

## MEMORANDUM

**DATE:** MARCH 1, 2021  
**TO:** ALL REGULAR EMPLOYEES  
**FROM:** HUMAN RESOURCES DEPARTMENT  
**SUBJECT:** BENEFITS IMPROVEMENT ANNOUNCEMENT | MEDICAL REIMBURSEMENT

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Hello Team,

As we are aiming to continuously improve the benefits we provide to our team members. We are happy to announce that we are having an additional benefit for all the regular employees of the company.

Effective **March 1, 2021**, all regular employees will be having a maximum of **Php 3,000.00** reimbursement per annum for the medical expenses. (i.e.) Eyeglasses/contact lenses, medicines, and other medical devices with doctor's prescription under the employee's name.

### Requirements and guidelines for requesting reimbursement:

- **Doctor's prescription named under the employee**, at least within six (6) months from the date of issuance.
- **Electronic Receipt and OR (Official Receipt) named under the employee**, dated from March 2021.
- Submit the copy of the requirements via email to [jessa.mirasol@narrasoft.com](mailto:jessa.mirasol@narrasoft.com), copying the finance associate, [apple.isip@narrasoft.com](mailto:apple.isip@narrasoft.com), with the following:
  - **Email subject:** MEDICAL REIMBURSEMENT 2021 | (EMPLOYEE NAME)
  - **Email Body:** For what specific health concern the medical reimbursement would be.
- For documentation purposes, keep the physical copy of the receipts, and make sure that it will be available when the HR or Finance Department requests for the original copy.
- Salary deductions will apply for failure to submit the original receipts to the HR or Finance Department.
- **All** stated requirements and guidelines are required for the HR and Finance Department to process and grant the medical reimbursement.
- The medical reimbursement request will be processed by the HR and Finance Department on the next payroll cut-off, following the approval of complete documents.
  - **Example**, complete requirements submitted and approved during April 1-15 cut-off will be processed and credited on April 16-30 cut-off.
- Connect with the HR via email or skype [live:.cid.3b8e84ae5ec56011](https://www.skype.com/join/3b8e84ae5ec56011) for any concerns and clarifications.

We have a lot of benefits lined up for the year that we hope we can all unlock with your help. Let us keep working together to reach our goals so that we can keep continuing providing better benefits for everyone.

Best Regards.



**Jessa Mirasol**  
Human Resources

Read and understood,



**Employee:** Regie Angelo V. Aba  
**Date:** 03/16/2021