

**NATIONAL DEVELOPMENT COMPANY  
EMPLOYEE WELFARE AND WELLNESS PROGRAM  
CY 2019-2020**

Programs/Projects/Activities	Actions/Strategy to be Undertaken	Time Frame	Logistical Requirements	Budgetary Requirements	Fund Source	Responsible Person	Remarks
<b>PHYSICAL HEALTH</b>							
Provision of Annual Medical and Physical Examination to NDC Employees	Request for mobile clinic or possible access to DTI Medical Clinic/Services in the conduct of annual medical examination of NDC Employees	September- November	medical supplies / laboratory fees	24,000.00		HR in collaboration with LEAP	Legal Basis: NDC Management and NDC LEAP CNA 2019-2020 Article IX Section 3, Section 6 and Section 20; Book V of EO 292; Employees Compensation Commission Php800x30pax
	Coordinate with DOH, PPPI and other partners for the availment of vaccines (flu, Hepatitis vaccine, HPV, etc)	August		0.00		HR Unit	With memorandum routed to all NDC employees; personal expense of staff
The Friday 4'Oclock Habit	Maintain, upgrade and enhance the wellness/fitness area at NDC Bldg	2019	in-door sports equipments such as boxing bag, gloves, dart boards	20,000.00	NDC Budget	Administrative Section	ABB Hall is the designated wellness/fitness area
	Designate, establish and set-up a breastfeeding corner, prayer room & GAD Corner as necessary	2020	supplies, materials	10,000.00	GAD Budget	HR Unit	

	Conduct of physical exercises, warm-up exercises, taebo, zumba dance, social dance, tai-chi at designated fitness area	every Friday @ 4pm onwards	honoraria for dance/zumba/fitness instructor	24,000.00	Training and Personnel Development Budget	HR Unit	The Host Team for Flag Ceremony of the month shall also be responsible in coordinating and leading the conduct of activities whether zumba, social dance, aerobics, in-door sports, etc
Sports Activities	Encourage employees to join inter-government sports activities (with DTI, CSC, PSC) including participation to CSC Fun Run	September	Registration Fee, T-Shirt and Meal Allowance	28,350.00	Training and Personnel Development Budget	HR Unit in coordination with other agencies (DTI, CSC, PSC)	CSC Fun-Run T-Shirt @P350x27pax = 9,450; Meal Allowance @P250x27pax = 6,750; Registration Fee @P450x27pax = 12,150 **Number of Pax is tentative subject to actual confirmation of attendance

MENTAL/EMOTIONAL HEALTH							
Conduct of Regular Annual Team Building		once a year	honoraria for facilitator and board and lodging	138,000.00	Training and Personnel Development Budget	HR Unit	2days x 30 pax @ Php1800 (full board and lodging) and honoraria of Php30,000; CY 2019 Team Bldg was conducted last January, 2019
Conduct of one day or half day lecture on mental health wellness	Tap resources/speakers to conduct lectures and seminars related to anger management and stress management	once a year	honoraria for the Resource Speaker/ venue	30,000.00	Training Fund	External Resource Person	honoraria and meals
Family Day Celebration		once a year	venue, food, entrance/registration fees	70,000.00	Training and Personnel Development Budget	HR and Admin	Php700x100pax
Christmas Salo-salo		annual, every December		17,500.00	NDC Budget	HR and Committee	lunch
SPIRITUAL HEALTH							
Conduct of Annual Spiritual Wellness (for all types of religious belief)		April or May 2020	honoraria, venue and meals	43,000.00	Training and Personnel Development Budget for For CY 2020	External Resource Person	honoraria @Php15,000 meals/venue @Php700x40pax =28,000

ENVIRONMENTAL HEALTH/CONDUCTIVE WORKPLACE							
General Upkeep of the Workplace	Implementation of 5S	Quarterly	PRAISE Awards	40,000.00	PRAISE Fund	Admin, HR and PRAISE Committee	Php5,000x2 workgroups x 4
Occupational Health and Safety	Conduct orientation/drill (fire, earthquake and other disaster related)	quarterly or as scheduled		0.00		Emergency Response Team (ERT)	in coordination with MMDA, Bureau of Fire
Implementation of the "Smoke-Free Workplace" of Civil Service Commission and DOH & NDC Policy	1) Display of signages in compliance to CSC policy 2) Implementaiton of NDC Memorandum on No-Smoking	January-December	" No-Smoking" Signages	2,000.00	NDC Budget	Administrative Unit	
Implementation of a "Drug-Free Workplace" of the Civil Service Commission & NDC Policy	1) Display of signages in compliance to CSC policy	January-December	Drug-Free Workplace" signages	2,000.00	NDC Budget	Administrative Unit	
	3) Conduct of Mandatory Drug Testing in coordination with DOH & PDEA	every 2 years (Sep. 2019)	laboratory fee	13,500.00	NDC Budget	HR Unit	27 pax @ Php500
<b>Total</b>				<b>462,350.00</b>			


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