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I. Introduction

Our DDC Care policy outlines our provisions for supporting our employees and their qualified dependents. This is an initiative of the management and executives of DDC PI with the aim of alleviating employees’ financial difficulties through charitable contributions from its members.

II. Scope

This policy applies to all members of the program.

III. Membership

Membership is a privilege extended to all IDCSI/FPOSI/ACCUDATA employees on a voluntary basis.
 Eligibility of Membership – Application for non-voting membership shall be open to all active DDC PI employees regardless of tenure. Membership is granted upon completion and receipt of membership application.
 Resignation and Termination – A member may resign by filing a written resignation with his direct manager. Resignation shall not relieve a member of unpaid dues or other charges previously accrued if any.
 Benefits – Enjoy fully all benefits stated in this program.

Type of Membership


- **Voting Members** – Contributing members that are part of the management, solely responsible for any changes and amendments of this entire program please see Annex A. Amendments to this policy must be proposed directly by at least 11 voting members and approved by a majority of the votes.
- **Non-Voting Members** – Contributing members that are part of the Rank and file and support team that has no vote in respect to changes and amendments of this entire program.

Online Registration Process

- Employees of IDCSI/FPOSI/ACCUDATA can apply for membership through Online Registration.
 1. Go to the DDC CARE portal: <http://idcsi-officesuites.com:8082/Care-Portal/index.php/Login>
 2. Select Registration
 3. Fill out all the fields on the registration page.
 4. Submit/Upload the following documents:
 - a) Beneficiaries
 - Married – marriage certificate.
 - Children/Siblings - birth certificate or Member Data Record (MDR)
 - Parents – member’s birth certificate
 - Undocumented partner – attestation letter from Supervisor
 5. Submit/Upload your signature photo then save.
 6. Accounting activates the membership by including his/her semi-monthly pledge for Share Charity Contribution in the semi-monthly billing sent to the Company payroll.

IV. Scope of Financial Assistance Program

DDC Care seeks to be efficient and frugal in all organizational activities, including fundraising activities and fund disbursement, in line with this we have set up limits on the benefit that a member can avail when qualified.

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- Medical** – Covered Medical cases are those who have undergone hospitalization for the past 30 days, and we may not be able to cover all the hospital bill and expenses. However, we aim to augment the difficulties brought about the hospitalization expenses.


Type of Case	Definition	Amount*
Emergency Cases	Emergency cases that do not require in patient care but was seen and treated in emergency care in any healthcare institution	₱6,000.00
In patient Hospitalization	Inpatient hospitalization is when you receive medication and treatment by having hospitalized for a continuous period of 24 hours or more. Inpatient hospitalization due to maternity related complications. Birthing and miscarriage are excluded.	₱6,000.00

Documentary Requirements

Type of Case	Required Documents	Date of Submission
Emergency Cases	Hospitalization Bill or Statement of account, Promissory notes, Medical Certificate and Clinical Abstract whichever is available	Required documents must be submitted within 30 days from filing.
In patient Hospitalization	Hospitalization Bill or Statement of account, Promissory notes, Medical Certificate, Clinical Abstract and or Supervisor's Attestation whichever is available	Required documents must be submitted within 30 days from filing.

Eligibility

Type of Case	Qualifications	Date of Submission
Emergency Cases	<ol style="list-style-type: none"> 1. Must be an active employee or qualified dependent 2. Principal member must have at least 2 consecutive contributions. 3. Must not be arear of 2 consecutives in his/her contribution 4. Must satisfy the required documents needed for Underwriting 	N/A

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In patient Hospitalization	1. Must be an active employee or qualified dependent 2. Principal member must have at least 2 consecutive contributions. 3. Must not be arear of 2 consecutives in his/her contribution 4. Must satisfy the required documents needed for Underwriting	N/A
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2. **Non-Medical**– Non-medical coverage are those difficulties where members or their qualified dependents in need of financial help and assistance for the past 30 days, subject to underwriting procedures and approval, below cases are tagged as non-Medical difficulties.


Type of Case	Definition	Amount*
Funeral	In the event of untimely demise of the member of his/her qualified dependents he/she will receive the agreed upon amount of benefit, In case where it is the demise of the member, her designated dependent will receive the benefit	₱6,000.00

Documentary Requirements

Type of Case	Required Documents	Date of Submission
Funeral	Death Certificate and/or Supervisor's attestation while awaiting the required certificate.	Required documents must be submitted within 60 days from filing.

Eligibility

Type of Case	Qualifications	Date of Submission
Funeral	1. Must be an active employee or qualified dependent 2. Principal member must have at least 2 consecutive contributions. 3. Must not be arear of 2 consecutives in his/her contribution 4. Must satisfy the required documents needed for Underwriting	N/A

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Type of Case	Definition	Amount*
Fire	Assistance will be provided to member or qualified dependent's house against the loss and damaged caused by fire	₱6,000.00

Type of Case	Required Documents	Date of Submission
Fire	Reports from Barangay, Police or fire department advising of the fire	Required documents must be submitted within 30 days from filing.


V. Responsibilities and Contributions

1) Member

Type of Membership	Description	Responsibilities
Voting Members	Members that can vote for any changes and amendment on this program	1. Register to become a member 2. Must never be delinquent 3. Must Attend monthly / quarterly / annually or special meetings called to session 4. Must always update dependent and address in HR should there be in changes from the original data
Non-Voting Members	Members that have no voting powers in respect to any changes or amendments on this program	1. Register to become a member 2. Must always update dependent and address in HR should there be in changes from the original data


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Name	Roles	Description	Responsibilities
1. Arlyn C. Esmenda	Accounting	Team responsible for timely deduction of charitable donations	1. Deduct the agreed upon contribution from the employee's payroll 2. Deposit cash donations to nominated bank Account 3. Provide fortnightly deposit report to stakeholders and auditors
1. Ardeline S. Espeña 2. Neil P. Longjas 3. Sheryl Martin	Underwriters	Team responsible in timely underwriting of all claims and request for assistance	1. Responsible in the timely underwriting of all claims 2. Responsible in endorsing all claims based on the guidelines set and requirements provided 3. Responsible in assessing all request for assistance and the veracity of the requests. 4. Responsible in evaluating all request if valid or invalid
1. Annaliza A. Paragas 2. Ma. Cristina N. Katipunan 3. Nadia P. Reyes 4. Moneth Manuel 5. Alona Cagauan	Auditors	Team responsible in auditing	1. Monthly / Quarterly / Annual audit as required 2. Reconciliation efforts for cash donations vs Cash on Hand 3. Sending of reports to all Voting members
1. Jennis F. De Guzman 2. Syndie G. Gabriel 3. Joemar Rosario	Disbursement Team	Team Responsible in disbursing funds for approved financial request	1. Review / dispute / approve underwriting decision 2. Disburse funds as approved


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VI. Guide on Inclusion of Beneficiaries

CATEGORY	HIERARCHY	QUALIFIED DEPENDENT	NO. of AVAILMENT PER YEAR	PARTICULARS
Married	1	Spouse / Partner	Maximum of 2 (either principal member and 1 dependent OR any 2 dependents)	If no children, include hierarchy 3; if no parents include hierarchy 4; if no parents, no children, no siblings, then no qualified dependent other than the spouse
	2	Children		
	3	Parents		
	4	Siblings		
Solo Parents (widow/widower / separated)	1	Children		If no parents, include hierarchy 3; if no parents, no siblings, then no qualified dependent
	2	Parents OR Partner		
	3	Siblings		
Single	1	Parents	If no parents and/or siblings, no dependent will qualify	
	2	Partner OR Siblings		

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Particulars	Implementing Guidelines
Availment	<ol style="list-style-type: none"> 1. Only active Members and their qualified dependent may avail of this facility as needed and stated 2. Members can request 2 assistances (any category) annually under review and approval. 3. Members should be active for 1 month 4. In the event that a member and their beneficiary are involved in the same incident, both the member and their beneficiary are eligible to file a claim.
Termination of Membership	<p>Voluntary withdrawal provided that you have not claimed any benefits for the last 6 months. Members must submit withdrawal form and state reason for withdrawal.</p> <p>Resigned, dismissed or AWOL employee shall be automatically terminated as member.</p>
Membership	<p>If members are partners and are both active and paying, they are both qualified to avail benefits that qualifies them.</p>
Beneficiaries	<p>For undocumented partner, member must submit Statement of Oath and attestation from line management.</p> <p>An undocumented partner means living in the same house.</p> <p>For adopted children, member must submit any form of documents or identification that bears their name as guardians.</p> <p>In the case of new beneficiaries, applications will be activated 30 calendar days after they are posted in the system.</p>
Contribution Holiday	<p>Members who are on floating status and official leave resulting to unavailability of the member's payroll will not be terminated but their benefit will be place on hold until they resume their former duties and responsibilities.</p> <ul style="list-style-type: none"> • Members who are on floating status, maternity leave, official leave, suspension, etc. may continue to pay their contribution through gcash, account number will be made available to your supervisor upon request.
Funds Availability	<p>In case where funds are limited, claims will be put on hold and will be released as soon as fund becomes available.</p>
Deceased	<p>All qualified benefits will be given to their declared dependents.</p>
Releasing of Cheque	<ol style="list-style-type: none"> 1) In situations where the claiming member is unable to personally cash the check, the check can be issued in the name of any designated beneficiary. However, this requires written consent from the beneficiary at the top of the hierarchy. 2) If the claiming member is a single parent without living parents, and the beneficiaries are solely their minor children: <ol style="list-style-type: none"> a. Claiming member is incapacitated, or unconscious, and physically unable to cash the cheque - The cheque can be issued to their immediate supervisor for encashment. Relatives, accompanied by any of the children, are authorized to

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	receive the cash. Presentation of IDs is required, where applicable, and photographs will be taken as additional proof of receipt. b. Claiming member is conscious but physically unable to cash the cheque - The cheque can be issued to their authorized representative.
Cheque Signatory	The disbursement member is the claimant: The disburser claimant can sign their own cheque in case of the unavailability of the other signatories.

Contribution Table


Roles	Contribution	Frequency
Mancom Group	₱ 80.00	Every Payday through Salary Deduction
Line Management	₱ 60.00	Every Payday through Salary Deduction
Rank and File	₱ 35.00	Every Payday through Salary Deduction

DDC Care application Calendar and Timeline


Day	Task	Notes	Person Responsible	Loan Status
1	Filing of Claims	In the event that the claiming member is unable to file for the claim, their immediate supervisor will request access and file the claim on their behalf. Ex. member incapacitation or the unfortunate event of a member's demise.	Applying Member	Applied
1	Uploading of Documentary Requirements		Applying Member	Applied
2	Underwriter Reviews the file and the uploaded documents	Reviews the veracity of all documents submitted	Underwriters	Under Review
3	Underwriter sends the claims for approval to the disbursement team		Underwriters	Under Review
4	Disbursement team to check funds availability	Approved / Denied	Disbursement Team	Approved / Denied
5	Accounting to create a cheque for issuance		Accounting	For Releasing

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6	Cheque is sent to HR team for Cheque claims and sign transmittal form.		Accounting	For Releasing
7	HR team to release cheque to claimant and sign voucher.	If the member is unable to collect the check in person, the designated dependent will do so. The designated dependent must submit a valid ID, marriage contract, or notarized affidavit attesting to their relationship pertaining to the claim.	HR team	Released
8	HR to upload voucher to DDC Care system to close the claim request and transmit the paper copy to Accounting.		HR Team	Released

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Annex A


Voting Members

Name	DDC CARE Role/Position
1. Berte, Marifer C.	UPSG – Asst. Operation Manager
2. Cagauan, Alona R.	Auditor / UPSG – Data Services Mngr.
3. De Guzman, Jennis F.	Disburser / FPO – Operation Manager
4. Dig, GERALYN E.	UPSG – Asst. Operations Manager
5. Ebrada, Jefferson P.	Non FPO – Asst. Operations Manager
6. Esmenda, Arlyn C.	Accounting Manager
7. Espeña, Ardeline S.	Underwriter / FPO – Asst. Operations Manager
8. Gabriel, Syndie G.	Disburser / Personnel Manager
9. Getigan, Wilma C.	Non FPO - Asst. Operations Manager
10. Gonzales, Estrella	AIMS Head
11. Katipunan, Ma. Cristina N.	Auditor / IT Manager
12. Longjas, Neil P.	Underwriter / Admin Manager
13. Manuel, Monina R.	Auditor / Non FPO – Asst. Operations Manager
14. Martin, Sheryl L.	Underwriter / Software Manager
15. Paragas, Annaliza A.	Auditor / FPO – Asst. Operations Manager
16. Reyes, Nadia P.	Lead Auditor / UPSG- Work Force Mngr.
17. Rosario, Joemar P.	Disburser / UPSG – Operation Manager
18. Samonteza, Jean	UPSG – Asst. Operation Manager
19. Tria, Nora D.	Non FPO – Operation Manager
20. Valdez, Evangeline D.	Admin Supervisor

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Revision History

Version No.	Reason	Approved Date
1.0	Original Document	04/25/2021
2.0	Added Funds Availability on Implementing Guidelines	6/23/2021
3.0	Added deadline on submission of required documents. For Emergency cases, In-patient and Fire required documents must be submitted within 30 days from filing. For funeral, required documents must be submitted within 60 days from filing.	7/23/2021
4.0	Revised the Contribution Table Added item 4 on Underwriter responsibilities. Added to In-patient Hospitalization definition, "In-patient hospitalization due to maternity related complications. Birthing and miscarriage are excluded."	8/11/2021
5.0	Added in DDC Care application calendar and timeline "In the event of a member's demise, their immediate supervisor will request for access and file for the claim." and "If the member is unable to collect the check in person, the designated dependent will do so. The designated dependent must submit a valid ID, marriage contract, or notarized affidavit attesting to their relationship pertaining to the claim."	10/27/2021
6.0	Modified Civil Status: Solo Parents (Widow/Widower/Separated). Added Partner as Qualified Dependent for Solo Parents category. Added the line "In the case of new beneficiaries, applications will be activated 30 calendar days after they are posted in the system." under Beneficiaries implemented guidelines.	02/16/2022
7.0	Added under Availment the line "In the event that a member and their beneficiary are involved in the same incident, both the member and their beneficiary are eligible to file a claim."	03/23/2022
8.0	Added 1 st bullet on Contribution Holiday.	05/18/2022
9.0	1.Deleted resigned voting member Mary Grace Bac, John Marie Dela Rosa, Ryan Pineda and added new voting member Jean Samonteza. 2. Added "for the past 30 days" on Non – Medical coverage. 3. New amount of claim for Medical and Non-medical category from Php5,000.00 to Php6,000.00 effective 22 nd September 2022. 4. Added Online Registration Process	09/21/2022
10.0	Removed resigned voting member Ronald Belen. Ronald Belen will be replaced by Joemar Rosario as the new Disburser starting June 05, 2023. Added in the implementing guidelines the line "An undocumented partner means living in the same house."	06/05/2023
11.0	Removed resigned voting member Gerardo Gabriel. Added Releasing of Cheque in the Implementing Guidelines. Modifications of Task 1 Notes under DDC Care application Calendar and Timeline.	11/07/2023

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12.0	Added Alona Cagauan as Auditor.	01/18/2024
13.0	Lorenzo Miguel Taguinod, the resigned employee and DDC CARE underwriter was removed and replaced by Sheryl Martin. Wilma Getigan, the resigned DDC CARE auditor, was replaced by Monina Manuel. Added Alona Cagauan as new auditor. Added Marifer Berte as voting member.	06/04/2024