



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
City of Davao

**Executive Order No. 35**  
**Series of 2020**

**AN ORDER CONSTITUTING THE HEALTHCARE COMMITTEE FOR THE ESTABLISHMENT OF AN IN-HOUSE MEDICAL PACKAGE FOR THE CITY GOVERNMENT EMPLOYEES, DEFINING ITS DUTIES AND RESPONSIBILITIES, AND FOR OTHER PURPOSES**

**WHEREAS**, it is the policy of the State to keep a healthy workforce and maintain the physical well-being of its employees to ensure the efficiency and effectiveness of public service delivery;

**WHEREAS**, the Civil Service Commission also issued Memorandum Circular No. 33 (S. 1997) which provides that all government agencies and Government-Owned and/or-Controlled Corporations (GOCCs) shall provide, among others, a health program for their employees which includes free annual mental and medical-physical examinations;

**WHEREAS**, the City Government of Davao reaffirms its support to the health and welfare of its own employees through providing them with an In-House Healthcare Package as a component of their benefits and welfare program and to help them in times of medical needs;

**WHEREAS**, the Healthcare Committee plays a major role in the implementation of in-house healthcare package and its operational needs;

**WHEREAS**, there is a need to define the roles and responsibilities of the Healthcare Committee in order to have an efficient implementation of the program.

**NOW THEREFORE, I, SARA Z. DUTERTE**, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby declare the following:

**SECTION 1. CONSTITUTION OF THE HEALTHCARE COMMITTEE.** There is hereby constituted a Healthcare Committee for the implementation of the In-House Healthcare Package for the City Government of Davao employees.

**SECTION 2. COMPOSITION.** The Healthcare Committee shall be composed of the following:

City Mayor or authorized representative	-	Chairperson
City Administrator	-	Vice Chairperson
City Legal Officer	-	Member
Head of the HRMO	-	Member

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City Health Officer - Member  
 City Budget Officer - Member

**SECTION 3. DUTIES AND RESPONSIBILITIES.** The Health Care Committee shall be responsible in the development, implementation, monitoring and evaluation of the In-House Healthcare Package Program for the employees of the City Government of Davao. As such, the Committee shall perform the following tasks:

1. Prepare plans that will provide effective and efficient implementation of the health care program for the employees of the City Government of Davao.
2. Develop policies and guidelines to efficiently achieve the objectives in providing financial assistance to employees undergoing hospitalization, with conditions requiring doctor's consultation and burial assistance to the family of the deceased employees.
3. Formulate monitoring policy to assess and ensure that the guidelines are implemented as intended.
4. Evaluate the outcome of the program and identify areas that need improvement specifically with regard to healthcare benefits for the employees i.e., hospitalization, doctor's consultation and burial assistance.
5. Address issues relative to the employees' avilment of the health care package within 15 days from the date of submission to the Committee.
6. Identify resources and propose augmentation of the budget yearly up until all the employees can avail the in-house health care package.
7. Submit an annual report of the expenditures for auditing and reconciliation purposes.

**SECTION 4. SECRETARIAT.** The Secretariat shall be lodged with the Benefits and Welfare Division of the Human Resource Management Office for the provision of the documentation services, logistics and the overall coordinative and networking activities.

**SECTION 5. FUND SOURCES.** All necessary expenses for the implementation of the program shall be funded annually through a trust fund duly approved by the Sangguniang Panlungsod.

**SECTION 6. EFFECTIVITY.** This Executive Order shall take effect immediately.

MAY 29 2020

Done in the City of Davao, Philippines, this \_\_\_\_ day of \_\_\_\_\_, 2020.

*[Signature]*  
**SARA Z. DUTERTE,**  
 City Mayor

Attested by:

*[Signature]*  
**ATTY. ZULEIKA T. LOPEZ,**  
 City Administrator

