG-FREE WORKPLACE POLICY</b>	EFFECTIVE DATE:
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SEDP MBA is committed to maintain a healthy work environment by protecting the physical, emotional health, and well-being of all employees in the Association. SEDP MBA is concerned about the use of alcohol, illegal drugs or controlled substances that can adversely affect an employee's work performance, efficiency, safety, and health and seriously impair the person's value. The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes SEDP MBA to the risks of property loss or damage or injury to employees. This policy aims to enforce the Republic Act No. 9165 known as the Comprehensive Dangerous Drugs Act of 2002.

#### OBJECTIVES

1. To establish a policy aligned with the provisions stipulated in the implementing rules and regulations of RA 9165.
2. To provide guidelines on the prevention, treatment, and control of dangerous and illegal drugs in the workplace.
5. To ensure that SEDP MBA remains a drug-free workplace.

#### COVERAGE

This policy covers all employees of the SEDP MBA, Inc.

#### DEFINITION OF TERMS:

**Annual Physical Exam (APE)**- a routine exam conducted annually by the company-authorized medical facility with tests consist of Physical Exam, Blood Chemistry, Chest X-ray, Urine, and Stool Examination.

**Drug Testing**- A rapid test performed to establish potential/presumptive positive result.

**Confirmatory Test**- An analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.

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**Dangerous Drugs** - Include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances.

### GENERAL GUIDELINES

#### 1. EDUCATION AND INFORMATION

- Appropriate awareness and education activities will be conducted to inform employees about the adverse effects of abuse and misuse of alcohol and dangerous drugs on a person, workplace, family, and the community.
- To increase the awareness of the employees on how to prevent abuse of alcohol and dangerous drugs and the behavior susceptible to use of illegal drugs.
- Alcohol and Drug-Free Workplace policy will be part of the new-hire orientation.

#### 2. SCREENING, CONFIRMATORY TESTING, AND COUNSELING.

- Drug Testing will be part of pre-employment requirements for new hires.
- A drug screening will be scheduled annually and will be included as part of the Annual Physical Exam. Although APE schedule is announced, drug testing as part of the APE will be unannounced to prohibit employee drug users from doing acts that may result to inaccuracy of the testing.
- ALL employees of SEDP MBA will be required to undergo drug testing.
- Employee/s involved in on-the-job accident or injury under circumstances that suggest possible involvement or influence of
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## HUMAN RESOURCE MANUAL

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SUBJECT:	<b>ALCOHOL AND DRUG-FREE WORKPLACE POLICY</b>	EFFECTIVE DATE:
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alcohol or drugs in the accident or injury event may be required to undergo drug testing.

- Drug Testing shall comply to the procedures prescribed by the DOH and will be done in testing centers authorized by the DOH.
- Employees shall sign a “Drug Test Authorization Form” prior proceeding to the actual testing (see Annex A).
- Employees tested positive on the screening will be subject to Confirmatory Testing undertaken by an accredited and authorized testing centers of DOH.
- Employees tested positive on the Confirmatory testing will be summoned for a face to face meeting with the Finance and Admin Officer, the employee’s immediate supervisor/manager, and the Safety Officer, if available where result of the testing will be disclosed and discussed.

### 3. SANCTIONS

- Employee/s who failed to undergo drug testing on the schedule provided by SEDP MBA without valid and justifiable reason may be considered as willful disobedience of a lawful order.
- Employees tested positive on the Confirmatory testing will be given 24 hours to explain in writing why no disciplinary action should be enforced to him/her. The committee composed of the Finance and Admin Officer, the employee’s immediate supervisor/manager, and the Safety Officer (if available), will investigate and deliberate if reasons provided by the employee are valid or otherwise.
- Employee found to possess or sell illegal and dangerous drugs is violating the RA9165 or the Comprehensive Dangerous Drugs Act of 2002.

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- Employees who report for work under the influence of alcohol are prohibited. Employees who found to have violated the policy may be charged of willful disobedience of a lawful order.
- Employees found to have consumed alcoholic drinks within office premises and/or during working hours outside any authorized occasions; and if there is an authorized occasion but erring employee is not part of such department/section with authorized occasion also be sanctioned.

#### 5. COMMONLY-USED ILLEGAL DRUGS

- **Cannabis or commonly known as "Marijuana" or "Indian Hemp"** or by its any other name. – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa L.* including, but not limited to, *Cannabis americana*, *hashish*, *bang*, *guaza*, *churrus* and *ganjab*, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.
- **Methylenedioxymethamphetamine (MDMA) or commonly known as "Ecstasy"**, or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- **Methamphetamine Hydrochloride or commonly known as "Shabu", "Ice", "Meth"**, or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- **Opium** – Refers to the coagulated juice of the opium poppy (*Papaver somniferum L.*) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid

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of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.

**Opium Poppy** – Refers to any part of the plant of the species *Papaver somniferum L.*, *Papaver setigerum DC*, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.

- **Any other drugs that may be prohibited/regulated by Law.**

### REFERENCES:

Republic Act No. 9165

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## HUMAN RESOURCE MANUAL SEDP MBA

SUBJECT:	<b>ANTI-SEXUAL HARASSMENT POLICY</b>	EFFECTIVE DATE:
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### **RATIONALE:**

SEDP MBA undertakes necessary steps to ensure that the work environment in the office remains congenial for all employees. This policy aims to enforce the Republic Act No. 7877 known as the Anti-Sexual Harassment Act of 1995.

### **OBJECTIVES**

1. To establish a policy compliant to RA 7877.
2. To provide guidelines on the prevention of the commission of acts of sexual harassment.
1. To provide procedures on the resolution, settlement, and prosecution of acts of sexual harassment.

### **COVERAGE**

This policy covers all employees of the SEDP MBA

### **DEFINITION OF TERMS**

- Sexual harassment - includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature.
- Preventive Suspension - preventive measure undertaken pending an investigation of an offense or a possible commission thereof, when the person or employee's continued employment or presence would pose a serious or imminent threat to the life or property of SEDP MBA and/or his/her co-worker/s, or when his or her continued presence would affect, impede or prevent an effective investigation of an incident or offense.
- Grave Offense - offenses penalized of dismissal or termination from service.

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- Serious Offense - offenses penalized of suspension up to dismissal or termination from service.
- Less Serious Offense - offenses penalized of suspension.

### GENERAL GUIDELINES:

1. In a work-related or employment environment, sexual harassment is committed when:
  - a. The sexual favor is made as a condition in the hiring or in the employment, reemployment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
  - b. The above acts would impair the employee's rights or privileges under existing labor laws; or
  - c. The above acts would result in an intimidating, hostile, or offensive environment for the employee.
2. Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:
  - a. Verbal – repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, sexual-oriented kidding, teasing, or flirting; propositions, threats or suggestive or insulting sounds;
  - b. Visual/Non-Verbal - derogatory posters, cartoons, or drawings, suggestive objects or pictures, graphic commentaries, leering, or obscene gestures;

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- c. Physical - unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
  - d. Other - making or threatening reprisals as a result of a negative response to harassment.
3. Also liable are any person who directs or induces another to commit any act of sexual harassment or who cooperates in the commission of the act by another person without which the act would not have been committed.
4. Sexual harassment offense shall be classified as grave, serious, and less serious.
5. In response to sexual harassment complaint, a Committee on Investigation will be set up to conduct prompt investigatory actions, and corrective and preventive actions where necessary. Committee on Investigation will be composed of the following:
  - a. One (1) representative from the Management;
  - b. One (1) representative from the employees of Supervisory post;
  - c. One (1) representative from the employees of Rank-and-File.
6. If the one involved comes from the Management, then a representative from the Board of Trustees shall form part of the Committee on Investigation.
7. No corrective action shall be applied upon the erring employee except for cause and after due process shall have been observed.
8. Any offender of the acts of sexual harassment offense classified as serious and grave may be put on preventive suspension for 30 days.
9. Judgment in the case will be made immediately after deliberation and the parties will be informed within two (2) days.

### REFERENCE:

Republic Act No. 7877

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## HUMAN RESOURCE MANUAL SEDP MBA

<b>SUBJECT: POLICY ON HIV AND AIDS MANAGEMENT</b>	<b>EFFECTIVE DATE:</b>
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SEDP MBA is committed to maintain a healthy work environment by protecting the physical, emotional health, and well-being of all employees in the Association. This policy aims to enforce the Republic Act No. 8504 known as the Philippine Aids Prevention and Control Act of 1998.

### OBJECTIVES:

1. To establish a policy aligned with the provisions stipulated in the implementing rules and regulations of RA 8504.
2. To provide guidelines on the prevention and control of HIV/AIDS in the workplace.
3. To protect the legal right to work of employees diagnosed with HIV/AIDS.
4. To encourage sensitivity and understanding on the HIV/AIDS condition and the people who may be affected of the disease.

### COVERAGE:

This policy covers all employees of SEDP MBA

### MEDICAL OVERVIEW (from Remedios Aids Foundation, FAQ on HIV/AIDS)

#### What is HIV?

- It is Human Immunodeficiency Virus, which causes AIDS.
- It thrives on living human cell.
- It attacks one's immune system by making her / his body susceptible to infections such as pneumonia, tuberculosis and cancer. A person susceptible to infections is said to have AIDS.
- It does not have any specific sign or symptom. An HIV-positive individual may feel and look healthy, but could learn her / his status only through HIV testing.

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- It could infect any one from all walks of life - male or female; men who have sex with men or heterosexuals; Filipinos, Chinese, or Americans; Protestants or Catholics; rich or poor.

### **What is AIDS?**

- It is Acquired Immune Deficiency Syndrome.
- It is the last stage of HIV infection.
- It is when opportunistic infections are common, eventually leading to the carrier's death.
- It is a syndrome. It carries a constellation of non-specific signs and symptoms as a result of overwhelming infection.

### **How does HIV affect one's body?**

- A person is affected by HIV if she / he had exposure with an HIV-positive patient (through sex, blood transfusion).
- In the early stages of HIV, the body shows no symptoms until later part of infection.
- These symptoms will be resolved until the immune system becomes too weak to fight overwhelming infection, as in the case of AIDS.
- Not all signs and symptoms may occur to HIV positive individuals. These are called opportunistic infections, since they happen when the immune system could no longer fight the disease.
- Opportunistic infections usually occur to persons with AIDS; they succumb to death due to complications from AIDS.

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### **Seeing the Codes: non-specific signs and symptoms of HIV**

- Intermittent or persistent fever
- Fatigue
- Weakness
- Diarrhea
- Malaise
- Loss of weight
- Generalized swelling of lymph nodes in neck, arm pits, or groin
- Skin infections, such as whitish patches in the mouth and tongue
- Sores in the genital area, buttocks, or mouth; athlete's foot, etc

### **How is HIV detected?**

- In the Philippines, HIV screening is done through blood test. Blood tests determine presence of HIV antibodies in one's blood.
- The body usually produces HIV antibodies six (6) months after the time one has been exposed to an HIV-infected person.
- Blood test involves two (2) steps. One is the ELISA Test, or enzyme-linked immunosorbent assay or the PA Test, or the Particle Agglutination test. The confirmatory test, meanwhile, uses Western Blot or immunofluorescence test.
- HIV antigen test is an indirect test. It is usually used for research purposes only, such as the Polymerase chain reaction or PCR.

### **What is the window period?**

- At the time when a person's body develops antibodies against the virus, usually 3 to 6 months from the time of exposure to HIV.

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### **Transmission Notes: How HIV could be transmitted or not**

- HIV could be transmitted:
- When body fluids with high concentration of virus successfully enters the bloodstream of an individual.
- Transmission through blood and blood products is 95 percent high-risk to an uninfected partner. This includes blood transfusion, organ transplant, and sharing of contaminated needles and syringes during drug use.
- Prenatal transmission (mother to child) has only 20 to 40 percent chance of transfer of virus from mother to child. Using anti-retrovirals during pregnancy further lowers risk by 8 percent. This transmission happens during last trimester of pregnancy, labor and delivery, or during breastfeeding. Absence of anti retroviral therapy during breastfeeding increases risk of HIV infection to the child by 25 percent.
- During unprotected penetrative sexual intercourse.
- Body fluids known to have high concentrations of the virus include: blood, seminal fluid or semen, vaginal or cervical secretions, and breast milk.

### **HIV is not transmitted through:**

- Air
- Saliva, urine, feces
- Mosquito bites
- Talking with persons with HIV/AIDS
- Borrowing clothes from an HIV person
- Sharing of utensils, drinking from the same glass with the person with HIV/AIDS
- Shaking of hands, embracing, kissing
- Coughing or sneezing

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- Sharing swimming pools or toilets with PHAs
- Sharing instruments used in barber shops or parlors, such as shaver, razor, nipper, and nail cutter.
- Factors for "successful" HIV transmission:
  - High concentration of HIV at the time of exposure
  - Medium
  - Route of transmission
- Virus has successfully entered the bloodstream through portals of entry such as the vein and mucous membranes.

### **How is HIV prevented?**

For blood:

- Screen blood for donations and transfusions.
- Avoid sharing of contaminated needles and syringes during intravenous drug use.
- Observe standard precautions in handling body fluids. Health care workers should use protective materials such as gloves, goggles, lab gowns and masks when exposed to body fluids. Protective materials should be properly disposed of after use.

For seminal fluid, semen and cervical/vaginal secretions:

- Abstain from any sexual activity; or
- Be faithful to one partner: or
- Use condoms correctly and consistently during sexual intercourse.
- Observe safer sex practices.

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## HUMAN RESOURCE MANUAL SEDP MBA

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For Breast milk:

- Deciding whether to breastfeed or not a child is crucial. Mother has to weigh risks and benefits.
- HIV positive mothers should be informed that breastfeeding may transmit virus to her baby. In situations, however, where milk supplements are not available, breast feeding should still be maintained.

### **Breaking myths about HIV/AIDS**

- Body fluids such as saliva, urine, tears, and sweat have low concentration of HIV and are said not to transmit the virus effectively.
- One needs eight (8) gallons or 35 liters of saliva to infect an individual with HIV. If this involves a kissing act, it has to be done in one session to transmit the virus!
- HIV is not easily transmitted. The virus does not live outside the body of a human being, since it needs human cell to live and multiply.
- Casual contact (holding hands) is not enough to transmit HIV.

### **Is there a cure for AIDS?**

- There is still no cure for AIDS until today.
- Current anti-viral medications could just slow down HIV progression. Known as reverse transcriptase inhibitors and protease inhibitors, these medications slow down replication of virus in the body.
- Known as "cocktail therapy," medications are combined to produce synergistic effects against HIV as well as lower side effects from antiviral medications.
- Research still goes on regarding long term effects of these medications to man.

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### What are other vital issues in treating AIDS?

- Cost of drugs. Taking anti-retroviral drugs is very expensive because it has to be maintained once taken.
- Quality of life. Standard of living or quality of life may be affected since most resources go to purchase of expensive medications. Other needs may be sacrificed.
- Compliance with the intake of anti-retroviral medications. This refers to client's regular checkups and consistent intake of prescribed medicines.
- Drug resistance. This may be due to failure to follow proper dosage. Persons with HIV need to be monitored during anti-retroviral intake to determine responses of the body.
- Treatment failure. Sometimes, the body no longer responds to cocktail therapies.

### GENERAL GUIDELINES

#### 1. EDUCATION AND INFORMATION

- f. Appropriate awareness and education activities will be conducted to inform employees about HIV and AIDS which will enable them to protect themselves and others against HIV infection.
- g. HIV/AIDS policy will be part of the new-hire orientation.

#### 2. RIGHT TO WORK OF PEOPLE WITH HIV/AIDS

- HIV is not a cause for termination of employment. Person with HIV-related illnesses should be able to work for as long as medically fit.
- SEDP MBA will provide reasonable accommodation in the workplace as a response to the changing health status of persons with HIV.

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### 3. CARE AND SUPPORT

- SEDP MBA will provide reasonable assistance to employee/s infected and affected with HIV/AIDS which may include counseling, compensatory time off, sick leave, emergency leave, as well as information about the virus and its effect.
- SEDP MBA will help employees living with HIV to find alternative medical facilities in the community, including counseling services, professional support, self-help groups if necessary.

### 4. TESTING, SCREENING, AND COUNSELING.

- h. Any employee of SEDP MBA will not be required to undergo HIV testing, unless with the written consent of the employee.
- i. Employees who voluntarily express an intention to undergo HIV testing will be properly assisted to a private clinic (where possible) for pre-test counseling as well as post-test counseling.
- j. HIV testing will not form part of the recruitment and selection process.

### 5. CONFIDENTIALITY.

- k. Employee/s infected and affected with HIV or AIDS have the legal right to confidentiality and privacy concerning their health and their HIV status. They will not be obliged to disclose their HIV status to anyone in the workplace.
- l. Where an employee voluntarily discloses his/her HIV status to the employer, this information should not be disclosed to a third party without the employee's written consent.
- m. All medical records and information of employee/s with HIV/AIDS will be kept strictly confidential, except where required by law to be disclosed to a specified people or with the written consent of the employee.

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- n. Should any person within the Association disclose such confidential medical information, without legal authority or relevant written consent from the employee, such matter will be endorsed to the Finance and Admin Section/Department for proper disciplinary management.

### **6. NON-DISCRIMINATION**

- o. Employees who develop, choose to disclose, or are diagnosed as HIV/AIDS positive will not be prejudiced or discriminated on account of their condition.

### **REFERENCES:**

Republic Act No. 8504

Employers' Confederation of the Philippines' Managing HIV/AIDS in the Workplace

International Labour Association (ILO)

The website of Remedios Aids Foundation Inc.

Aforementioned policies are subject to change should the Association deem necessary.

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## HUMAN RESOURCE MANUAL SEDP MBA

**SUBJECT: POLICY ON TUBERCULOSIS PREVENTION  
AND CONTROL IN THE WORKPLACE**

**EFFECTIVE DATE:**

The SEDP MBA is committed to maintain a healthy work environment by protecting the physical, emotional health, and well-being of all employees in the Association. This policy aims to enforce the DOLE Department Order No. 73-05 known as the Guidelines for the Implementation of Policy and Program on TB Prevention and Control in the Workplace and the Executive Order No. 187 or the Comprehensive and Unified Policy for the Tuberculosis Control in the Philippines.

### OBJECTIVES

1. To establish a policy aligned with the provisions stipulated in the implementing rules and regulations of DO 73-05.
2. To provide guidelines on the prevention and control of Tuberculosis in the workplace.
3. To present the available treatment and disease management stipulated in the Comprehensive and Unified Policy on Tuberculosis Control in the Workplace.

### COVERAGE

This policy covers all employees of the SEDP MBA

### DEFINITION OF TERMS AND ACRONYMS:

- DOLE - Department of Labor and Employment  
CUP - Comprehensive and Unified Policy on Tuberculosis Control in the Workplace  
SSS - Social Security System  
PhilHealth- Philippine Health Insurance System  
TB - Tuberculosis  
DOTS - Directly-Observed Treatment or supervised treatment short course  
DOTS Center- a health facility providing the five key elements of DOTS strategy  
EC - Employees' Compensation Program

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## HUMAN RESOURCE MANUAL SEDP MBA

SUBJECT: **POLICY ON TUBERCULOSIS PREVENTION  
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### MEDICAL OVERVIEW

Tuberculosis is a chronic infectious disease caused by Mycobacterium Tuberculosis, a bacteria transmitted through airborne droplets from the sputum of persons with pulmonary tuberculosis while coughing or sneezing. It is a curable disease. However, if left untreated, it can lead to a disabling condition and even death. Also, partial treatment of cases may cause multi-drug resistance that can lead to non-cure.<sup>1</sup>

### GENERAL GUIDELINES

#### 1. PREVENTION

- Appropriate awareness and education activities will be conducted to inform employees about Tuberculosis which will enable them to protect themselves and others against the infection. Employees will be taught on ways to strengthen the immune system.
  - i. Information on good nutrition.
  - ii. Information on the importance of adequate rest.
  - iii. Information on the deadly effect of tobacco and alcohol.
  - iv. Information on good personal hygiene practices.
- Tuberculosis policy will be part of the new-hire orientation.

#### 2. CARE AND SUPPORT

- Employee confirmed of suffering from tuberculosis will be endorsed to accredited medical facility for DOTS treatment.
- Employee/s who has or have had TB shall not be discriminated against.

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- Employee/s who has or have had TB shall be given due accommodation through flexible leave arrangements and shifting schedule if necessary.

### **3. RIGHT TO WORK OF PEOPLE WITH TUBERCULOSIS**

- Tuberculosis is not a cause for termination of employment.
- Employee/s who has suffered of tuberculosis is assured of continuous employment as long as medically fit to work by the DOTS physician.

### **4. RESPONSIBILITY OF EMPLOYEE DIAGNOSED WITH TB**

- Employees who have symptoms of TB shall seek immediate medical assistance to an accredited medical facility.
- Once diagnosed, they shall avail of the DOTS and adhere to the prescribed course of treatment.

### **6. MONITORING AND REPORTING**

- The Finance and Admin Officer shall report all diagnosed cases of TB to the DOLE through submission of an Annual Medical Report.

### **7. BENEFITS PROVIDED BY SSS**

1) The SSS shall provide Initial Temporary Total TB Disability (TB Sickness) Benefit of thirty (30) days to qualified members diagnosed with TB disease. The member may apply for extension of this benefit to a maximum of ninety (90) days if he/she meets the acceptable criteria.

2) The SSS shall provide Permanent TB Disability Benefit to members with tuberculosis whose sputum acid-fast stain remains positive at the end of 120 days and/or with impairment classification of class 2 or higher. Those with impairment classification of Class 1 and with at least mildly impaired respiratory function shall

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also be entitled to Permanent Disability Benefit. Qualified members with extra-pulmonary TB may apply for Permanent TB Disability Benefit based on the severity of functional impairment of the organ system involved.

3) SSS shall report members who applied for Temporary Total Disability (TB Sickness) Benefit to the body designated to manage the National TB Data Base.

b) Benefits: The SSS administers two programs: the Social Security Protection and the Employees Compensation (EC) Program of the Employees' Compensation Commission to workers in the private sector. Basically, the SSS provides for the replacement of income lost in times of sickness, disability, and death under RA 8282, the Social Security Act of 1997.

### **TB Sickness Benefit:**

It is a daily cash allowance paid to an eligible SSS member for the number of days he is unable to work due to TB sickness. Such allowance shall begin only after all company sick leaves of absence with full pay to the credit of the employee for the current year have been exhausted. The member is also entitled to EC TB sickness under the EC Program if he suffers a work-related TB and the period of compensability shall be counted from the first day of such sickness.

The member may enjoy simultaneously both SS and EC sickness benefit provided he meets all the qualifying conditions in the availment of such benefit as required by both Agencies.

<sup>2</sup>Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

Packages:

i. **SSS** - The sickness benefit is given in the form of a daily cash allowance.

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The amount of benefit is computed as: the daily sickness allowance times the approved number of days (the daily sickness allowance is 90 per cent of the average daily salary credit).

**ii. EC** - The sickness benefit is an income cash benefit equivalent to 90 percent of the employee's average daily salary credit with a minimum of P90.00 and a maximum of P200.00. The TB sickness can be paid for a continuous period of 120 days and may go beyond up to 240 days if sickness requires more treatment. If it persists after this period, the sickness can be considered a disability.

### System Requirements for Eligibility:

- i. SSS** -- A member is qualified to avail of sickness benefit if he/she:
- Is unable to work for more than 3 days due to TB sickness;
  - Has paid at least three monthly contributions within the 12-month period immediately preceding the semester of sickness;
  - Has used up all current company sick leaves with pay for the current year; and,
  - Has notified the employer or SSS if separated, voluntary or self-employed member of his confinement within 5 calendar days after the start of such confinement unless such confinement is in a hospital.
- ii. EC** -- A member is qualified to avail of sickness benefit if he/she:
- Has been duly reported to the SSS;
  - Has work-connected tuberculosis; and,
  - SSS has been duly notified of his TB disease. His/her employer shall be liable for the benefit if such TB illness occurred before the employee is duly reported for coverage to the system.

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## HUMAN RESOURCE MANUAL SEDP MBA

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AND CONTROL IN THE WORKPLACE**

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### Medical Requirements:

#### **i. Initial TB Sickness Benefit Package:**

##### - Pulmonary TB:

- Attending physician's report.
- Results of three separate sputum examinations for AFB or culture.
- Chest x-ray film and result with findings consistent with pulmonary TB.
- Verification of TB diagnosis by SSS physicians.

##### - Extrapulmonary TB:

- Referral from attending physician with history and physical examination report.
- Positive TB culture result of fluid or tissue from involved site or histological evidence from the site involved.
- Certification from the attending physician attesting to the diagnosis of TB of the extra-pulmonary site concerned.
- Verification of TB diagnosis by SSS physician.

#### **ii. Extension of TB Sickness Benefit Package:**

An extension of 30 days or more (until maximum of 120 days) beyond the initial benefit maybe given to a member with TB disease who fulfills the following requirements:

<sup>2</sup>Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

##### - Pulmonary TB:

- Still sputum (+) or becomes sputum (+) on the basis of three sputum follow-up examinations at least 3 weeks from the previous examination or impairment classification of class 1 or higher.
- Certification from the Attending Physician attesting the presence of the above-mentioned signs and symptoms. The certification shall be written in the Sickness Notification Form.

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- Extra-pulmonary TB:

- Certification from the attending physician that the patient has extra-pulmonary tuberculosis and still needs time off from work while continuing treatment.
- Verification of TB diagnosis by SSS physician.

### Procedure for Claim

#### **i. Initial TB Sickness Benefit Package:**

- Members diagnosed with TB disease are required to submit the following:

- TB Sickness Notification Form for employed members
- Sickness Benefit Reimbursement Application Form (for the employer)
- Completed TB Benefit Form with the following as attachments:

(a) Pulmonary TB:

Official result of three (3) AFB sputum examinations, x-ray films and official result showing PTB, mycobacterial or TB culture examination if available.

(b) Certification from attending physician attesting to the diagnosis of pulmonary TB.

(c) Extrapulmonary TB:

History and physical examination of attending physician, histopathology examination result of involved tissue or results of culture of fluid or tissue from involved site and certification from the attending attesting to the diagnosis of TB of the extrapulmonary site concerned.

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- The application shall be evaluated by the SSS physician who shall return the basic TB Sickness Notification form with the appropriate recommendation to the employer.

- The TB Sickness Benefit Form shall be collected by SSS and submitted to the Philippine Coalition Against Tuberculosis or other body designated to manage the National TB Data Base on a monthly basis.
- The employer shall advance the approved benefits and have this reimbursed by SSS.

### **ii. Extension of TB Sickness Benefit Package:**

- Members diagnosed with TB disease that shall remain sputum positive after thirty (30) days are required to submit the following:

- TB Sickness Notification Form for employed.
- Sickness Reimbursement Application Form (for the employer).

<sup>2</sup>Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

• Completed TB Benefit (Extension Portion) Form with the following as attachments:

(a) Pulmonary TB

(1) Results of sputum examination or culture or evidence of at least mild respiratory impairment by spirometry or peak flow and certification by a physician that he/she has at least Class 1 respiratory impairment.

(2) Certification by the attending physician attesting to the diagnosis of Pulmonary Tuberculosis.

(3) Verification by SSS physician of member's health condition to warrant granting of extension.

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### (b) Extrapulmonary TB

(1) History and physical examination of attending physician, histopathology examination result of involved tissue or results of culture of fluid or tissue from involved site.

(2) Certification from the attending physician attesting to the diagnosis of TB of the extrapulmonary site concerned.

- The application shall be evaluated by the SSS physician who shall return the basic TB Sickness Benefit form with the appropriate recommendation back to the employer.

- The employer shall advance payment of the approved benefits to employees and have advances reimbursed by SSS.

### **2) TB Disability Benefit**

SSS pays cash benefit in monthly pension or lump sum to eligible members with permanent partial or total disability due to TB disease. In addition to the monthly pension, a supplemental allowance of P500.00 is paid to provide additional financial assistance to meet his/her extra needs arising from the disability.

For permanent total disability, each dependent child of the pensioner, (not exceeding five and without substitution starting from the youngest), will receive a dependents' pension equivalent to 10 per cent of the member's monthly pension or Pesos 250 whichever is higher. The dependent pension stops when the child reaches 21 years old, gets married, gets employed or dies. For work-connected TB disability, the ECC pays cash benefit in monthly pension to eligible members. Also, it provides a supplemental allowance of P575.00 (15% higher than SSS) and a dependent's allowance equivalent to 10 percent of the member's monthly

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pension. In addition, the eligible member is also entitled to medical and related services and rehabilitation services and dependent pension for each of his dependent child (not exceeding five and without substitution starting from the youngest).

<sup>2</sup>Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

The EC disability benefit may be enjoyed simultaneously with SS disability benefit.

· Packages:

**i. SSS** -- It is a cash benefit paid to a member who becomes permanently disabled due to TB, either partially or totally. The disability benefit may either be in lump sum or monthly pension and the amount and duration of benefit is based on the current policy of the System, which are subject to change.

**ii. EC** -- It is a monthly cash income benefit paid to a member who becomes permanently disabled due to a work-connected TB disease, either partially or totally. The amount and duration of the benefit is based on the policy of the System.

· System Requirement for Eligibility:

**i. SSS** -- A member who suffers partial or total permanent disability, with at least one monthly contribution paid to the SSS prior to the semester of contingency, is qualified.

**ii. EC** -- A member is qualified to disability benefit if he satisfies the following conditions:

- He has been duly reported to the System; and,
- He has sustained the permanent partial or total disability as a result of work-connected TB disease.

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· Medical Requirements:

**i. Pulmonary TB**

- He/she met the criteria for PTB and has proof of at least 100 days of documented treatment.
- He/she is still sputum positive at the end of the Temporary Total Disability.
- He/she has an impairment classification of Class 1 to 3 and Functional Independence Measure (FIM) classification for permanent partial disability.

**ii. Extrapulmonary**

- He/she met the criteria for extra pulmonary TB and has proof of at least 100 days of documented treatment.
- He/she satisfies functional impairment classification for Permanent Partial Disability of organ system involved and Functional Independence Measure (FIM).

· Procedure for Claim:

i. SSS members with TB disease should submit the following:

- Claim for Disability Benefit Form
- Medical certificate form
- Other documents that might be required to support the disability claim:

**\* Pulmonary TB**

Chest x-ray result indicating PTB and results of sputum examination or culture taken at the end of the temporary total disability, respiratory impairment result by spirometry or peak flow and proof of at least 100 days of documented treatment.

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### \* **Extrapulmonary TB**

History and physical examination of attending physician, histopathological examination result of involved tissue or results of culture of fluid or tissue from involved site, certification from the attending physician attesting to the diagnosis of TB of the extrapulmonary site concerned and proof of at least 100 days of documented treatment.

The application shall be evaluated by the SSS physician who shall give the appropriate recommendation.

## **8. BENEFITS PROVIDED BY PHILHEALTH<sup>3</sup>**

a) All PhilHealth members and their qualified dependents may avail of the outpatient TB DOTS benefit package if they satisfy the “Criteria for Eligibility” and are not excluded by the “Criteria for Exclusion.”

Criteria for Eligibility:

- New cases of smear positive or smear negative pulmonary tuberculosis.
- New cases of extra pulmonary tuberculosis
- TB disease in children

Criteria for Exclusion:

The PhilHealth outpatient TB DOTS benefit package shall not cover the following types of TB cases:

- Failure cases (On previous treatment)
- Relapse cases
- Return After Default cases (RAD)

All members and dependents that are qualified to avail of the outpatient TB DOTS benefit package may avail of services in the DOTS center where he/she is registered.

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Transfer to another accredited DOTS center during the course of treatment shall be referred to a PhilHealth Committee for appropriate action.

b) In accordance with Section 46 of the Implementing Rules and Regulations of R.A. 7875, qualified PhilHealth members and their dependents shall be entitled to the outpatient TB DOTS benefit package if:

- The member has paid at least three monthly premium contributions within the immediate six months prior to enrollment at the DOTS Center for employed and individually paying members.

- The member is covered within the date of effectivity of membership as stated in the ID Card/Eligibility Certificate in the case of sponsored (indigents), Pensioners and overseas Filipino workers.

c) Qualified dependents of a PhilHealth member may be one of the following:

- Spouse who is not a PhilHealth member;
- Children under 21 years old, not married and unemployed;
- Parents > 60 years of age, who is not a member, and wholly dependent on the member

<sup>3</sup>Comprehensive and Unified Policy for TB Control in the Philippines p.74-75

The DOTS Provider shall render services to a qualified PhilHealth member and its dependents based on the Manual of Procedures of the National Tuberculosis Control Program 2004.

d) PhilHealth shall provide a comprehensive package that will cover follow-up diagnostic work-up, follow-up consultations and anti-TB drugs for all members diagnosed with TB as defined above.

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### **REFERENCES:**

DOLE Department Order 73-05

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Aforementioned policies are subject to change should the Association deem necessary.

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