

Inter-Office Memorandum

Reference No. HRMS 2019.02.178

To : ALL REGULAR EMPLOYEES
From : Administrative Division
Subject : DENTAL SERVICE for FDTP EMPLOYEES
Date : February 26, 2019

The Top Management in coordination with the Labor and Management Committee (LMC - KAISA) is pleased to announce the approval of **DENTAL SERVICE for EMPLOYEES inside FDTP Plant 2, scheduled every Tuesday, Thursday and Friday starting March 5, 2019 from 5:40PM to 7:10PM and can be extended to 8:50PM depending on the number of patients.**

Employees in P1 with schedule for dental procedure are to be transported to P2, shuttle service shall be arranged in advance for early pick-up at 5:35pm.

In FDTP, employees are advised to sign in the provided appointment sheet at the clinic, first come first serve shall apply. The clinic will then inform the employees of their schedule since patients are limited to 2-3 patients per schedule if until 7:10PM and maximum of 6 patients if until 8:50PM.

In case of **NO SHOW or ABSENCE**, employees are advised to inform the clinic on or before 3:30PM either thru email, text or phone call. Information received after 3:30PM is no longer acceptable and shall be charge as if dental service has been conducted. This is to prevent the provider from suffering the consequence of employees no show without advance information.

Following services are free of charge to all FDTP regular employees who were enrolled at Intellicare:

1. Dental Examination
2. Bi-annual oral prophylaxis
3. Orthodontic consultation (brace and malposition of teeth)
4. Pre-natal check of teeth and gums
5. Temporomandibular joint consultation (clicking of jaws)
6. Emergency dental treatment for the relief of pain
7. Gum treatment for cases like inflammation or bleeding
8. Temporary fillings
9. Simple extraction of unsavable tooth
10. Recementation of fixed bridges, crowns, jackets, inlays/outlays
11. Permanent light cure fillings – up to three (3) teeth per year
12. Desensitization of hypersensitive teeth – up to three (3) teeth per year

During weekends and/or holidays, employees and their dependents may avail the above mentioned dental services without the hassle of making an appointment with a dentist (first come, first serve basis) at **Donghit Dental Care Solutions** located in the following areas:


BALIBAGO BRANCH - 2F Carvajal Bldg. 2, National Highway Brgy.
Balibago, City of Sta. Rosa, Laguna

CALAMBA BRANCH - 3F Unit-J SQA Corporate Center, Crossing,
Calamba City, Laguna (across CMC Hospital,
same building where AVENTUS Clinic is located)

For procedures or services not covered by Intellicare, salary deduction (maximum of P15K, payable within 6 months, deducted every 15th and 30th of the month) may apply provided it has been pre-approved by Accounting, a 60% net take home pay must be maintained for salary deduction to be approved. Salary deduction scheme applies to FDTP regular employees only.

For your information and guidance.

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