

*Circulars*



UNIVERSITY OF THE PHILIPPINES  
Quezon City

2198-6700  
JUL 09 2010 *gr*

OFFICE OF THE PRESIDENT

07 July 2010

MEMORANDUM NO. PERR 10- 013

TO : Vice Presidents  
Chancellors  
Faculty, REPS and Administrative Staff

SUBJECT : Financial Assistance Program for Hospitalization  
Expenses (FAPHE) for UP Employees  
(Faculty, REPS and Administrative Staff)

The Board of Regents, in its 1255<sup>th</sup> meeting held on 27 May 2010 approved the Financial Assistance Program for Hospitalization Expenses (FAPHE) for University employees systemwide. The benefit provides a P200,000 accumulated maximum amount per employee to help pay off expenses (net of PhilHealth and other private medical health card benefits) incurred during hospital confinement/s while in the active service in the University. This excludes confinements for executive/annual medical check-up and vanity purposes. No further assistance will be given once the P200,000 is already consumed.

The attached implementing guidelines was approved in the 263<sup>rd</sup> meeting of the President's Advisory Council (PAC) held on 5 July 2010.

For compliance.

*EM Roman*  
EMERLINDA R. ROMAN  
President

received  
Per 7-10-10

## FINANCIAL ASSISTANCE PROGRAM FOR HOSPITALIZATION EXPENSES (FAPHE) IMPLEMENTING GUIDELINES

(as approved in the 263<sup>rd</sup> meeting of the President's Advisory Council (PAC), 5 July 2010)

**Benefit** : P200,000.00 accumulated maximum amount per employee for cases of hospitalization occurring within his/her years of active service in the University.

- (1255<sup>th</sup> BOR Meeting, May 27, 2010)

**Proposed Coverage** : Hospital confinement

### **A. Qualifications:**

1. Regular full-time, permanent employees (faculty, REPS and administrative staff) who are in active service in the University;
2. Regular full-time faculty members who are not tenured provided they have rendered five (5) years of continuous service in the University and are in active service at the time of the claim;
3. UP Contractuals provided they have rendered five (5) years of continuous service in the University and are in active service at the time of the claim.

### **B. Terms of availment :**

1. All medical expenses incurred during hospital confinement, preferably in a government hospital, except in emergency cases, which shall include:
  - a. medical/diagnostic procedures, e.g., ultrasound, MRI, x-ray, CT scan, biopsy, mammography, echocardiography, angiogram, blood chemistry, etc. and other laboratory examinations, as recommended by the attending physician/specialist, **excluding those for cosmetic surgery due to vanity and those for executive/annual check-up;**
  - b. prescribed drugs and medicines, in accordance with the Generics Law;
  - c. professional fees of preferably PhilHealth-accredited physicians/specialists; and
  - d. room and board for the duration of the confinement.
2. This benefit shall be granted net of the medical expenses covered by PhilHealth and other private medical health card benefits. *h*

3. If claim is less than the ceiling amount, the balance shall be available to the employee for other succeeding hospitalization expenses that may be incurred while in active service in the University.
4. All medical expenses incurred while in active service (not necessarily confined to a single hospital confinement per year) shall be processed until the maximum amount of P200,000.00 is used up by the employee.
5. This benefit shall also cover those who are on sick leave without pay, study leave with pay, secondment and special detail with pay, while those on leave without pay for reasons other than sickness or grave illness shall not be considered for this purpose.

### *C. Procedure*

1. The employee may request to be granted financial assistance for his/her hospitalization expenses not exceeding P200,000.00.
2. Application forms for reimbursement shall be filed at HRDO which shall certify as to the employee's qualification for the claim and maintain a record of each employee's hospitalization period.
3. Each claim for financial assistance must be supported by official itemized breakdown of medical expenses for laboratory examinations, surgery or any other medical procedures and medicines required and certified as to urgency and necessity by the attending physician/specialist and validated by the hospital authorities and/or copy of medical records from the hospital.
4. The Rehabilitation Leave Committee or any equivalent committee with a representative from the University Health Service shall evaluate and recommend to the Vice Chancellor for Administration for approval of the Chancellor for employees of constituent universities; or to the Assistant Vice President for Administration for approval of the Vice President for Administration for System employees.
5. Preparation and release of check to employee.
6. HRDO to be furnished photocopies of the DV and check by the employee (mandatory).*g*

**FINANCIAL ASSISTANCE PROGRAM FOR HOSPITALIZATION EXPENSES (FAPHE)  
APPLICATION FORM  
(FOR REIMBURSEMENT)**

Name: \_\_\_\_\_  
*(Last)* *(First)* *(Middle)*

Position: \_\_\_\_\_ Age: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Department: \_\_\_\_\_ Unit: \_\_\_\_\_

**Reason/cause for hospitalization:**  
*(Please attach certification of attending physician / specialist.)*

\_\_\_\_\_

\_\_\_\_\_  
*Signature*

Noted:

\_\_\_\_\_  
*Unit Head*

**To be filled up by HRDO**

Status:  Permanent  Temporary  UP Contractual *(with 5 years continuous service)*

Date of original appointment: \_\_\_\_\_ No. of years in service: \_\_\_\_\_

No. of times applied: \_\_\_\_\_ Date this application filed: \_\_\_\_\_  
*(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc)*

Date of last application: \_\_\_\_\_

FAPHE Account balance: Php \_\_\_\_\_ (as of \_\_\_\_\_)

**Personnel Clearance:**

*HRDO Director*

**RECOMMENDING APPROVAL:**

**APPROVED:**

*Vice Chancellor for Administration/  
Assistant Vice President for Administration*

*Chancellor/  
Vice President for Administration*