

MEMORANDUM NO. PD 11-947

DATE : 19 July 2011

**TO : ALL EURO-MED EMPLOYEES
CAVITE AND MANDALUYONG PLANTS**
FROM : ROSANNA MARIE S. SUÑGA
VP – Personnel

RE : Injuries While On Duty

Effective immediately, the following shall be the company's policy regarding plant personnel who suffered injuries while on duty and performing their work within company premises in accordance with company policies and standard operating procedures on safety:

1. The company physician and/or company nurse, shall administer emergency treatment to the employee at the plant clinic, and if needed, shall assist in bringing the employee to any of the following hospitals near the plant:

For Cavite Plant personnel

De La Salle University Medical Center - Dasmariñas
Asia Medic Hospital

2. If the employee is to be confined, the Company Nurse and/or Personnel Clerk shall facilitate admission to the hospital. The confinement is restricted to a semi-private room and its corresponding services, in the above-mentioned hospitals only.
3. The Company Nurse and/or Personnel Clerk shall coordinate with the Personnel Department regarding notification to the company's health insurance provider of the employee's claim (if applicable), the Philhealth forms needed prior to discharge, and payments to the hospital and doctors, etc.

The employee shall inform the Company Nurse and/or Company Physician of any subsequent medical treatment after the period of confinement and await management's approval. Any subsequent medical treatment shall also be done at the above-mentioned hospitals.

4. Subject to the employee having first availed of Philhealth benefits and company health insurance benefits to the maximum limit allowed, the company shall pay for the cost of medicine for the injury, medical and hospital care, surgical expenses, costs of appliances and supplies where necessary, and all other expenses approved by management.
5. Also, subject to the employee having first availed of Philhealth benefits and company health insurance benefits to the maximum limit allowed, any expenses resulting from deviations from the above procedures without management's approval shall be shouldered by the employee.
6. The employee's absence from work resulting from the injury is considered without pay and he should file a claim with the Social Security System (SSS) for this. He may also opt to use his company leave credits (if applicable) for the said absence.

End of memo.

CC: ECY/GSE EVB LCM Dept Heads Clinic Bulletin Boards file

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