



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

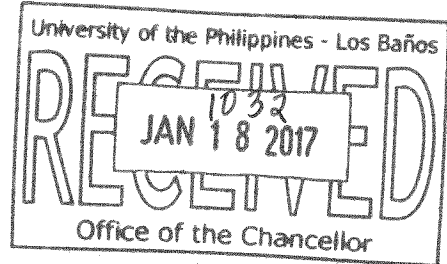
MEMORANDUM NO. PAEP 17-05

DATE : 17 January 2017

FOR : The Vice Presidents
The Secretary of the University
The Chancellors
The Director, UP PGH
Heads of Units/Offices

FROM : Alfredo E. Pascual
President

SUBJECT : **Guidelines for the Enhanced Hospitalization Programme (eHOPE) for the Faculty, REPS and Administrative Staff ¹**



The UP Board of Regents (BOR) at its 1322nd meeting on 24 November 2016 approved the proposal for the Enhanced Hospitalization Programme (eHOPE) for the Faculty, REPS and Administrative Staff¹. The eHOPE shall replace the Financial Assistance Program for Hospitalization Expenses (FAPHE) **effective 01 January 2017.**²

1. Amount of eHOPE benefits

The eHOPE provides financial assistance for hospitalization expenses incurred during confinement up to an accumulated **maximum amount of PhP 80,000 per year.** The eHOPE shall also provide financial assistance for medicine related to the covered confinement and prescribed upon discharge of the employee in the **maximum aggregate amount of PhP 10,000 per year.**

2. Covered hospitalization expenses

The following hospitalization expenses incurred during confinement shall be covered under eHOPE:

¹ Some of the guidelines given in this memorandum are followed by remarks enclosed in *[brackets]* and shown in italics. These remarks indicate the change (or no change) relative to the corresponding original guidelines of FAPHE.

² The UP Financial Assistance Program for Hospitalization Expenses (FAPHE) was approved by the UP Board of Regents during its 1255th meeting on 27 May 2010.

- a. Medical / diagnostic procedures such as ultrasound, MRI, X-ray, CT scan, biopsy, mammography, echocardiography, angiogram, blood chemistry, and other laboratory examinations. *[no change]*
- b. Prescribed drugs and medicines in accordance with the Generics Act of 1988 (RA6675). *[no change]*
- c. Professional fees of Philhealth-accredited physicians and specialists up to amounts based on the Relative Value Unit (RVU) set by Philhealth for specific medical cases. *[use of RVU introduced]*³
- d. Expenses for room and board for the duration of the confinement. *[no change]*.

Excluded from coverage under eHOPE are: (a) hospitalization expenses for confinement related to cosmetic surgery; (b) self-inflicted injury and illness; and (c) annual medical / physical examination which are covered by specific CU policies. *[added exclusion of self-inflicted injury and illness]*.

3. Eligible employees

Eligible employees for financial assistance under eHOPE shall be the following:

- a. Regular permanent faculty members, full-time or part-time. *[enhanced by the inclusion of part-time faculty members]*.
- b. Full-time faculty members who are not tenured provided they have rendered at least one (1) year of continuous service in the University. *[enhanced by reducing the length of prior service to UP from 5 years to 1 year as condition for eligibility]*
- c. Permanent REPS and administrative staff. *[no change]*
- d. UP contractuales and casuals (including faculty, REPS and administrative staff) who have rendered at least one year of continuous service to the University, have an employer-employee relations with the University, and whose salaries are paid out of the Personnel Services (PS) allocations to UP in the General Appropriations Act (GAA). *[enhanced by reducing the length of prior service to UP from 5 years to 1 year as condition for eligibility]*.

To be eligible, all claimants must be in active service in UP at the time of the claim. Part-time faculty members shall be entitled to reduced benefits in proportion to the extent of their service to the University.

4. Implementation

"No cash-out" through partnerships. Partnerships through agreements with the nearest government and private hospitals shall be initiated by each of the Constituent Universities (CUs) to include a "no cash-out" arrangement for the patient.

The financial assistance under eHOPE shall be granted net of the medical expenses covered by Philhealth and other private medical health card benefits. Philhealth and

³ Reference: Professional fees for medical cases are provided in the list of Relative Value Units (RVU) in Philhealth Annex 1. List of Medical Case Rates. Download from: https://www.philhealth.gov.ph/circulars/2014/annexes/circ09_2014/Annex1_ListOfMedicalCaseRates.pdf

private medical health card benefits shall be exhausted first before claims are accepted under eHOPE. *[no change]*

The prescribed application forms for employees are provided in the Annexes. The procedures following in the implementation of FAPHE which are not inconsistent with the guidelines given herein will remain in force.

5. Funding

Funding of the eHOPE benefits shall be shared by the UP System Administration (70 percent) and the concerned CU (30 percent).

Payments under the eHOPE shall be subject to refund by the employee recipients if the same would later be found not in order by concerned competent authority.

Annexes

1. *Application form for eHOPE*
 - a) *for CU employees*
 - b) *for UP System employees*

Noted:

FERNANDO C. SANCHEZ, JR.
Chancellor
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