

 School Operations Group	HEALTH CARE PLAN	
	HQ School Policy Number: 3.3.3.0 - 2010	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised 19 February 2010
	Date of Issuance: 23 February 2010	Date of Effectivity: 15 March 2010

I. POLICY STATEMENT

STI believes that health is essential to ensure the state of well-being while adding value to its employees. Aimed at maintaining high level of productivity at the workplace, the school puts premium to this health asset and offers benefits package that will provide medical and hospitalization assistance.

II. COVERAGE

1. All regular employees will be covered by a Health Care Plan through an STI accredited health care provider. In the case of teaching personnel, only those who acquired a regular or permanent status in accordance with Article 24 Section 118 of the MORPHE shall be entitled to this benefit.

2. Employees may opt to extend the Health Care Plan benefits up to four (4) qualified dependents. However, unlike the employee, the company shall only shoulder fifty percent (50%) of the total cost of the health plan. The other half of the payment shall be shouldered by the employee. In consideration of the transition phase, the school shall advance the payment and will then be deducted from the employee's salary in four equal installments.

3. Based on the employee's civil status, the qualified dependents will be as follows:

For married employees, the qualified dependents may be the employee's children and/or legal spouse. This may not be extended to the employee's parents.

For single employees with children, the qualified dependents shall only be limited to the legally recognized children. This may not be extended to the employee's parents.

For single employees without children, the plan may be extended to the employee's parents only.

Note: The Company shall only cover for fifty percent (50%) of the total cost of the health care plan even if the employee opts to enroll four (4) qualified dependents or less.

4. Terms and conditions of the Health Care Plan will depend on the existing contract with the health insurance partner.

5. This benefit is non-commutable to cash.

III. **POLICY REVISION**

The management may make changes to this policy from time to time to improve the effectiveness of its operation and the policy's intent. In this regard, any employee who wishes to suggest improvements about this policy may forward suggestions to the School Operations Group through the School Operations Manager.

IV. **SEPARABILITY CLAUSE**

If any part or provision of this policy is declared invalid or unconstitutional, it shall apply only to that part or provision. The remainder shall be valid and effective

V. **REPEALING CLAUSE**

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly. Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

Approved by:

(Original copy signed)

RESTY O. BUNDOC
VP, School Operations Group

(Original copy signed)

PETER K. FERNANDEZ
President, HQ-owned Schools