



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101

TIN 000-784-336

Website: <http://www.sra.gov.ph>

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Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-AFD-GAD-2024-Mar. 14

HEALTH AND WELLNESS ACTIVITIES FOR FY 2023

Implementation of Health and Safety Protocols in the works place	Number of Employees/ COS Participated	Venue	Date of Activities
<ul style="list-style-type: none"> • Mandatory Drug Testing 	Employees/COS in Luzon (All Negative)	SRA Training Room	June 2023
<ul style="list-style-type: none"> • Annual Physical Check-up which includes Flu Shot Vaccination 	Employees/COS in Luzon		June 2023
<ul style="list-style-type: none"> • Physical Fitness Program (SRA Sport Activities such as Basketball/ Volleyball/ Badminton/ Bowling/ Darts, Chess) - Annex A 	Employees/ COS in QC and SRA-LAREC in Pampanga	SRA-QC	June – Sept. 2023
<ul style="list-style-type: none"> • Zumba 	Employees/ COS in QC	Social Hall Bldg.	April 2023
<ul style="list-style-type: none"> • Participation in DA Sport Tournament – Annex B 	Basketball/Volleyball/ Badminton/ Bowling/ Darts	Dept. of Agriculture	Oct 2023 – Feb. 2024
<ul style="list-style-type: none"> • Procurement of Gym Equipment for Gym Facility – Annex C 		5 th Floor, Main Bldg.	Sept. 2023
<ul style="list-style-type: none"> • Issuance of Face Mask to Employees/COS 			Year round
<ul style="list-style-type: none"> • Issuance of alcohol to offices/units 			Year round

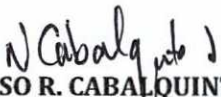


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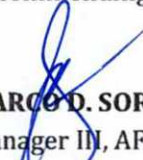
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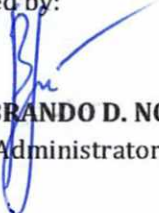
Prepared by:


NARCISO R. CABALQUINTO, JR.
OIC, General Administrative Division

Recommending Approval:


MARCO D. SORIANO
Manager III, AFD

Approved by:


ATTY. BRANDO D. NOROÑA
Deputy Administrator



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ANNUAL PHYSICAL CHECK-UP AND FLU VACCINATION OF SRA PERSONNEL AND CONTRACT OF SERVICE

The Sugar Regulatory Administration (SRA) regularly conducts its "Annual Physical Check-up and Flu Vaccination of SRA Personnel and Contract of Service (COS)" as part of Health and Safety Protocols in the organization.

Flu vaccination was conducted by Pharma Quest Co. last August 1 and 15, 2023 at SRA Training Room. 217 doses of Quadrivalent Seasonal Influenza Vaccine were given to SRA Luzon Personnel.

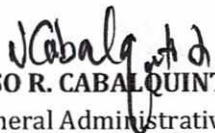
On the other hand, SRA conducted its Annual Physical Check-up last July 2023. Mayon Clinical Laboratory and Medical Services performed the Annual Physical Check-up and laboratory tests to 217 personnel of SRA. Included laboratory tests are as follows:

- | | |
|----------------|-----------------|
| 1. Urinalysis | 4. Drug Testing |
| 2. Blood Chem | 5. Cardio |
| 3. Chest X-ray | 6. ECG |

Drug testing showed all negative result, while x-ray and other test result were given to employees/COS. It is imperative for SRA to conduct the annual physical check-up for the health and wellness of its employees. Section 5 of the existing Collective Negotiation Agreement (CNA) between SRA and Employees Union provides the following:

*"Section 5. Aside from the regular health care being provided by Philhealth, the MANAGEMENT shall include **Annual Medical Check-Up** for all officials and employees of the SRA as stated in Component 4.6 (employees Welfare Services) of SRA 's Carrer and Personnel Development Plan....."*

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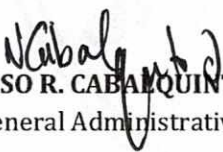
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MEMO-AFD-GAD-2024-Mar. 15

MUTUAL FINANCIAL ASSISTANCE FOR EMPLOYEES/IMMEDIATE FAMILY MEMBERS

SRA Mutual Financial Assistance to Employees	Amount (Php)
<p>1. Mutual Financial Assistance to employee and bereaved family of employee</p> <p>Source of Fund - Voluntary Contribution of Employee thru SRA</p>	<ul style="list-style-type: none"> • Death of Member - 50,000 • Death of Legal Spouse - 25,000 • Death of Children - 15,000 • Death of Parent - 15,000 • Death of retired non-paying - 10,000 • Others - 10,000 • Exceptional Cases - 10,000
<p>2. Mutual Financial Assistance of Employees Cooperative to Employees</p>	<ul style="list-style-type: none"> • Death of Members - 15,000 • Death of Immediate Family Member - 7,500


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SUGAR REGULATORY ADMINISTRATION
North Avenue, Diliman, Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2023
AMENDED MOOE

DEPARTMENT/DIVISION/UNIT: General Administrative Division, Administrative and Finance Department

CODE	GENERAL DESCRIPTION	UNIT COST	TOTAL QUANTITY/SIZE	TOTAL ESTIMATED BUDGET	MODE OF PROCUREMENT	SOURCE OF FUND	SCHEDULE/MILESTONE OF ACTIVITIES												REMARKS (Brief Description of the Project/Program)
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Set	Oct	Nov	Dec	
I. GENERAL ADMINISTRATIVE DIVISION																			
a. Other MOOE																			
	1. Over the counter medicine for fever and flue, others (1,000.00/month)	1,000.00	12 months	12,000.00	Shopping	Corporate Fund	v	v	v	v	v	v	v	v	v	v			
	2. Travelling Expenses/Airfare/Per Diem	100,000.00	1 lot	100,000.00	Agent to Agency	Corporate Fund			v				v				as the need arises		
	3. Training & Seminars	50,000.00	1 lot	50,000.00	Small Value Procurement				v				v				as the need arises		
	4. Drug Testing, Chest X-ray Test, Annual Physical Examination/Other Laboratory Test/Flu Shot	295,120.00	1 lot	295,120.00	Agency to Agency (Procurement Service)	Corporate Fund					v								
	5. Supplies	50,000.00	1 lot	50,000.00	Agency to Agency (Procurement Service)/ Shopping	Corporate Fund	v	v	v	v	v	v	v	v	v	v			
	6. Disaster Risk Reduction Management Group						v			v	v								
	6.1 Training/Seminars	100,000.00	1 lot	100,000.00	Small Value Procurement	Corporate Fund				v									
	7. Health and Wellness Program, including sports activities				Small Value Procurement	Corporate Fund	v	v	v	v	v	v	v	v	v	v			
	7.1 Health and wellness progra/activities	239,500.00	1 lot	239,500.00	Small Value Procurement	Corporate Fund													
	7.2 Sport programs/activities										v								
	a. Basketball supplies/materials and others	14,000.00	1 lot	14,000.00	Small Value Procurement	Corporate Fund					v								
	b. Volleyball supplies/materials	10,000.00	1 lot	10,000.00	shopping	Corporate Fund					v								
	c. Darts supplies/materials	8,000.00	1 lot	8,000.00	shopping	Corporate Fund					v								
	d. Bowling supplies/materials and others	5,000.00	1 lot	5,000.00	shopping	Corporate Fund					v								
	e. Chess supplies/materials	5,000.00	1 lot	5,000.00	shopping	Corporate Fund					v								
	f. Badminton supplies/materials	6,000.00	1 lot	6,000.00	shopping	Corporate Fund					v								
	g. Fun Games supplies/materials	5,000.00	1 lot	5,000.00	shopping	Corporate Fund					v								
	h. Zumba Instructor	43,500.00	1 lot	43,500.00															
	i. Shirt - 1. drift	91,000.00	1 lot	91,000.00	Small Value Procurement	Corporate Fund					v								
	2. Basketball uniform	20,000.00	1 lot	20,000.00	Small Value Procurement	Corporate Fund					v								
	j. Pirzes (in-kind)	43,000.00	1 lot	43,000.00	shopping	Corporate Fund					v								
	k. Contingency	10,000.00	1 lot	10,000.00		Corporate Fund					v								
	8. Blinds for Training Room	100,000.00	1 lot	100,000.00	Small Value Procurement	Corporate Fund				v									













Annex C

