



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

103

Office of the Schools Division
Superintendent

AUG 09 2023

MEMORANDUM

**AVAILMENT OF MEDICAL BENEFIT AND FORM FOR REIMBURSEMENT
OF MEDICAL EXPENSES**

TO: OIC- Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V
All City paid employees

1. Attached is a Memorandum from the City Human Resources Management Department dated July 13, 2023, on the above-captioned title, contents of which are self-explanatory for the information and guidance of all concerned.
2. Please find the link indicated herein to access the form for reimbursement of medical expenses.
3. For information and guidance.

For:

EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

By:

NOEMI A. VALDEZ
Administrative Officer V
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

EMPLOYEE MEDICAL

MMP/NAV/DM – AVAILMENT OF MEDICAL BENEFIT AND FORM FOR REIMBURSEMENT OF MEDICAL EXPENSES

246 / August 4, 2023

UN-2023-246



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



4:54
8-7-23

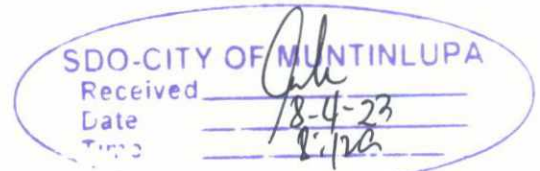


159
Republic of the Philippines

City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



MEMORANDUM



TO : All Officials, Heads, and Employees/Personnel of the Department and Offices

FROM : City Human Resource Management Department

SUBJECT : Availment of Medical Benefit and Form for Reimbursement of Medical Expenses

Date : July 13, 2023

Greetings!

Pursuant to, Executive Order No. 03 was issued last January 9, 2023 by the Honorable Rozzano Rufino B. Biazon, City Mayor of Muntinlupa City for the creation of Technical Working Group who was tasked to review and update health policies for the benefit of all personnel of the City Government.

The said Technical Working Group have convened in several meetings to study, discuss, review and analyze the existing current situation of Ordinances pertaining to the matter. By virtue of which, Online Health Care System was then designed in order to integrate the processes conducted by different offices when an employee avails or files for their respective health care benefits.

In so doing, the implementation of the Online Health Care System will materialize for the automatic consolidation and real-time viewing of the employees utilized health care benefits.

In view of the foregoing, please kindly access the link herein below to access the Form for Reimbursement of Medical Expenses.

<https://rb.gy/81c5u>

In addition, for availing medical check-ups, in-patient medical procedures, out-patient consultations, laboratory procedures including emergency cases – at Ospital ng Muntinlupa THERE IS NO NEED to secure Letter of Authority from CHRMD. Instead, just present before the OPD your valid Employee ID for validation.

RECEIVED
BY: ROAN MORALES
DATE: 8/3/2023 TIME: 3:38



Republic of the Philippines

City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



For your guidance, information and favorable co-operation.

Prepared By:


ATTY. MIMMY C. AGUINALDO
City Legal/CHRMD

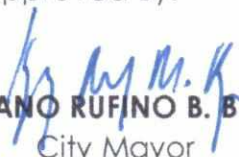
Recommending Approval:


MS. ELIZABETH A. GAVIOLA
Acting Head CHRMD

Noted By:


ENGR. ALLAN A. CACHUELA
City Administrator

Approved By:


ROZZANO RUFINO B. BIAZON
City Mayor