Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Sangguniang Panlungsod ng Muntinlupa

OFFICE OF THE SECRETARY
TO THE SANGGUNIANG PANLUNGSOD
MUNTINLUPA
CERTIFIED TRUE COPY
FROM THE ORIGINAL
22 APR 2025
ATTY. Julia Diaboc

CONCURRED:

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COUN. ALEXSON V. DIAZ

COUN. PATY KATY C. BONCAYAO

COUN. ATTY. RACHEL C. ARCIAGA

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SK Federation President

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
RECEIVED
APR 25 2025
No. 25-0473
TIME: _____ BY: _____

ORDINANCE NO. 2024-281

AN ORDINANCE PROVIDING MEDICAL AND BURIAL ASSISTANCE FOR THE OFFICIALS, OFFICERS AND EMPLOYEES OF THE CITY GOVERNMENT OF MUNTINLUPA, CREATING THE MUNTINLUPA MEDICAL AND BURIAL ASSISTANCE COMMITTEE, THEREBY AMENDING ORDINANCE NOS. 93-31, 01-018, AND 08-053

****

Sponsored by: ***Hon. Coun. Allan Rey A. Camilon***
Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Alexson V. Diaz
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
Hon. Coun. Ivee Rhia A. Tadefa
Hon. Coun. Jedidiah R. Presnedi, LPT
Hon. Coun. Ting D. Niefes
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Engr. Marissa C. Rongavilla
Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Rodolfo W. Moldez, Jr.
Hon. Coun. Allen F. Ampaya
Hon. Coun. Jonas Angelo L. Abadilla

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WHEREAS, Section 11, Article XIII of the 1987 Philippine Constitution provides that "the State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all the people at affordable cost x x x;"

WHEREAS, Section 455 (b) (1) (xvii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City Mayor shall exercise such powers and perform such duties, specifically "authorize payment for medical care, necessary transportation, subsistence, hospital or medical fees of city officials and employees who are injured while in the performance of their duties and functions, subject to the availability of funds;"

WHEREAS, the City Vision Statement of Muntinlupa provides that the City envisions its people to be "educated, healthy, God-loving;"

WHEREAS, the 7K Agenda of the City Mayor Rozzano Rufino B. Biazon includes "Kalusugan," and this refers not only to the general public, but to the employees of the City Government as well;

WHEREAS, because of the ever-increasing cost of medical care, funeral and burial expenses, the present coverage provided by relevant Government Agencies is not sufficient to satisfy the needs of its members and beneficiaries;

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WHEREAS, in order to give the officials, officers and employees of the City Government of Muntinlupa a productive and improved quality of life, it is necessary to augment the aforementioned coverage;

WHEREAS, due to the unexpected occurrence of COVID- 19 and its worldwide negative impact, mental health program, per Memorandum Circular No. 04, Series of 2020, issued by the Civil Service Commission, is now mandated as part of the Health Program of the Public Sector;

NOW, THEREFORE, BE IT ORDAINED, by the 10th Sangguniang Panglungsod of Muntinlupa in a session assembled the following:

SECTION 1. ***Purpose***. The main purpose of this ordinance is to provide assistance for medical care expenses, including hospitalization, dispensation of prescription drugs, and other medical diagnostic procedures, and for funeral and burial expenses for the officials, officers and employees of the City Government of Muntinlupa, subject to limitations provided hereunder.

SECTION 2. ***Definition of Terms***. For the purpose of this ordinance, the following terms shall be defined as:

a. *Committee* – The Muntinlupa Health Care Committee;
b. *Employee* – Any person who is an official, officer or employee of the City Government of Muntinlupa, excluding those employed with the national government agencies and its instrumentalities, and other units/offices(i.e. barangay) created by law;
c. *Employer* – The City Government of Muntinlupa;
d. *Medical Assistance* – It includes the following:
   i. Hospitalization and prescription drugs related thereto.
   ii. Maintenance prescription drugs
   iii. Out- patient Consultation
   iv. Laboratory Procedures
e. *Medical Attendance* – Care of a patient by a physician or medical staff of a medical facility;
f. *Burial Assistance* – services provided to deceased individual such as embalming, wake, cremation and burial.
g. *Program* – Muntinlupa City Medical and Burial Assistance Program;
h. *Dependent* – It refers to the following:
   i. Legitimate spouse;
   ii. Legitimate minor child

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iii. Legitimate child beyond the age of minority with disability, special needs and similarly- situated needs to be certified by Muntinlupa City Persons with Disability Affairs Office; and
iv. Biological parents (for employee without descendant, father must be duly acknowledged in the certificate of live birth)
v. Illegitimate child provided that the parent/s has no legal impediment to marry.

In no event that a person be simultaneously declared as beneficiary more than once.

i. *Major Surgery* – such as surgery to the organs of the head, chest, abdomen and extremities. It includes but is not limited to: organ transplant, removal of tumors, removal of a damaged body organs or open-heart surgery. The person will need to stay in hospital for some time. The risk of complications may be high and the person will take a longer time to heal and recover.

i. Abdominal surgery
ii. Breast surgery
iii. Colorectal surgery
iv. Endocrine surgery
v. Gynecological surgery
vi. Head and Neck surgery
vii. Musculoskeletal surgery
viii. Hernias
ix. Neuro surgery
x. Orthopedic surgery
xi. Opthalmological surgery
xii. Thoracic surgery
xiii. Trauma surgery
xiv. Urologic surgery
xv. Vascular surgery
xvi. Heart surgery
xvii. Removal of any body part whether total or partial

j. *Minor Surgery* – procedures that can be done on an outpatient setting which includes but not limited to: incision and drainage, repair of minor lacerations, removal of stitches, removal of foreign body, circumcision, removal of cysts and skin mass.

SECTION 3. ***Muntinlupa Medical and Burial Assistance Committee.*** To carry out the purpose of this ordinance, the Muntinlupa Medical and Burial Assistance Committee is hereby created, and shall administer the health benefits and burial assistance in favor of the City Government officials and employees removing them from the purview of City Ordinance No. 93-31.

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It shall be composed of the following individuals, with their respective designations:

a.	City Mayor	:	Chairperson;
b.	Vice Mayor	:	Vice Chairperson;
c.	Sanggunian Panlungsod Chairperson, Committee on Health And Sanitation	:	Member;
d.	City Administrator	:	Member;
e.	City Human Resources Officer	:	Member;
f.	City Health Officer	:	Member;
g.	City Attorney	:	Member;
h.	City Budget Officer	:	Member;
i.	Medical Director Ospital ng Muntinlupa	:	Member;
i.	Representative of Second level Employees	:	Member;
j.	Representative of First level Employees	:	Member;

SECTION 4. ***Functions of the Committee***. The Committee shall have the following functions and powers:

1. To formulate, administer, and implement the policies for the Muntinlupa Medical and Burial Assistance Program;

2. To ensure that medical care is provided to beneficiaries covered by the Muntinlupa Medical and Burial Assistance Program;

3. To appoint its Secretariat as may be deemed necessary;

4. To promulgate or prescribe rules and regulations as may be necessary to carry out the provisions and purposes of this ordinance;

5. To ensure the integrity of the Muntinlupa Medical and Burial Assistance Program through the adoption of control measures therein.

6. To coordinate with appropriate government agencies in the development of the health care delivery system; and

7. To exercise all other powers necessary to attain the purpose of this ordinance.

SECTION 5. ***Meetings*** . The meetings of the Committee shall be held once every quarter, but a special meeting may be conducted as warranted. The presence of seven (7) members of the Committee shall constitute a quorum. The members of the Committee shall receive an honorarium amounting to One Thousand Five Hundred Pesos (PHP 1,500) per meeting subject to auditing and budgeting rules and regulations.

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SECTION 6. ***Chairperson and Vice Chairperson of the Committee.***

1. The Chairperson shall preside over the meeting of the Committee and shall implement its decisions. He shall exercise supervision and control over all operations of the Committee.

2. When the Chairperson is temporarily unable to perform his functions or in case of vacancy in the Office of the Chairperson, the Vice Chairperson shall serve as Acting Chairperson. He shall perform such other functions as may be assigned to him by the Chairperson.

SECTION 7. ***The Muntinlupa Medical and Burial Assistance Program***. The Muntinlupa Medical and Burial Assistance Program shall consist of the following benefits:

a. **Medical Assistance**

i. Maximum of up to Php 75,000.00 for an officer, official, or employee; of which a maximum of fifty percent (50%) may be allowed for prescribed medicine reimbursement;

ii. Maximum of 3 birth deliveries;

For normal delivery: maximum of Php 10,000.00, which forms part of the amount mentioned in the preceding paragraph.

For cesarean section delivery: maximum of Php 20,000.00, which forms part of the amount mentioned in the preceding paragraph.

iii. Maximum of up to Php 25,000.00, which forms part of the amount mentioned in the preceding paragraph, for all beneficiaries, only for hospitalization due to illnesses or injury.

b. **Burial Assistance**

iv. Funeral, Burial and Inurnment Expenses, up to a maximum of Php 30,000.00. With respect to deceased Contract of Service and Job Order personnel, this assistance shall be extended by the Community Affairs Development Office pursuant to their programs. Any practice or policy inconsistent herewith is hereby discontinued.

However, after maxing out the allowable amount, employees may avail the services of Kalingang Munti Action Center (KMAC) subject to its existing guidelines, rules, and regulations.

SECTION 8. ***Health Care Loan***

1. The amount of Twenty-Five Thousand Pesos (Php25,000.00) shall be set as the maximum for a Health Care Loan in favor of either the principal or beneficiary.

2. Loan may be availed only upon the exhaustion of the applicable maximum medical assistance.

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3. Every application for a health care loan shall be subject to screening and evaluation of the employee's paying capacity.
4. Health Care Loan shall be approved subject to availability of funds and shall not bear interest.
5. Loans mentioned in the preceding paragraph shall be payable through salary deduction.
6. Loans incurred by casual employees shall be payable within the period of employment; permanent employees within one (1) year. In the event of separation from employment, the unpaid amount shall be deducted from the terminal pay due to the concerned employee.

SECTION 9. ***Accredited Hospitals or Clinics.*** Any beneficiary who becomes sick or sustains an injury, the nature of which will require hospitalization, shall be confined in a hospital, clinic, or medical facility duly accredited by the Department of Health.

SECTION 10. ***Entitlement to Medical and Burial Assistance.*** An Official, Officer, or Employee shall be entitled to the assistance under this ordinance from the time employment commences. Employment is deemed to commence upon assumption of duties.

Any person under a contract of service without a mother unit, and teaching personnel with a minimum teaching load of 21 units shall be entitled ONLY to a maximum of fifty thousand pesos (PHP 50,000) medical assistance per annum, of which a maximum of fifty percent (50%) may be allowed for prescribed medicine reimbursement. They are not, however, entitled to burial assistance and healthcare loans, including that granted for birth deliveries, and their beneficiaries are disqualified under this ordinance.

SECTION 11. ***Limitation to the Payment Assistance.*** - Claims under this ordinance shall be filed within sixty (60) calendar days from the time the allowable expenses were incurred.

The following acts shall be cause for the denial of claims:
a. Furnishing false or incorrect information; and
b. Failing to comply to any provision of this ordinance without good cause or legal ground.

SECTION 12. ***Inclusions***

a. OUTPATIENT SERVICES (also known as ambulatory care) – It is made up of medical procedures, tests, and services that can be provided to the patient in a setting that does not involve an overnight hospital stay.
1. Medical and other services provided to a non-admitted patient by a hospital or other qualified facility;
2. General medical consultations;
3. Mental health consultations;

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4. Health centers/private outpatient clinics consultations
5. Emergency consultations;
6. Laboratory, radiologic and other diagnostic procedures;
7. Free-standing dialysis procedures;
8. Outpatient rehabilitation such as Physical therapy-recovery from injuries, illnesses, smoking cessation therapy or surgery;
9. Minor surgical procedures;
10. Chemotherapy sessions;
11. Oral surgeries that includes the removal of diseased or impacted teeth;
12. Dermatological diseases treatment.

b. INPATIENT SERVICES (Confinement) – It includes any kind service once the patient has been formally admitted to a hospital.
1. Medical and other services provided to an in-patient in a public and/or private hospital;
2. Major Surgical Procedures;
3. Obstetrical Cases-Deliveries normal and Cesarian Section;
4. Medical Conditions that require special procedures, life threatening cases, and needing long term care;
5. Chemotherapy sessions;
6. Dialysis sessions;
7. Traumatic injuries, including implants;
8. Major oral surgeries that includes biopsies, tumor removals, repair of trauma, and other surgical issues involving the bones and soft tissues of the face.

SECTION 13. ***Exclusion.*** The benefits granted under the Muntinlupa health care program shall not cover the expenses for:
a. Dental treatment and comprehensive dental services which includes:
   i. clinical evaluation, diagnosis and treatment planning;
   ii. imagery services; and
   iii. preventive, restorative treatment that may include tooth extraction and/or prophylaxis and other related services
b. Cosmetic (aesthetic) surgery and treatment that changes or enhances an individual's appearance by altering or reshaping parts of the body;
c. Optometric procedures and services concerned especially with examining the eye for defects and faults of refraction, with prescribing correctional lenses or eye exercises, referring them for treatment;
d. Prenatal Check-up;
e. In excess of three (3) Deliveries, either cesarean or normal;
f. Vaccinations/Immunizations;
g. Induced Abortion;
h. Supportive gadgets and apparatus; and
i. Vitamins and Supplements unless prescribed for curative treatment.

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SECTION 14. ***Penal Provision***. Any person who for the purpose of securing entitlement to any benefit or payment under this ordinance or the issuance of any certificate or document for any purpose connected with this health care program whether for himself or for some other person shall commit fraud, deceit, collusion, falsification, misrepresentation or any similar anomaly shall suffer the penalty of imprisonment for a period not exceeding six (6) months or a fine not exceeding Php 5,000.00 or both at the discretion of the court. This is without prejudice to administrative penalty and criminal action, under the Revised Penal Code and other pertinent special penal laws, for the same act(s). For purposes of this Ordinance, the Muntinlupa Medical and Burial Assistance Committee is hereby authorized to institute and prosecute said administrative and criminal actions without the need of a separate ordinance or resolution granting such authority.

SECTION 15. ***Appropriation.*** Funds, as may be necessary to finance the operation, programs, and projects of the Committee in carrying out this ordinance, including the honorarium of the its members, shall be authorized for inclusion in the annual appropriation of the City Government of Muntinlupa.

SECTION 16. ***Separability Clause***. In the event any provision of this ordinance or the application of such provision to any person or circumstances is declared invalid, the remainder of the ordinance or application of the said provision to other persons or circumstances shall not be affected by such declaration.

SECTION 17. ***Repealing Clause***. Ordinances Nos. 93-31, 01-018, and 08-053 and all other ordinances inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 18. ***Effectivity***. This ordinance shall take effect fifteen days (15) after publication.

ENACTED, by the **10th *Sangguniang Panlungsod of Muntinlupa*** this **18TH** day of ***December 2024***, on its ***8th Regular Session***.

I HEREBY CERTIFY, as to the correctness of the foregoing ***Ordinance***.

CECILIA C. LAZARTE
Secretary to the Sanggunian

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SK Federation President

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ROZZANO RUFINO B. BIAZON
City Mayor

Date: 20 DEC 2024

People's Center Building, Putatan, Muntinlupa City, Philippines 1773
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