



# LEYTE STATE UNIVERSITY

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*Office of the President*

13 July 2005

**MEMORANDUM CIRCULAR NO. 37**

Series of 2005

**T O: All Project Managers/Dept./Office Heads & Center Directors**

**R E: Social Security Benefits for Job Order/Contracts**

It has been noted that manpower requirement in implementation of projects and additional support services in various offices, department and centers are met by hiring people thru job orders. These people, having no employer-employee relationship with the University are not covered by any security benefits such as the GSIS and the PhilHealth.

Please be informed that job order personnel can be covered with PhilHealth benefits under a self employee category so that in case he or his member of the family get sick, they can avail of medical services in any accredited hospital as PhilHealth member.

You are therefore requested to convince your job order personnel who are not yet PhilHealth members/dependent to apply for membership for his/her family's protection. Premiums for self-employed category is P300/quarter. The Accounting Office can give them clarifications and secure for them the application forms for those are interested. Please advise those who are interested to see Mrs. Roberta C. Lemos for this purpose.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Mrs. Roberta C. Lemos