



OFFICE OF THE SANGGUNIAN BAYAN

Office of the Vice Mayor/Sangguniang Bayan, 2nd Flr., Municipal Bldg., Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro
Email Address: office@pinamalayan.gov.ph Tel. Nos. (043) 738-1432

MUNICIPAL ORDINANCE NO. 02-2025

Sponsored by:

Hon. Rio S. Mercene, Hon. Anjune A. Zamora, Hon. Edwin G. Hernandez, Hon. Napoleon M. Mangaring, Hon. Dunhill Marcelo M. Delmo V, and Hon. Angelo Marlo D. Madrid

AN ORDINANCE PRESCRIBING GUIDELINES FOR THE IMPLEMENTATION OF THE EMPLOYEE CASH ASSISTANCE AND RELIEF EMERGENCIES (E-CARE) PROGRAM OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO AND PROVIDING FUNDS THEREOF.

WHEREAS, every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare which includes the social welfare services as provided in RA 7160, otherwise known as Local Government Code of 1991;

WHEREAS, Civil Service Commission Resolution No. 97-4684 through CSC MC No. 33, s. 1997, states that all government offices shall provide a Health Program for Government Employees which aims to institutionalize viable programs to improve working conditions in the government;

WHEREAS, the realization of the said project will require substantial resources to ensure the provision of financial aid to municipal employees aligns with the commitment of the Municipal Government of Pinamalayan to uplift and protect the right to health of the constituents;

WHEREAS, the Employee Cash Assistance and Relief Emergencies (E-CARE) Program of the Municipal Government of Pinamalayan, Oriental Mindoro is a financial aid program for the regular employees of the Municipal Government of Pinamalayan comprises two features, the Hospitalization Assistance and the Bereavement Assistance;

WHEREAS, the Municipal Government had allotted budget for the program through the Human Resource Management Office (HRMO) as the implementing agency of the program;

WHEREAS, the program aims to provide aid to MGOP employees during health-related crises to prevent employees from resorting to personal or salary loans during emergencies;

NOW THEREFORE, BE IT ORDAINED, as it is hereby ordained by the Sangguniang Bayan of Pinamalayan that:

Section 1. TITLE - This Ordinance shall be known as "***An Ordinance prescribing guidelines for the Implementation of the Employee Cash Assistance and Relief Emergencies (E-CARE) Program of the Municipal Government of Pinamalayan, Oriental Mindoro***".

Section 2. DECLARATION OF PRINCIPLES AND POLICIES - Section 16 of the Local Government Code provides that every Local Government Unit shall exercise the powers expressly granted those necessary implied therefrom as well as powers necessary, appropriate as incidental for its efficient and effective governance and those which are essential to the promotion of the general welfare within their respective territorial jurisdiction. It is hereby declared the Constitution mandates that the state shall protect and promote the rights to health of all citizens.

Section 3. PURPOSE, SCOPE, AND COVERAGE – The primary purpose of this Ordinance is to institutionalize viable programs to improve working conditions in the government.



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Through the E-CARE Program, the Municipal Government shall provide financial aid to MGOP employees during health-related crises to ensure employees' financial stability which will result in the efficient delivery of services to the public.

This Ordinance shall apply to all regular employees of the Municipal Government of Pinamalayan without distinction as to rank and salaries and shall cover all stages of employment, with at least 1 year of service in the MGOP, who have been hospitalized or have passed away. The immediate family members of the regular employee, including parents, spouse, and children are qualified as secondary recipients of the program.

Section 4. DEFINITION OF TERMS – As used in this Ordinance, the following terms are hereby defined:

1. **Cash Assistance** – is a financial assistance released in form of cash or check for the purpose of Hospitalization Assistance and/or Bereavement Assistance.
2. **Guarantee Letter**- a document issued by the MGOP to the concerned hospital, that ensures payment of the total or part of the hospital bill with an amount that is applicable to the recipient.
3. **MGOP Regular Employee** – pertains to employees of the Municipal Government of Pinamalayan with permanent status of employment.
4. **Primary Recipients** – are active MGOP regular employees with at least one year of service in the MGOP, who have been hospitalized or have passed away.
5. **Secondary Recipients** – are the immediate family members of active MGOP regular employees, including parents, spouse, and children

Section 5. APPROPRIATIONS – To carry out the purpose of this ordinance, a budget allotment shall be provided beginning fiscal year 2024, and every year thereafter under the Human Resource Management Office for the continuous implementation of this ordinance.

Any unutilized fund at the end of the year shall not be reverted to the unappropriated balance but shall be treated as SPECIAL TRUST FUND for the continuity of the program.

Section 6. PRESCRIBED GUIDELINES GOVERNING E-CARE PROGRAM – The following Guidelines governing the E-CARE Program shall strictly be observed.

GENERAL POLICY

1. ASSISTANCE INCLUSIONS

CATEGORY	PRIMARY RECIPIENT	SECONDARY RECIPIENT
Hospitalization Assistance	Maximum of PHP 20,000.00 per year from the municipal government	Maximum of PHP 10,000.00 per year from the municipal government
Bereavement Assistance	PHP 20,000.00 from the municipal government with a condolence wreath and a Philippine Flag	One-time grant of PHP 10,000.00 from the municipal government during the year

2. REQUIREMENTS

a. Hospitalization Assistance:

- 1.) *Accomplished Application Form (1 original)*



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- 2.) Medical Certificate issued by the hospital where the patient was admitted (1 original, 3 photocopies)
- 3.) Statement of Account (if to be processed during hospitalization) or Official Receipt (if to be processed after hospitalization) (1 original, 3 photocopies)
- 4.) Additional requirements for secondary recipient (4 photocopies), whichever is applicable:
 - i. Marriage Certificate (if a spouse)
 - ii. Birth Certificate (PSA Copy) (if a parent or a child)

b. Bereavement Assistance:

- 1.) Accomplished Application Form (1 original)
- 2.) Death Certificate (4 photocopies)
- 3.) Additional requirements if the deceased is an immediate family member (4 photocopies), whichever is applicable:
 - i. Marriage Certificate (if a spouse)
 - ii. Birth Certificate (PSA Copy) (if a parent or a child)

3. IMPLEMENTING GUIDELINES

Hospitalization Assistance

- a. To be eligible for hospitalization assistance, the following conditions must be met.
 - 1) The application is for either a primary or secondary recipient.
 - 2) The primary or secondary recipient must have been admitted to a hospital for a minimum period of **24 consecutive in-patient care hours due to sickness or a complication of medical procedure** as indicated in the medical certificate.
 - 3) A fully accomplished E-CARE Application Form for hospitalization assistance along with the complete documentary requirements must be submitted at the HRMO during the period of hospitalization or within 30 calendar days after release from the hospital as indicated in the medical certificate.
- b. In place of the payment, the MGOP through LCE shall issue a Guarantee Letter addressed to the hospital where the recipient was confined prior to the discharge of the patient if the application was processed during hospitalization.
- c. After the preparation of the documents for the financial assistance claim, the HRMO shall endorse the documents for processing to the office where the concerned employee/applicant is assigned.
- d. The hospitalization assistance shall be released to the claimant in check. Regardless of whether the patient is a primary or secondary recipient, the claimant of the financial assistance shall be an employee of the municipal government.
- e. There can only be one claimant for every instance of hospitalization. In this context, every instance of hospitalization shall mean the continuous confinement of a patient in one hospital for the same condition.
- f. The grant of this financial assistance shall be subject to the availability of funds.

Bereavement Assistance

- a. To be eligible for financial burial assistance, the following conditions must be met:



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1. *The deceased is either a primary or secondary recipient.*
 2. *A fully accomplished E-CARE Application Form for burial financial assistance along with complete documentary requirements must be submitted at the HRMO during the burial period or within 60 calendar days after the date of death as indicated in the death certificate.*
- b. The application for financial burial assistance shall be filed by the office where the employee concerned is assigned on behalf of the recipient.
 - c. After the preparation of the documents for the financial assistance claim, the HRMO shall endorse the documents for processing to the office where the concerned employee/ applicant is assigned.
 - d. The burial financial assistance shall be released to the claimant in check. The claimant of this assistance shall be the immediate family of the deceased.
 - e. There can only be one claimant for every instance of death.
 - f. This assistance may be availed simultaneously with or after availing the hospitalization assistance if the primary or secondary recipient has expired during or after the hospitalization.
 - g. The grant of this financial assistance shall be subject to the availability of funds.
 - h. The MGOP through PIMEA shall provide a condolence wreath (with a Philippine flag if the deceased is an employee) to the family of the deceased for every reported death of an employee. For the MGOP to be informed, the office where the concerned employee is assigned shall report the death to the HRMO immediately upon receipt of the report from the family of the deceased. Upon procurement of the condolence wreath (and a Philippine flag, if applicable), the PIMEA shall coordinate with the Office of the Municipal Mayor for conveyance to the place of the wake.
- 4. COMPLIANCE WITH RELEVANT LAWS/CONDITIONS** – The regular procedure in the processing of claims shall be observed. All existing accounting and auditing laws, rules, and regulations as well as those that may be hereafter enacted or issued by competent authority, shall be properly complied with the implementation of this Ordinance.
- 5. RESPONSIBILITY CENTER** - An accountable person and/or office responsible for the compliance of the required documents and processing of the claims.
- a. Employee/ Immediate Family
 - 1) *For hospitalization assistance, the concerned employee or his/her immediate family is responsible for the completion and submission to the HRMO of all the documentary requirements within the prescribed period.*
 - 2) *For bereavement assistance, the concerned employee or his/her family shall inform the Department Head or Chief of Office of the death at the earliest time possible and shall provide the office with the documentary requirements.*
 - b. Department Heads/Chiefs-of-Office
 - 1) *The Department Heads/ Chiefs-of-Office shall be responsible for the dissemination of the guidelines of the E-CARE Program for the information of all employees under the jurisdiction of the office.*



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- 2) *For bereavement assistance (provision of condolences wreath), the Department Head and Chief of Office shall report the death to the HRMO immediately upon receipt of the information on the death of a member of the staff or his/her immediate family member.*
- 3) *For bereavement assistance (burial financial assistance), the Department Head and Chief-of-Office shall assign a member of the staff to coordinate with the family of the deceased on the documentary requirements. The office shall apply for this assistance on behalf of the family of the deceased within the prescribed period. Likewise, upon advice by the HRMO, the assigned office shall inform the family of the deceased when the financial assistance is ready for claiming at the Municipal Treasury Office.*
- 4) *Assign personnel for the processing of financial assistance claims for this purpose.*

c. Human Resource Management Office

- 1) *As the implementing office of the program, HRMO shall ensure that the program will be included annually in the Annual Investment Program and Annual Budget of the office. Likewise, the office shall report to the Local Chief Executive quarterly on the program implementation status to determine if the fund for the year is almost exhausted within a certain period, or if the agency needs to include the program in a supplemental investment program/ supplemental budget.*
- 2) *The HRMO shall maintain a database of grantees of the program and shall secure a copy of the paid claims at all times.*
- 3) *The HRMO shall assess the eligibility of the applicant for this financial assistance program and shall ensure the authenticity and completeness of all the required documents to be submitted by the applicant.*

d. Pinamalayan Municipal Employees Association (PiMEA)

- 1) *The PiMEA shall procure the condolence wreath and the flag, and coordinate with the Office of the Municipal Mayor for conveyance to the place of the wake.*

e. Agency Head

- 1) *The agency head shall ensure that the program shall be appropriated with fund annually.*
- 2) *For bereavement assistance (provision of condolences wreath), the agency head or his/her authorized representative shall conduct a brief visit and/or send the condolence wreath and the flag from the Municipal Government of Pinamalayan to the place of wake as a sign of sympathy to the family of the deceased.*

SECTION 7. SEPARABILITY CLAUSE – If, for any reason, any part or provision of this ordinance shall be found to be unconstitutional or invalid, other parts or provisions thereof which are not affected thereby, shall continue to be in full force and effect.

SECTION 8. REPEALING CLAUSE – All ordinances, rules, and regulations, or parts thereof in conflict with or inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 9. EFFECTIVITY – This Ordinance shall take effect immediately upon completion of its publication for fifteen (15) days in a newspaper of general circulation within the Province of Oriental Mindoro or posting in at least three (3) conspicuous places in Pinamalayan, Oriental Mindoro pursuant to the Local Government Code of 1991.



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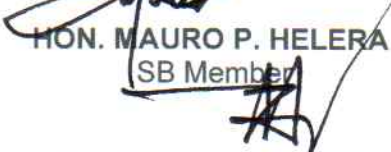
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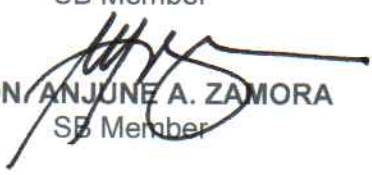
ENACTED UNANIMOUSLY this 3rd day of February 2025 on motion of Hon. Rio S. Mercene seconded by all Sangguniang Bayan Members present.


HON. RIO S. MERCENE
SB Member


HON. DUNHILL MARCELO M. DELMO V
SB Member

HON. ANGELO MARLO D. MADRID
SB Member


HON. MAURO P. HELERA
SB Member


HON. ANJUNE A. ZAMORA
SB Member

HON. EDWIN G. HERNANDEZ
SB Member


HON. GEOFFREY PAUL A. UMBAO
SB Member


HON. NAPOLEON M. MANGARING
SB Member


HON. RAUL M. MICIANO
ABC President, SB Member

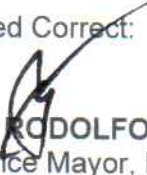

HON. DANIELA ALBERT H. MAGSINO
SKMF Pres., SB Member


HON. YULE Y. KASAFULO
IPM Representative, SB Member

Attested:


MARIA CORAZON F. MARAYAN
Acting Secretary to the Sangguniang Bayan

Certified Correct:


HON. RODOLFO M. MAGSINO
Mun. Vice Mayor, Presiding Officer

Approved:


HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor