



# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2019

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612  
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### EXECUTIVE ORDER NO. 0019, S-2022

## INSTITUTIONALIZING THE FREE MEDICAL & DENTAL CHECK-UP PROGRAM FOR LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES OF THE MUNICIPALITY OF ASINGAN, PANGASINAN, AND FOR OTHER PURPOSE

**WHEREAS**, Administrative Order No. 402 "Establishment of a Medical Check-up Program for Government Personnel" encourages local government units to establish a program that provides an annual medical checkup for government officials and employees is authorized to be established, in the interim that the benefit is not yet integrated under the National Health Insurance Program administered by the Philippine Health Insurance Corporation (PHIC);

**WHEREAS**, Civil Service Commission Resolution No. 97-4684 and Memorandum Circular No. 33, s. 1997 provide for the adoption of a policy that all government offices shall be provided Annual Mental and Medical-physical examination to promote the physical wellbeing of government employees, which significantly impacts workplace efficiency and productivity and effectiveness in public service delivery;

**WHEREAS**, Executive Order No. 180, as operationalized through Section 2, Rule VII of the Rules and Regulations to Govern the Exercise of the Right of the Government Employees to self-Organization, recognizes the right of government employees to form, join, or assist employee organizations and thus, negotiate the terms and conditions of employment for the protection and furtherance of their interests, including the annual medical/physical examination, physical fitness program, and first aid medical services and supplies, among others;

**WHEREAS**, Section 3 Article XX of the Collective Negotiation Agreement (CNA) of Asingan Municipal Employees' Association (AMEA)—a duly registered rank-and-file employees association and sole and exclusive Negotiating Unit to the Municipality of Asingan include "Annual Physical Examination, Chest X-ray, Urinalysis, Complete Blood Count (CBC), Stool Examination, and ECG as per AO 402, and random drug test of employees," as other privileges of the employees;

**WHEREAS**, there is a need to institutionalize a Medical and Dental Check-up Program for LGU Officials and Employees of the Municipality of Asingan, Pangasinan to ensure early detection and adequate treatment of any illnesses, sustain a healthy workforce, and reduce cost of health services shouldered by the government workers that are often prohibitive;

**NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR.**, Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me by law, do hereby order and decree the following:

**SECTION 1. COVERAGE.** All LGU Asingan officials and employees occupying permanent, temporary, and co-terminus positions rendering full-time services and have been employed by the agency for at least one (1) year.

**SECTION 2. EXCLUSIONS.** The following are not entitled to the medical program:

- 2.1 Casual/Daily or Contractual employees;
- 2.2 Those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets, as follows:
  - 2.2.1 Consultants and experts hired for a limited period of time to perform specific activities or services with expected outputs;
  - 2.2.2 Laborers hired through job contracts (*pakyaw*) and those paid on piecework bases; and
  - 2.2.3 Individuals or groups of people whose services are engaged through job orders, contract of services, and others who are similarly situated.





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**SECTION 3. PROGRAM BENEFITS.** All qualified employees shall be accorded the following free medical and dental examinations. Note that pre-employment physical exams and procedures are not part of the free service stipulated in this Order:

- 3.1 Comprehensive History
- 3.2 Physical Examination
- 3.3 Interpretation of Results and Recommendation
- 3.4 Laboratory Tests and Procedures
  - 3.4.1 Hematology
    - 3.4.1.1 Complete Blood Count (CBC)
    - 3.4.1.2 Hemoglobin/Hematocrit
    - 3.4.1.3 Bleeding Time/Clotting Time
    - 3.4.1.4 Platelet Count
    - 3.4.1.5 Blood Typing
  - 3.4.2 Blood Chemistry
    - 3.4.2.1 Fasting Blood Sugar
    - 3.4.2.2 Random Blood Sugar
    - 3.4.2.3 Blood Urea Nitrogen
    - 3.4.2.4 Creatinine
    - 3.4.2.5 Blood Uric Acid
    - 3.4.2.6 Cholesterol
    - 3.4.2.7 HDL/LDL
    - 3.4.2.8 Triglycerides
    - 3.4.2.9 Liver Enzymes (SGOT, SGOT)
  - 3.4.3 Clinical Microscopy
    - 3.4.3.1 Urinalysis
    - 3.4.3.2 Pregnancy Test
    - 3.4.3.3 Pap Smear
  - 3.4.4 Parasitology
    - 3.4.4.1 Fecalysis
  - 3.4.5 Blood Banking and Serology
    - 3.4.5.1 HbsAg Determination
  - 3.4.6 Microbiology
    - 3.4.6.1 AFB Determination
- 3.5 Radiology Services
  - 3.5.1 Electrocardiogram (ECG/EKG)
  - 3.5.2 Chest X-Ray
  - 3.5.3 Ultrasound
- 3.6 Dental Services
  - 3.6.1 Tooth Extraction (unlimited)
  - 3.6.2 Temporary/Permanent/Composite Filling (max of 2 dental fills per year)
  - 3.6.3 Oral Prophylaxis (once a year)
- 3.7 Pharmaceuticals (subject to availability)
  - 3.7.1 Maintenance medicine (with Doctor's Prescription)
  - 3.7.2 Over-the-counter medicines
  - 3.7.3 Routine Immunization
- 3.8 Random Drug Testing (once a year)

**SECTION 4. SCHEDULE AND APPOINTMENT.** LGU officials and employees shall be scheduled by the Municipal Health Officer for medical and dental check-up on the month of the employee's birthday.

**SECTION 5. COMPULSARY CHECK-UP.** All government officials and employees are required to undergo the periodic physical and dental examination. The attending physician shall issue Medical Certificate or report which shall form part of the patient medical file, which shall be forwarded to the Human Resource Management Office (HRMO) as part of the employee's 201 File.



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Newly-hired employees who already underwent the required pre-employment medical screening and examinations shall be required to undergo the medical and dental check-up on the succeeding year from the time they are appointed but will be required to undergo the random drug screening test.

**SECTION 6. MINIMUM PROCEDURES.** The periodic physical shall only include the minimum procedures such as ECG, Chest X-Ray, CBC, Urinalysis, Fecalalysis, and Pap Smear (for females only). Additional tests and procedures may be recommended by the attending physician not covered by the Program such as Mammogram, Hepatitis Screening, etc. shall be for the account of the employee.

**SECTION 7. CONFIDENTIALITY OF MEDICAL INFORMATION.** The Attending Physician and concerned personnel shall ensure the non-disclosure of such confidential information, or any part thereof, in any manner other than is necessary to perform its services as required by law.

**SECTION 8. FUNDING.** The Local Government of Asingan shall allocate funds from its Annual Budget necessary for the implementation of the said Program.

### SECTION 9. EFFECTIVITY CLAUSE.

This Executive Order shall take effect immediately and shall remain in effect unless sooner revoked or amended.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 16<sup>th</sup> day of March 2022 in the Municipality of Asingan, Pangasinan, Philippines.

Engr. **CARLOS F. LOPEZ, JR.**  
Municipal Mayor