



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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23 June 2021

MEMORANDUM NO. 25

Series of 2021

TO : All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: COVID-19 Benefits under the Employee Compensation Commission (ECC) Employee's Compensation Program on Covid-19 Benefits

Please disseminate to all concerned the attached ECC Board Resolution No. 21-04-14 "Conditions for the Compensability of Covid-19 under the ECC List of Occupational and Work-Related Disease or Annex A of the Amended Rules on Employees' Compensation (EC); FAQ's on Employee's Compensation Program on Covid-19 Benefits and the GSIS list of requirements for claiming such benefit.

Kindly coordinate with the Human Resource Development Office regarding queries on the said COVID-19 compensation program.

For your reference.

A handwritten signature in blue ink, appearing to read "Rolando T. Bello".

ROLANDO T. BELLO
Vice Chancellor



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23 June 2021

MEMORANDUM NO. 26
Series of 2021

TO : All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: Application for Leave Form and Notice of Allocation for Maternity Leave

Effective immediately, the attached Application for Leave Form and Notice of Allocation for Maternity Leave will be used. The form was revised by the Civil Service Commission in 2020.

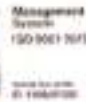
Please download the leave form via this link:
https://drive.google.com/uc?export=download&id=1BY7-lsZ5Q8xzS_rBeYITYgRdAMruDTW3

or scan the QR code below:



For compliance.


ROLANDO T. BELLO
Vice Chancellor



**EXCERPTS FROM THE MINUTES OF
THE FIRST (1st) SPECIAL COMMISSION MEETING,
EMPLOYEES' COMPENSATION COMMISSION
SERIES OF 2021**

*Convened Via Zoom On-Line Meeting
Tuesday, 06 April 2021 at 9:00 A.M.*

BOARD RESOLUTION NO. 21-04-14

***Conditions for the Compensability of COVID-19 under the ECC List of
Occupational and Work-Related Disease or Annex A of the
Amended Rules on Employees' Compensation (EC)***

WHEREAS, under P.D. 626, as Amended, the Commission is empowered to exercise quasi-legislative power or semi-rule-making power;

WHEREAS, in the exercise of its quasi-legislative power, the Commission has delegated authority to promulgate rules and regulations on processing of claims and to determine and approve occupational diseases and work-related illness;

WHEREAS, on 16 March 2020, President Rodrigo Duterte issued Proclamation No. 922, series of 2020 declaring a State of Public Health throughout the Philippines due to the Corona Virus Disease 2019 (COVID-19) pandemic;

WHEREAS, in relation to the Proclamation, Republic Act 11469 also known as the *Bayanihan to Heal As One Act* was issued on 23 March 2020 to mitigate if not contain the transmission of COVID-19 and to immediately mobilize assistance in the provision of basic necessities to families and individuals affected by the imposition of Community Quarantine among other urgent needs;

WHEREAS, Administrative Order No. 30 issued by the President on April 21, 2020 further directs all government agencies to formulate and issue rules and guidelines on the grant of any benefit as a temporary emergency measure to respond to the crises brought by the COVID-19 pandemic in order to ease the burden on individuals under community quarantine;

WHEREAS, COVID-19 acquired due to work or the working environment is compensable under the EC program in accordance with the "increased risk theory" which provides that diseases not in the ECC List of Occupational and Work-Related Diseases may be compensable upon showing of proof of work-relatedness of the said disease;

WHEREAS, ECC Board Resolution No. 20-03-07 dated 02 April 2020 on Expediting the Processing of EC Claims of Workers for Diseases Acquired in Line of Duty During Out Breaks, Epidemics and Pandemic which facilitates the processing of EC claims related to COVID-19 submitted to the Systems;

WHEREAS, the Systems issued their respective streamlined processes in compliance to ECC Board Resolution No. 20-03-07, which provided the following basic requirements for application of COVID19- related EC claims:

1. certificate of employment from the employer, indicating last day of reporting to work
2. RT-PCR test result showing positive COVID-19, from any DOH-accredited testing facility
3. medical records, as appropriate
4. application forms

WHEREAS, upon the request of the Employees' Compensation Commission Secretariat, the Occupational Safety and Health Center (OSHC), conducted a study on the possible inclusion of the Corona Virus Disease 2019 (COVID-19) in the List of Occupational and Work-Related Disease under P.D. 626, as Amended, by reviewing local and international studies;

WHEREAS, on 19 January 2021, the OSHC called for a focus group discussion with the Social Security System (SSS), Government Service Insurance System (GSIS), Philippine College of Occupational Medicine (PCOM), Philippine Society for Microbiology and Infectious Diseases, and the Healthcare Alliance Against CoViD-19 (HPAAC) to determine the work relatedness of coronavirus disease 2019 (CoViD-19);

WHEREAS, the conclusions of the OSHC study are as follows:

1. COVID-19 can be a work-related disease based on exposure and work
2. Health Care Workers, non-medical frontliners, & other essential workers are at high risk of getting infected with COViD-19 and
3. COViD-19 can be compensated based on the increased risk theory;

WHEREAS, the study likewise gave the following recommendations:

1. CoViD-19 cases be compensated under the increased risk theory
2. Automatic grant of EC to HCWs classified as confirmed case
3. Compensation may be provided to workers infected thru workplace transmission, workers affected while commuting to and from work and

those who are required to have frequent face-to-face & close proximity interactions with the public such as:

- Other frontliners, *i.e.*, LESU/BHERT staff, screening & contact tracing teams, *etc.*
- Police and military personnel
- Other essential workers, *i.e.*, retail store workers, *etc.*
- Workers infected thru workplace transmission
- Workers affected by CoViD-19 while commuting to & from work

WHEREAS, the study further recommended the following documentary requirements for the application of EC benefits:

- o For HCWs & other essential workers
 - Certificate of Employment with job title, duties & responsibilities, location of work, *etc.*
 - Diagnosis from medical authorities with rt-PCR test result
- o For non-HCWs
 - Submission of evidences of exposure
 - Certification from LESU/BHERT
 - Certification of increased risk (contact tracing & screening report)
 - Medical records, as necessary

WHEREAS, a tripartite meeting was held on February 09, 2021 attended by representatives from the Department of Labor and Employment (DOLE), OSHC, ECC, various labor groups and the employers' group to present the findings of the OSHC study and solicit comments and inputs to the recommended criteria for compensation of COVID-19 under the EC program;

WHEREAS, after deliberating on the matter, the tripartite group gave the following recommendations:

1. Grant EC Benefits to all workers affected with CoViD-19 during this pandemic period;
2. Simplify requirements and filing process for compensation of CoViD-19 cases; and
3. Include CoViD-19 in the ECC List of Occupational and Work-related Diseases.

WHEREAS, Article 173, par. (1) of Presidential Decree 626 or the Employees' Compensation Commission and the State Insurance Fund Law, as amended, partly provides that ".... the Commission is empowered to determine and approve occupational diseases and work-related illness that may be considered compensable based on peculiar hazards of employment.";

NOW, THEREFORE, ON MOTION DULY MADE AND SECONDED, this Commission **RESOLVES** as it hereby **RESOLVED** to include the conditions for the compensability of CoViD-19 in Annex A, PD No. 626, as amended, as follows:


“Coronavirus disease 2019 (CoViD-19) – clinically diagnosed and consistent with the history, and signs and symptoms of CoViD-19 supported by diagnostic proof to include reverse transcriptase polymerase chain reaction (RT-PCR) test is compensable in any of the following conditions:

- a. “There must be a direct connection between the offending agent or event and the worker based on epidemiologic criteria and occupational risk (e.g., healthcare workers, screening and contact tracing teams, etc.);
- b. “The tasks assigned to the worker would require frequent face-to-face and close proximity interactions with the public or with confirmed cases for healthcare workers;
- c. “Transmission occurred in the workplace; or
- d. “Transmission occurred while commuting to and from work.”

RESOLVED FINALLY, that upon issuance of the Board Resolution, the same shall take effect fifteen days after its publication in a newspaper of general circulation and a copy of the said Board Resolution be furnished to the Systems for guidance and compliance.

DONE, this 06th of April 2021, in Makati City, Philippines.


SILVESTRE H. BELLO III
 Chairperson
 Department of Labor and Employment


AURORA CRUZ IGNACIO
 Member
 Social Security System


NORA M. MALUBOG
 Member-Designate
 Government Service Insurance System


CARLITO P. ROBLE
 Member
 Employees' Sector

VACANT
 Member
 Employers' Sector



ELI DINO D. SANTOS
Member-Designate
Philippine Health Insurance Corporation



STELLA ZIPAGAN-BANAWIS
Member
Employees' Compensation Commission - Secretariat



Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION
355 Sen. Gil Puyat Avenue, Makati City

Employees' Compensation Program
COVID-19 BENEFITS

Frequently Asked Questions





Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION
355 Sen. Gil Puyat Avenue, Makati City

Tanong:

Ano ang Employees' Compensation Commission?

Sagot:

Ang **Employees' Compensation Commission** o ECC ay ahensya ng gobyerno na naatasang ipatupad ang Employees' Compensation Program o ECP. Ang ECP ay programa ng gobyerno na nagbibigay benepisyo at serbisyo sa lahat ng manggagawang Filipino na nagkasakit, naaksidente o namatay nang dahil sa trabaho.



Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION
355 Sen. Gil Puyat Avenue, Makati City

Tanong:

Sino ang mga covered members ng ECC?

Sagot:

Sakop ng programa ng ECC ang lahat ng empleyado mapa government o private sector na may employee-employer relationship o yung mga tinatawag natin na mandatory members ng SSS at GSIS.

**** Ang EC Program ay employer based contribution lamang. Ang mga empleyado ay di nagbabayad o kinakaltasan para sa kanilang EC contribution.*



Tanong:

Ano ang mga benepisyo na maaaring makuha mula sa EC Program ng mga empleyadong nagpositibo sa COVID-19 nang dahil sa trabaho sa mga administering agencies ng ECC (SSS at GSIS).

Sagot:

Ang mga benepisyo na maaaring makuha mula sa EC Program na maaaring i-file sa mga Systems ay ang mga sumusunod:

- 1. Loss of Income Benefits**
- 2. Medical Benefits**
- 3. Death and Funeral Benefits**



Tanong:

Ano ang EC sickness benefit at paano ito maclaim?

Sagot:

For Private Sector

Ang sickness benefit ng ECC ay bukod pa sa sickness benefit na maaaring makuha mula sa SSS. Ito ay pina-file sa anumang branch ng SSS thru designated dropboxes. Kelangan lang isumite ang mga sumusunod na dokumento:



1. **Accomplished EC sickness/disability forms**
2. **Certificate of Employment**
(include declaration of the member's last day of work prior to contracting the illness)
3. **Medical Abstract/Medical Certificate**
4. **Positive Laboratory (RT-PCR) Test Result**
(must be issued by a DOH accredited testing center)



Tanong:

Ano ang sickness benefit at paano ito maclaim?

Sagot:

For Government Sector

Sa government sector naman ay kailangan pumili ang empleyado kung GSIS sickness benefit o EC sickness benefit ang kanyang kukunin. Ito ay dahil sa 'exclusiveness policy' ng GSIS. Gaya ng sa SSS, ito ay pina-file rin sa anumang branch ng GSIS thru designated dropboxes. Kelangan lang isumite ang mga sumusunod na dokumento:



1. **Accomplished EC sickness/disability forms**
2. **Certificate of Employment**
(include declaration of the member's last day of work prior to contracting the illness)
3. **Medical Abstract/Medical Certificate**
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(must be issued by a DOH accredited testing center)



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Tanong:

Kelangan bang maubos muna ang sick leave credits ng isang empleyado bago makapagclaim ng EC sickness benefit?

Sagot:

Hindi. Kahit may sick leave credits pa si empleyado ay maaari na syang magclaim ng kanyang EC benefits.



Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION
355 Sen. Gil Puyat Avenue, Makati City

Tanong:

Ano ang mga kasama sa medical benefits ng EC Program?

Sagot:

Maaaring makapagclaim ng hospitalization expenses, professional fees at medicine reimbursement ang isang empleyado kung ito ay merong out of pocket expenses matapos magamit ang kanyang Philhealth and/or HMO benefits. Ito rin ay pina-file sa anumang SSS o GSIS branch once approved na ang kanyang EC sickness claim. Ang reimbursement ng EC medical benefits ay hindi 100%, ito ay batay sa reimbursement schedule ng Systems.

**** Siguraduhin lamang na may kopya pa ang empleyado ng mga resibo nito. Maaaring madownload ang mga kinakailangang forms sa ecc.gov.ph*



Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION
355 Sen. Gil Puyat Avenue, Makati City

Tanong:

Ano ang death and funeral benefits ng EC Program at paano ito maclaim?

Sagot:

For Private Sector

Ang death and funeral benefits ng ECC ay bukod pa sa death and funeral benefits ng SSS. Ang EC funeral benefit ay P30,000.00.

Para sa death benefits naman, ito ay depende sa naging monthly salary credit ng namatay na empleyado. Ang pension na maaaring makuha ng kanyang benepisyaryo ay pina-file din sa anumang SSS branch.



Tanong:

Ano ang death and funeral benefits ng EC Program at paano ito maclaim?

Sagot:

For Government Sector

Ang funeral benefit ng ECC na P30,000.00 ay bukod pa sa funeral benefit ng GSIS. Pagdating naman sa death benefits ay pipili ang benepisyaryo kung ECC o GSIS pension ang kanyang i-claim, dahil pa rin ito sa 'exclusiveness policy' ng GSIS. Ito ay pinafile din sa anumang GSIS branch.



Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION
355 Sen. Gil Puyat Avenue, Makati City

Tanong:

Sino ang maaaring magfile ng EC benefits?

Sagot:

Pwedeng ang empleyado ang magfile or pwedeng ang employer/HR din. Siguraduhin lamang na tama at kumpleto ang mga dokumento na isusumite para ito ay maproseso.



Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION
355 Sen. Gil Puyat Avenue, Makati City

Message us for more information.



@ecc.official



ecc.gov.ph



ipad@ecc.gov.ph





Received by: _____
 Date: _____

REPORT OF INJURY/SICKNESS/DEATH

The Manager
 GSIS Employees Compensation Department
 Pasay city

Sir:

Notice is hereby given that the employee named below was injured contracted sickness
 Died on _____.

Hereunder are the pertinent data:

Name: _____ Office: _____
 Address: _____ Address: _____
 Age: _____ Sex: _____ Civil Status: Single Married Widow/er
 Position/Occupation _____ GSIS Policy No. _____
 Salary: _____ Basic: _____ Allowances: _____

I. INJURY OR SICKNESS -

- a. Nature of injury/sickness _____
- b. Date of injury/sickness _____
- c. Time of injury/sickness _____
- d. Place where accident occurred _____
- e. Describe fully how accident happened and what the employee was doing when injured

- f. Name of Hospital _____
- g. Attending Physician _____

I. DEATH-

- a. Date of death _____
- b. Time of death _____
- c. Cause of death _____

(In case of death, submit death certificate certified by the local civil registrar)

Date accomplished _____

Very truly yours,

 Head of Office (Employer)

 Designation



MEDICAL UNIT

Sir/Madam:

For the expeditious settlement of your claim re-EC Benefit * (Covid-19 related) in the System, please submit and/or comply with the following requirements:

1. Updated Service Record certified by employer
2. Certification signed by the employer as to:
 - a. Inclusive dates of sick leave incurred relative to illness; specifically on COVID-19
(Please indicate dates of leave with pay and without pay)
 - b. Statement of actual duties
3. Clinical abstract or Discharge summary from the hospital/ Medical Certificate.
4. Results of all diagnostic examinations done (x ray, laboratory tests/confirmatory tests, ultrasound, ECG, 2D echo, CT scan, MRI, etc)
5. Copy of statement of accounts / Hospital bill; itemized list and cost of medical expenses; Official receipt
6. Certification from employer as to proof that occupation involves increased risk of contracting the illness/ Certification as a medical frontliner, if applicable.
7. Biopsy report, if any
8. Record of operation, if any
9. Quarantine Certification, if any

We shall appreciate your immediate compliance herewith.

*Provided that your policy is still in force and you have not availed of any retirement benefits.