

PRESCRIBING THE GUIDELINES FOR THE GRANT OF HAZARD ALLOWANCE TO THE PERSONNEL OF THE SC MEDICAL AND DENTAL SERVICES (SCMDS)

ADMINISTRATIVE CIRCULAR NO. 57-2004, February 10, 2004

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/f3de367015cc/>

I. RATIONALE

By the very nature of their duties and responsibilities, the personnel of the Supreme Court Medical and Dental Services (SCMDS) are in frequent, direct and unavoidable contact with patients who seek treatment due to various ailments, which include communicable, contagious, or infectious diseases.

In pursuit of their duties, SCMDS personnel perform hospital visitations, ambulance conductions, and out-of-town medical services, thereby making them constantly exposed and vulnerable to virulent agents which are potentially hazardous to their physiological well-being.

In cognizance of their valuable role as public health workers and in consonance with the mandate of Republic Act No. 7305, otherwise known as the Magsaysay Act for Public Health Workers, hazard allowance is hereby granted to the personnel of the SCMDS.

The following guidelines are prescribed to govern the payment of hazard allowance among SCMDS personnel in accordance with Section 21 of R.A. 7305 and its Implementing Rules and Regulations.

II. ELIGIBILITY

SCMDS employees, whether permanent, temporary, casual, or co-terminus, including those assigned or detailed at the SC Clinic who render actual medical, dental and/or other health-related services, as well as those who provide administrative and technical support are entitled to receive hazard allowance.

For the purpose of these guidelines, SCMDS personnel are classified as follows:

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Those who by the nature of their functions, are subject to high risk exposure being directly and frequently exposed to communicable, contagious, infectious and biological hazards. These are the physicians, dentists, nurses, medical dental aides and physical therapists who render direct, actual and frequent medical services in the form of complete examinations, treatment and ancillary care; and

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Those who are subject to low risk exposure in view of their indirect and/or infrequent exposure to patients with communicable and infectious ailments in the Supreme Court clinics. These personnel include psychologists, pharmacists, optometrists, who render health-related services as well as clerks, data encoders, utility workers, ambulance drivers and all those who, regardless of their official job titles, provide administrative and technical

support to the SCMDS

III. RATES OF PAYMENT

In consonance with Section 7.1.5 of the Implementing Rules and Regulations of R.A. 7305, SCMDS personnel shall be granted hazard allowance as follows:

1. SCMDS personnel exposed to high risk hazard with Salary Grades 19 and below shall receive hazard allowance equivalent to twenty-seven percent (27%) of their monthly basic salary. Those with Salary Grades 20 and above shall receive hazard allowance equivalent to seven percent (7%) of their basic salary.
2. SCMDS personnel exposed to low risk hazard with Salary Grades 19 and below shall receive hazard allowance equivalent to twenty five percent (25%) of their monthly basic salary. Those with Salary Grades 20 and above shall receive hazard allowance equivalent to five percent (5%) of their basic salary.

The allowance shall be computed monthly but shall be given on a quarterly basis.

IV. CRITERIA AND LIMITATIONS

To be entitled to hazard allowance, an employee must have rendered actual service for at least 50% of the total working hours within a calendar month.

Employees who fall under the following circumstances shall not be entitled to hazard allowance:

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Those on vacation, sick, maternity/paternity or study leave with or without pay for more than half the number of the total working hours in a calendar month; physicians, dentists, nurses, medical dental aides and physical therapists, dentists, nurses, medical technologies, nursing aides, dental aides and physical therapists who render direct, actual and frequent medical services in the form of consultations, physical examinations, treatment and ancillary care; and

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Those who are subject to low risk exposure in view of their indirect and/or infrequent exposure to patients with communicable and infectious ailments in the Supreme Court clinics. These personnel include psychologists, pharmacists, optometrists, who render health-related services as well as clerks, data encoders, utility workers, ambulance drivers and all those who, regardless of their official job titles, provide administrative and technical support to the SCMDS.

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The allowance shall be computed monthly but shall be given on a quarterly basis.

IV. CRITERIA AND LIMITATIONS

To be entitled to hazard allowance, an employee must have rendered actual service for at least 50% of the total working hours within a calendar month.

Employees who fall under the following circumstances shall not be entitled to hazard allowance:

- Those on vacation, sick, maternity/paternity or study leave with or without pay for more than half the number of the total working hours in a calendar month;
- Those on full-time attendance in training grant scholarshin mnt seminar, or any other similar activity fo?Liet, If L§ toS number of working hours in a calendar month, except when the place of activity is certified by the Department of Health to be risky or hazardous area as specified under Section 7.1.2 and Section 7 1 of the Implementing Rules and Regulations of R.A. 7305.

In all cases of payment, the Leave Division of the Office of Administrative Services shall certify that an employee has rendered actual service in the SCMDS for at least 50% of the total working hours in a calendar month.

An employee, who from time to time, renders actual service upon the request of the Head of the SCMDS, shall be entitled to hazard allowance provided that a certification is issued by the latter that said employee rendered actual service in the SCMDS for at least 50% of the total working horns in a calendar month.

V. FUNDING

Initial allocations for the grant of hazard allowance shall be taken from the savings of the. Supreme Court. Thereafter, funds shall be regularly set aside for the purpose.

VI. EFFECTIVITY

This Administrative Circular shall take effect on 15 November 2004.

Issued this 11[th] day of November 2004.

HILARIO G. DAVIDE , JR.

Chief Justice

Copy furnished:

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November 4, 2002

RAMON S. ARMEDILLA, MD, et al
Medical and Dental Staff
Supreme Court
Manila

Dear Dr. Annedilla et al:

Please be informed that the request of the Medical and Dental personnel of the Supreme Court for the grant of Hazard Pay is hereby approved, considering that they are certified as public health workers and are exposed to hazard elements caused by the nature of their job.

The implementation of hazard pay is made in accordance to governing guidelines as prescribed in the revised Implementing Rules and Regulations of R.A. 7305, specifically on pages 28 to 33.

It is hoped that this response has satisfactorily addressed the expressed concern.

My best regards.

Very truly yours,

MANUEL M. DAYRIT, MD, MSc
Secretary of Health

SUPREME COURT

MEDICAL AND DENTAL SERVICES

February 9, 2004

Dr. Manuel M. Dayrit
Secretary of Health
San Lazaro Compuond, Rizal Avenue
Sta. Cruz, Manila

Thru: Dr. Milagros L. Fernandez
Undersecretary of Health

This refers to the grant of Hazard Allowance to public health workers pursuant to R. A. 7305, otherwise known as the Magna Carta for Public Health Workers.

The Honorable Secretary Manuel M. Dayrit, in his 4 November 2002 letter approved the request of the Supreme Court Medical and Dental Clinic personnel for entitlement of the Hazzard Pay. The same request was brought to the Supreme Court En Banc, which was granted through Resolution No. 03-9-02-SC dated 9 September 2003.

The Revised Implementing Rules and Regulations of R. A. 7305 requires that each agency shall prepare a list of its health workers who will be entitled to the hazzard pay which list shall be reviewed by your Committee.

We now submit to you for review the attached list of Supreme Court personnel whom we deemed entitled to receive hazzard pay in accordance with our guidelines and procedure.

Thank you and warmest regards.

Sincerely,

RAMON S. ARMEDILLA, M.D.
SC Supervising Medical Officer

LIST OF CLINIC PERSONNEL AND CORRESPONDING JOB DISCRIPTION**MEDICAL DIVISION****EMPLOYEE****POSITION****JOB DESCRIPTION****NATURE OF EXPOSURE TO HAZARD**

RUDENCIO P. BANZON, JR., MD SC Senior Staff Officer

SG 28 Step 2 - Permanent

Original Application - 06/01/90

- Direct the operation and activities of the Medical and Dental Services
- Expenses over all supervision over the medical and dental staff
- Formulates health programs for court officials and employees
- Advises the management on safety and health measures and coordinates with other agencies in the implementation of health programs

- Performs professional medical work
- Assumes other related duties and responsibilities as head of the services Direct frequently and unavailability at risks of exposure to bacterial and viral contagions in the workplace through person-to-person interaction including consultation and treatment with clinic clientele.

RAMON S. ARMADILLA, MD

SC Supervising Medical Officer

SG 25: Step 3 - Permanent

Original Appointment - 01/03/94 - Performs medical work in the form of consultation prescription treatment, and minor surgery including out-of-town assignment

- Evaluate sick, maternity leave and disability retirement
- Performs pre-employment and annual medical examination
- Does related tasks assigned by the Chief Justice
- Does ambulance conduction home visits to patients referred to the SC Clinic for evaluation Directly frequently and unavoidable at risks of exposure to bacterial and viral contagions through actual performance of consultant, physical examination treatment, home or hospital visitation, conduction and out-of-town medical assignments

SELVESTRE A. RUÑEZ, MD

SC Supervising Medical Officer

SG 25: Step 3 - Permanent

Original Appointment - 01/03/94

CELESTE AIDA P. VISTA, MD

(on-leave)

Medical Officer V

SG 23 - Permanent

Original Appointment - 03/23/02 (NCMII)

Original Appointment - 02/02/98 (SC)

MARYBETH V. JURADO, MD Medical Officer IV

SG 20: Step 2: Permanent

Original Appointment - 01/26/98

CONSUELO M. BERNAL, MD

Medical Officer IV

SG 20: Step 2 Permanent

Original Appointment 02/03/98

EMILIA R. CARDINAL Nurse IV

SG 18 - Permanent

Original Appointment - 11/25/92 - Prepares patients record, assists and carryout routinary and emergency doctor's order: does nursing care to the patient: does nursing care to the patient: maintain cleanliness in his/her area of responsibility

- Prepare incidents and other pertinent nursing reports - including monthly accomplishment report loss or damage of medical instruments patient's records
- Assist physician during special assignment like sponsored seminars home and hospital conduction or visits

-Does related task deligated by the Cheif of service
-Assist physician during special assignments like sponsored seminars home and hospital conduction or visits
-Does related tasks deligated by the Cheif of service Directly frequently and avoidaable at risks of exporsure to bacterial and viral contagious through person to person contacts during actual performance of nursing tasks, such as takinh of vital signs would dressing bandaging, venipuncture, injections, hospital conductions, as well as handling of contaminated linens and towels

TOMAS B. ALMERZA Nurse IV
SG 18 - Permanent
Original Appointment - 10/11/98

JERRY S. SANDAJAN

Nurse III
SG 16 - Permanent
Original Appointment

V. ARELLANO

Nurse II
SG 14: Permanent
Original Appointment -03/22/96 (PGH)
Original Appointment -

B. LUNA Nurse II
SG 10 - Casual
Original Appointment - 11/15/08

DANILO S. SONGLINGGO Medical Technologist III
SG 18 Step 8 - Permanent
Original Appointment - 01/02/73

-Performs laboratory which include CDC Blood Typing Urinalysis Fecalalysis Blood Chemistry and ECG either fro pre-employment/annual P.E. diagnostic or as emergency procedure
-Compile results of laboratory tests, maintain record of all laboratory tests/procedures: orderly filing of x-ray films of SC employees maintains cleanliness of laboratory reports defective intruments for possible repair makes requisition for laboratory supplies

Directly , frequently and unavoidableity at risks of exposure to bacterial and viral contagious through pertson to person contact during actual performance of blood extraction, as well as handling of contaminated body fluids as Urine and stool.

N. J. CASICAS

Medical Technologists II
SG 15 Step 3 Permanent

NAVOR Physical Therapist III
SG 18 - Permanent

Original Appointment - 08/27/02 - Carryout physical treatment to patients using physical therapy modillities and

exercises prescribed by physicians

- Assists clinic physicians in the initial assessment of PT cases and helps in the management by educating patients regarding their condition prevention and maintenance of treatment
- Complies record of cases and prepares periodic accomplishment report.
- Maintains patients response to treatment and prepares progress report Directly, frequently and unavoidably at risks of exposure to bacterial and viral contagions through person-to-person contact during actual performance of physical therapy, massage bandaging and passive exercises as well as handling of contaminated linens and towels

MACAYAON Psychologists III

SG 10 - Casual

Original Appointment - 08/02/04

BEATRIZ O. CRUZ Psychologists IIII

SG 18 Step 4 - Permanent

Original Appointment - 03/01/86 (NCMH)

Original Appointment - 04/01/94 (SC) - Conducts physical treatment to patients using physical therapy modalities and exercises prescribed by physicians

- Assists close physicians in the initial assessment of PT cases and helps in the management by educating patients regarding their condition prevention and maintenance of treatment
- Compliance record of cases and prepares periodic accomplishment report.
- Monitors patients response to treatment and prepares progress report. Directly frequently and unavoidably at risks of exposure to bacterial and viral contagious through person-to-person contact during actual performance of physical therapy, massage, bandaging and passive exercise as well as handling of contaminated linens and towels

GINA B. TOGORES

(on leave) Psychologists III

SG 18 Step 3 - Permanent

Original Appointment - 11/07/88 (NCMH)

SUERTE G. CAGUIÑGIN

Psychologist III

SG 18 - Permanent

Original Appointment - 11/07/88 (NCMD)

Original Appointment - 3/09/96 (SC)

DENTAL DIVISION

EMPLOYEE

POSITION

JOB DESCRIPTION

NATURE OF EXPOSURE TO HAZARD

REMEDIOS L. PATRICIO SC Chief Judicial Staff Officer

Dentists V

SG 25 Step 3 - Permanent

Original Appointment - 07/22/76 - Performs dental consultation and treatment, oral examination, dispenses and prescribes medicine, refers dental x-ray. Attends to a more complex dental cases. Prepares dental speciality referrals.

- Prepare inter office communication such as proposal for regarding of dental serviced requisition of dental equipment, instruments, cleanliness and sanitation dental records and files: stock of medicines, instruments, materials and supplies condition of dental equipment and appliances
- Does related tasks that maybe assigned from time to time Directly frequently and unavailability exposed to bacterial and viral contagions through person-to-person contact during actual performance of oral examinations, prophylaxis, dental extractions, and other forms of dental treatment

AMBANTA SC Supervising Judicial Staff Officer

Dentists IV

SG 23: Step 2 - Permanent

Original Appointment - 7/31/96

- Performs dental treatment like extraction, oral prophylaxis, filings, soft tissue treatment, recementation of crowns, minor adjustments of dentures and braces
- Does dental consultation and referrals of x-ray. Dental certificates, prescribing of medicine evaluation and recommendation of cases requiring specialized attention.
- Performs pre-employment and annual examination
- Recommends dental health programs, upgrading dental facilities and equipment, medicines and dental clinic material and supplies
- Performs relevant tasks that maybe assigned from time to time

Directly, frequently and unavailability exposed to bacterial and viral contagions through person-to-person contact during actual performance of oral examinations and other forms of dental treatment

CATHERINE C. MAISIP Dentist III

SG 19 - Permanent

Original Appointment - 02/16-98

AURORA A. PADILLA Dental Aide

SG 4 Step 4 - Permanent

Original Appointment - 02/05/91 - Prepares patient before treatment and assists dentist during treatment of patient by handling instruments and mixing dental fillings such as Amalgam filing, light cure filing

- Clean dental tray and replaces soiled linen, cleans and sterilizes instruments and after treatment
- Does recording and filling of patients chart, oiling of instruments and closing of dental unit compressor
- Prepares monthly report regarding the number of patients treated and consumed medicine, materials and supplies
- Does related task that may be assigned from time to time Equally, frequently and viral contagions by virus of

close proximity to the dentists during extractions, and other forms of dental treatment.

BRYAN M. FAJARDO Dental Aide

SG - 4 - Permanent

Original Appointment - 07/17/00 (SC Security)

Original Appointment - 03/10/03 (SC Clinic)

- Prepares patient before treatment and assists dentists treatment of patient by handling instruments and mixing dental filings such as Amalgam filing, light cure filing.
- Clean dental trays and replaces solid linen, cleans and sterilizes instruments used after the treatment
- does recording and filing off patients chart, oiling of instruments and after unit compressor
- Prepares monthly report regarding the number of patients treated and consumed medicine and supplies
- Does related tasks that may be assigned from time to time

Equally exposed to same source of bacterial and viral contagions by virtue of close proximity to the dentists during extractions and other forms of dental treatment.

Exposed to chemical agents absorbable through the skin through act of mixing of amalgam dental pastes.

ANCILLARY DIVISION

EMPLOYEE

POSITION

JOB DESCRIPTION

NATURE OF EXPOSURE TO HAZARD

JUAT SC Chief Judicial Staff Officer (ADO V)

SG 25 Step 3 - Permanent

Original Appointment - 03/16/72 - Prepares and submits annual cost estimate of medicines and supplies for quarterly requisition

- Receive records and complies application for disability retirement/performs other related tasks assigned by the Chief of service
- Performs inventory of medicines and clinic supplies
- Assists in dispensing medicines to patients
- Checks dispensed medicines and clinic supplies Vulnerable to same sources of bacterial and viral contagions in the workplace due to close proximity of station to consultation and treatment areas:
- Interacts with patients and clinic clientele in the provision of medicines

JUAN SC Supervising Judicial Staff Officer

SG 23 - Permanent

Original Appointment - 11/20/81 - Assists in dispensing medicines to patients

- Assists in the preparation of quarterly requisitions for medicines and medical supplies
- Complies the monthly/quarterly/ annual report of the clinic
- Prepares procurement plan in the clinic
- Assists in the inventory of medicines and medical supplies

- Receives record and complies application for maternity leave.
- Receives records process and complies application for SCHWP-Lower Courts
- Performs other tasks assigned by the Chief service

Deals with all sorts of clinic clienteles seeking assistance through SCHWP

Unavoidably exposed to the same sources of contagions in the workplace due to proximity of station to consultation and laboratory areas.

BARDEL Court Stenographer

SG 14 Step 4 - Permanent

Original Appointment - 03/06/70

- Serves as medical coordinator to accredited hospitals for SCHWP
- Prepares SCHWP-LOA and other requirements for employees for confinement
- Serves as reception and receiving clerk
- Type all medical evaluation report. i.e. disability retirement, psychological and sickness evaluation reports, official memoranda & correspondence

Deals with all sorts of clinic clienteles seeking assistance through SCHWP.

Unavoidably exposed to same sources of contagions in the workplace due to proximity of station to consultation and laboratory areas.

REGALA Clerk IV

SG 8 Step - Permanent

Original Appointment - 01/08/75 -Serves as nursing and in vital signs taking, nursing procedures, patient care and management

- Assists in dispensing prescribed medicines available at the clinic pharmacy and records the same.
 - Complies records of tardiness, absences and prepares daily reports
 - Performs other tasks assigned by the Chief of service Vulnerable the same sources of bacterial and viral contagions due to close proximity of station to consultation and treatment areas.
- Interacts with patients and clinic clienteles by way of assisting doctors and nurses in the provision of treatment

LOURDES G. TROPA Clerk IV

SG 8 Step 8 - Permanent

Original Appointment - 10/23/85 - Dispenses prescribed medicines (Satellite Clinic) available at the clinic pharmacy and records the same

- Serves as nursing aid in vital signs taking nursing procedures patient care and management
 - Complies records, records of tardiness, absences and prepares and prepares daily report Vulnerable to same sources of bacterial and viral contagions due to close proximity to consultation and treatment areas:
- Interacts with patients and clinic clienteles by way of assisting doctors and nurses in the provision of medicines.

PALAPAG Data Entry Medicine Operator I

SG 6 - Casual

Original Appointment- 08/01/03

- Delivers interoffice communications and memoranda sends out laboratory specimens and office mail and other documents
- Operates xerox machines for official documents and does related tasks assigned by the Chief of service
- Aid in formulation of suitable software adapted for medical data.

- Aid in filing and encoding of raw medical data for storage and processing into health statics.
- Aid in filing and encoding pertinent data for storage and processing in connection with SC Health and Welfare Plan
- Performs other tasks assigned by the Chief of service

Unavoidably vulnerable to same sources of contagions due to close proximity of office space to consultation and laboratory areas.

IFANTE

LABAY

Utility Worker II

SG 3 - Permanent

Original Appointment - 07/23/90

Utility Worker I

SG 1 Step 3 - Permanent

Original Appointment - 07/21/91

- Handles clinic paraphernalia used by patients such as urinal/bedpan/ kidney basin/soiled linens
 - Takes charge of the cleanliness of the clinic- maps hallways and corridors, clean confort rooms, dusting of office tables, medical equipment and furnitures.
 - Delivers inter-office communications and memoranda, medical supplies and linens between Main and Satellite clinic sends out laboratory specimen and office mail/other documents
 - Operation xerox medicines for official documents and does related tasks assigned by the Cheif of service
- Unavoidably vulnerable to same sources of contagions in the wsorkplace due to handling of contaminated linens, and towels, and person-to-person contact during transport, and ambulance condition and medical emergencies

BUENAVENTURA D. JACINTO Ambulance Driver

SG -4 - Casual

Original Appointment - 07/19/89 (SC)

Original Appointment - 07/19/89 (SC Clinic) - Does hospital/home conduction of patients

- Mans the reception area in charge of retrieving clinic records of patients consulting at the SC Clinic
- Performs other tasks assigned by the Chief of service

GUTIEREZ Executive Assistant I

SG 14 - Detailed

Original Appointment - 02/01/02 - Dispensing of medicines to patients, updates stock positions of medicines receiving and checking of deliveries of medicines and other clinic supplies Vulnerable to same sources of bacterial and viral contagions due to close proximity to consultation and treatment areas:

Interacts with patients and clinic clienteles in the provision of medicines

SAN DIEGO Utility Worker II

SG 3 - Detained

Original Appointment - 04/16/91 - Serves as receving clerk for SCHWP applications

- Prepares SCHWP document to be submitted to evaluation/ approval

Assist in the reception area - receives clinic records/ charts of patients Deals with all sorts of clinic clienteless seeking assistance through SCHWP.

Unavoidably exposed to same sources of contagions through person-to-person contact

ORIGINAL CHART

Medical and Dental Services (see image after the list of clinic personnel)

Department of Health

OFFICE OF THE SECRETARY

CERTIFICATION

THIS IS TO CERTIFY that the personnel of Supreme Court Medical and Dental Clinic engaged in health and health-related works are covered by the provisions of R.A. 7305 known as the Magna Carta of Public Health Workers and is so revised Implementing Rules and Regulations (IRR).

The Certification is valid until such time it is replaced by the Department of Health due to some valid reasons.

Given this 10[th] day of February 2004 in the City of Manila.

MANUEL M. DAYRIT, MD, Msc.

Secretary of Health

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