



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on March 11, 2013 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Jeremy Agerico B. Rosario

PROVINCIAL ORDINANCE NO. 168-2013

AN ORDINANCE INSTITUTIONALIZING THE EMPLOYEES' HEALTH AND WELLNESS PROGRAMS OF THE PROVINCIAL GOVERNMENT OF PANGASINAN, PROVIDING APPROPRIATIONS FOR THE PURPOSE AND ADOPTING POLICIES TO GOVERN THE PROGRAMS' IMPLEMENTATION

WHEREAS, the Civil Service Commission being the central personnel agency of government issued Memorandum Circular No. 38 series of 1992 regarding the Physical and Mental Fitness program for Government Personnel dated September 30, 1992;

WHEREAS, the Civil Service Commission likewise issued Memorandum Circular No. 6 series of 1995 dated April 20, 1995 requiring all agencies of government to adopt the "Great Filipino Workout Program" as an integral part of the National Physical Fitness and Sports Development Program for Government Personnel";

WHEREAS, under Memorandum Circular No. 8 series of 2011 dated March 7, 2011, the Civil Service Commission reiterated the adoption of the Great Filipino Workout Program and directed agencies of government to adopt other plans to ensure continuing physical fitness and sports development activities to develop a healthy and alert workforce;

WHEREAS, health and fitness programs adopted by the agency shall be integrated with its Health and Wellness Program;



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 168-2013

Page 2

WHEREAS, relative to the Commission's directive, the Provincial Government of Pangasinan through the Human Resources Management and Development Office and the Provincial Health Office conceptualized the Health Risk Management Program (HRMP), a health and wellness program for Provincial Government Employees enabling them to avail of various health services to ensure that they achieve optimum levels of health and wellness and prevent the incidence of disease among them;

WHEREAS, the Health Risk Management Program, managed by the Human Resources Management and Development Office and the Provincial Health Office has been made an integral component of the Employees' Health and Wellness Program of the Provincial Government of Pangasinan, thus, with other health and wellness activities, the Health Risk Management Program shall be known as Employees' Health and Wellness program;

NOW, THEREFORE, on motion of SP Member Jeremy Agerico B. Rosario, duly seconded, be it ordained by the Sangguniang Panlalawigan that:

SECTION 1. TITLE - This ordinance shall be known as "AN ORDINANCE INSTITUTIONALIZING THE EMPLOYEES' HEALTH AND WELLNESS PROGRAMS OF THE PROVINCIAL GOVERNMENT OF PANGASINAN, PROVIDING APPROPRIATIONS FOR THE PURPOSE AND ADOPTING POLICIES TO GOVERN THE PROGRAMS' IMPLEMENTATION".

SECTION 2. DECLARATION OF POLICY

The Province of Pangasinan hereby institutionalizes the Employees' Health and Wellness Programs of the Provincial Government of Pangasinan, provide funds thereof and adopt policies to govern its implementation.

SECTION 3. OPERATIVE PRINCIPLES/PURPOSES. This Ordinance shall have the following principles/purposes:

- a. The program was specifically designed to promote the health and well-being of employees and to encourage their participation and establish ownership of the program, the Healthy Habit Club was constituted, a group of employees who are registered members of the Employees' Health and Wellness Program (formerly called the Health Risk Management Program).



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 168-2013

Page 3

- b. To provide a monthly medical and physical check-up and annual executive check-up for members of the Employees' Healthy Habit Club.
- c. To designate the month of February every year as Employees' Month to coincide with the yearly Anniversary celebration of the Employees' Health and Wellness.
- d. To develop other health and wellness services through the Human Resources Management and Development Office and the Provincial Health Office, as advocated by the Provincial Leadership, being pro-employee, which shall include the adoption and maintenance of the Employees' Center for Health and Wellness aimed towards the attainment of holistic health and well-being of employees, encompassing all aspects of their lives to optimize their levels of functioning.
- e. To provide additional services under the Employees' Health and Wellness Program which shall include the Physical, Mental, Emotional, Social, Financial and Spiritual aspects.
- f. To make the aforementioned activities an integral part of the Employees' Health and Wellness Program and are subject to continuous improvement based on employees' needs.
- g. To establish a partnership between the Provincial Government of Pangasinan and Non-Government Organizations to create the LGU-NGO Partnership for Health and Wellness in the Province.
- h. To encourage other Local Government Units in the Province of Pangasinan to prioritize Health and Wellness services.

SECTION 4: DEFINITION OF TERMS – For purposes of this ordinance, the following terms shall be defined as follows:

1. Employees' Health and Wellness Programs – pertains to services and activities designed to promote employees' health and well-being.
2. Healthy Habit Club – denotes the organization of employees who are registered members of the Health and Wellness Program of the Provincial Government.



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 168-2013

Page 4

3. Employees' Center for Health and Wellness – refers to the building constructed to serve as venue for health and wellness activities of employees and to house fitness facilities and equipment.
4. Health and Wellness Activities/Services – services provided for employees encompassing all aspects of their lives which include but not limited to the following:
 - a. Physical (Physical Fitness Program, Strict “No smoking within office remises” Policy, Monthly Medical and Physical Check-up, Annual Executive Check-Up).
 - b. Mental (Forum, Discussion, Brown Bag, Thought for the Day/Trivia, Mind Games).
 - c. Emotional (Counseling Service, Group Therapy).
 - d. Social (Social Development: office outing or excursion; periodic socials: choral, dance, poetry, team building; Piknik sa Kalikasan: Lunch within the Capitol grounds with programme centered on environmental or other theme; Outreach Program).
 - e. Financial (Financial Forum, Welfare Benefits, Livelihood Programs).
 - f. Spiritual (Bible/Koran Studies, Spiritual Forum, Mass/Ecumenical Services).
5. LGU-NGO Partnership – pertains to the relationship established between the Provincial Government of Pangasinan and Non-Government Organizations or private corporations intended to enhance the health services provided for employees.

SECTION 5. ROLES AND RESPONSIBILITIES

1. The Provincial Government is responsible for:

- a. Overall supervision of the Employees' Health and Wellness Program.
- b. Providing support for the effective implementation of the activities and services therein.
- c. Serve as the main approving authority.

2. The Human Resources Management and Development Office and the Provincial Health Office are responsible for:

- a. The implementation of all activities and services under the Health and Wellness Program.



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 168-2013

Page 5

- b. Developing proposals for additional health programs and services for the approval of the Governor.
- c. Management and sustainability of the program through monitoring and evaluation.
- d. Institute remedial measures to address problems that may arise in the program's implementation.

3. The Human Resources Management and Development Office is further responsible for:

- a. Identifying needs of members and addressing them.
- b. Encouraging employees to join the Healthy Habit Club.

SECTION 6. SOURCE OF FUND – Funds for this Ordinance amounting to Two Million Pesos (P 2,000,000.00) shall be appropriated and drawn annually from the Non-Office account of the Provincial Government of Pangasinan. One Million Pesos (P1, 000,000.00) out of this fund shall be allotted for medical and physical checkups while One Million Pesos (P 1,000,000.00) shall be for health and wellness activities.

SECTION 7. ADMINISTRATIVE CLAUSE – This ordinance shall cover only the Employees of the Provincial Government of Pangasinan regardless of employment status.

SECTION 8. SEPARABILITY CLAUSE

If any part or provision of this Code shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

SECTION 9. REPEALING CLAUSE

All ordinances and administrative circulars and executive orders or parts thereof which are found to be inconsistent with provisions of this Code are hereby repealed and amended accordingly.




Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 168-2013
Page 6

SECTION 10. EFFECTIVITY CLAUSE

This ordinance shall take effect immediately after approval of the Sangguniang Panlalawigan.


ATTY. VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


VICE GOVERNOR JOSE FERDINAND Z. CALIMLIM, JR.
Presiding Officer

APPROVED:


AMADO T. ESPINO, JR.
Governor