



Southern Utility Management and Services, Inc.

San Lorenzo South, Sta. Rosa, Laguna

Tel. No. (049) 8378488 / Telefax (049) 8374230

OFFICE POLICY
No. 04-2011

HOSPITALIZATION BENEFIT POLICY

I. POLICY STATEMENT:

To provide hospitalization benefit to SUMSI employees.

II. ELIGIBILITY:

SUMSI personnel and their direct dependents.

III. POLICY GUIDELINES:

1.) The maximum hospitalization benefit shall be as follows:

a. DIRECTORS	P100,000.00
b. KEY OFFICERS	75,000.00
c. REGULAR EMPLOYEES	50,000.00
d. DEPENDENTS	35,000.00

2.) Dependents shall refer to legal spouse, children 18 years old and below (single and unemployed).

3.) Hospitalization frequency is unlimited. Benefit is applicable to every distinct hospitalization case requiring confinement in any medical institution of employee's choice.

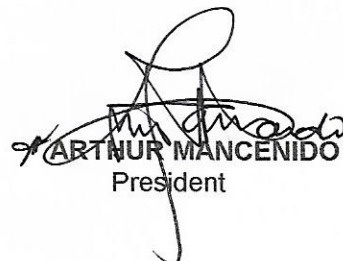
4.) Confined SUMSI officer & employee may opt to reimburse the hospital expenses after his confinement or cash advance the minimum deposit amount plus the initial hospitalization allowance amounting to P10,000.00 All remaining bill shall be settled by SUMSI up to the maximum hospitalization benefit upon discharge.

5.) Benefit excludes maternity hospitalization expenses and self-inflicted injuries.

6.) This Benefit shall be the last to apply amongst all available medical care benefits.

IV. EFFECTIVITY:

This Policy shall take effect upon approval.


ARTHUR MANCENIDO
President