

HR MANUAL OF PERSONNEL POLICIES, RULES AND REGULATIONS	Section PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT	Section No. 3	Effective 3.1.2020
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ATHLETICS AND WELLNESS PROGRAMS

A. SSS DAY CARE CENTER

1. Declaration of Policy

It is hereby declared of the Social Security System (SSS) Management to provide and maintain a Day Care Center, for pre- school children of SSS employees of the system with ages three (3) up to six (6).

The Day Care Center shall provide with the necessary equipment and services to ensure the well-being of the children and shall be under the direction of qualified Day Care Personnel (Senior Human Resource Analyst) under the supervision of an immediate team head (Social Security Officer III). The center shall operate from 7:00 A.M. to 5:00 P.M. and shall accommodate benefactors/ recipient of this program based on the ratio of 1:5 or one (1) Day Care Personnel for every five (5) children-attendees.

The rules and regulations promulgated herein shall prescribe the conduct, procedures and guidelines for the operation and maintenance of the SSS Day Care Center and to achieve the objectives thereof.

2. Mission

To provide assistance to the SSS Parent- Employees by providing substitute parental care to their pre-school children during office working days.

To offer opportunities to the SSS Employee's pre-school children a meaningful learning experiences inculcated with moral and spiritual values, developed their talents and abilities in four interrelated domains- physical, cognitive, social and emotional domains using childhood enrichment principles.

3. Philosophy

The children are the hope of tomorrow who should be nourished with love, care, respect and understanding.

4. Vision

In line with our mission and philosophy, children are harnessed to become productive citizenry in the future in the service of God and countrymen

5. Objectives of the Day Care Center

- a.To provide custodial care for pre-school children of SSS parent-employees during office working days and to provide a safe, enriching environment with a home like atmosphere for them at the center.
- b.To provide each child with individual care and attention during the appropriate stages of development, responding to his/ her fundamental rights to survive, develop, be protected and participate.
- c.To ensure that spiritual, socio-cultural and nationalistic values are inculcated in the child as well as a strong, positive attitude towards God, family, environment and society.

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- d.To ensure that nutritious food and quality health care are adequately. Provided each child to help him/ her grow healthy and physically fit.
- e.To provide stimulating environment and rich learning experiences that will promote the holistic development of the child (physical- motor, language, personal- social, and cognitive) thereby allowing the optimization of his/ her full potential.
- f. To enable the child to understand and relate positively to his parents and adults in his family, his siblings and peers

6. Benefits of the SSS DCC to the Parent- Employees

- 6.1 It can boost employee productivity. Less concern over domestic problems will help employee concentrate on work assignment activities thus he will become more productive.
- 6.2 It will reduce absenteeism. Taking care of the child/ children because there is no nanny will no longer be a reason for not reporting to work. Help relieve working parents' feelings on anxieties over the child's wellbeing while they are at work.
- 6.3 Add in the emotional, physical, moral, social and psychological development of the children of the SSS employees in particular and the society in general. The program is one solid manifestation of the system's concern to its employees.

7. Responsibilities of SSS Management

- 7.1 The SSS shall be responsible for the needed facilities, faculty, wages of the Center's staff.
- 7.2 The SSS shall ensure the safety and security of the children while they are within the Center's premises and during the prescribe session hours. Provided, however, that the SSS shall not be held liable for any act or omission of the Center's staff which is beyond its control and supervision. Provided, further, that the responsibility of the SSS shall start from the time the child is inside the Center up to off- time of the employee/ parent.

8. Responsibilities of Parents

- 8.1 The parent shall assist the SSS in the efficient operation of the Center by giving full cooperation and support towards the realization of its objectives including attending meetings called for by the Center.
- 8.2 Parents shall, at all times, strictly adhere to the Center's rules and regulations in all aspects of its operation.
- 8.3 The parent shall provide for meal, snacks and other incidental expenses that may be needed by the child at the center.
- 8.4 Personal effects/ paraphernalia of the child shall be provided by the parents, including his/her eating utensils.
- 8.5 Upon admission, the Parent shall inform the Center of any special consideration e.g., any Dietary requirement) for the child that should guide the Center in its handling/ instruction for the child.
- 8.6 Parents shall not bring a sick child to the center to avoid the spread of infection. The parent who fails to comply with any of the terms and conditions of this Agreement or of the rules and

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regulations of the Center shall be warned on the first offense, admonished on the second, and disqualifies from availment of the Center's services on the third offense.

9. Requirements for Acceptance

Parent- applicant shall submit the following to the Day Care Center:

- Filled up application form
- Photocopy of child's birth certificate.
- Medical certificate of the child

Once the child is accepted at the Center, the child's parents shall sign a Contract of Agreement with SSS Management which shall be submitted to the Employee Services Department for signature of the DCC coordinator or section head assigned to supervise the DCC after wards to the Legal Department for notary.

B. ATHLETICS AND WELLNESS

1. Policies

- 1.1 Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws, Rule XI, Section I & III, provides and directs each agency to make provisions for the maintenance of employee health and for voluntary conduct of employee activities such as athletics, and such others as may fall into the social, recreational, financial, food production and livelihood categories which are conducive to employee well-being and consistent with the interest of public service.
- 1.2 The Collective Negotiation Agreement (CNA) between SSS Employees and Management Article II, Sec. 8, known as Wellness Program and Facility also provides for the promotion of physical fitness among employees.
- 1.3 Under the General Appropriations Act, FY 2019, Vol 115, No. 17, Section 48 states that for Cultural and Athletic Activities, an amount not exceeding One Thousand Five Hundred Pesos (P1,500) in a year, may be used for the purchase of uniform or costume and other related expenses in the conduct of cultural and athletic activities per employee-participant.
- 1.4 Under the 2019 Revised Rules and Regulations of the SSS Sports Programs, Rule 11, Section 28, provides that "In the spirit of inter-agency cooperation and healthy competition, the Management, through the SSS Sports ExeCom, shall endeavor and encourage SSS officials and employees to participate in some and/or all government-sponsored sports programs, projects and activities such as the Government Corporations Athletics Association (GCAA), Philippines Social Security Association (PHILSSA) as well as other similar organizations, associations or bodies. For this purpose, an official delegation or team of players for a specific sports event may be formed and maintained from time to time to represent the SSS in such activities".

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2. Objectives

- 2.1 To promote health, wellness and work life harmony.
- 2.2 To promote esprit de corp through a healthy and motivated workforce
- 2.3 To maintain a sound organizational climate that would provide a healthy mind and body through the conduct of various athletics and wellness activities.

3. Benefits

It will provide a healthy mind and body to help the employees adapt and maintain healthy behaviors that lead to lower health risk and chronic diseases, to improve productivity, raise employee morale and enhance quality of life.

4. Eligibility

- 4.1 Must be an SSS employee, regular and coterminous, including Job Order Worker and Special
- 4.2 Project Contractual with at least six (6) months of service in the System and whose regular working hours end on or before 6:00 pm.
- 4.3 In selection of players for SSS and GCAA Tournaments, regular employees shall be given priority.
- 4.4 Must be included in the Official List of Players (from the Group Sports Coordinators) submitted to PMERD for consolidation during the prescribed period.
- 4.5 Must have no application for resignation, retirement or separation from the service which will take effect during the duration of the tournament.
- 4.6 Must have no suspension during the tournament schedule due to Administrative Case.
- 4.7 Must have submitted a Medical Clearance or declared fit to join as certified by the Health Care Department (HCD) or by any SSS Physician of the Branch Operations. Said certification must be submitted on or before the deadline set by the Tournament Committee.
- 4.8 Must have met the Tournament Sport's ruling on the minimum number of games played during the previous year.

5 Non- NCR Branches

For Non-NCR Branches, the Athletics and Wellness Programs are being conducted by Branch/Division. The conduct of their activities follows the guidelines set by the Performance Management and Employee Relations Department (PMERD) and approved by the PCEO.

6 Player's / Employee's / Team's Conduct of Discipline

- 6.1 Each player shall conduct himself/herself in a sportsmanlike manner during the tournament.
- 6.2 For the purpose of the tournament, improper behavior shall consist but not limited to the following acts: heckling, shouting, smoking, drinking alcoholic substance/s, unreasonable delaying the game, leaving the premises while playing or any acts that distracts the player/s, or orderly conduct of the games, and any illegal act such as betting as determined by the affected player/s and or the Tournament/Technical Committee. It shall not only cause forfeiture of team's games but may be subject to administrative sanction and/or criminal action, if the evidence so warrants.

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6.3 Any misconduct or unruly behavior of the participants during or immediately after the game or any other violation of the rules and regulations herein set forth, shall after due notice, be administratively disciplined.

6.4 Once the SSS employee is already on the Official List of Players, he/she is automatically a member of the team.

6.5 Failure to attend or meet the minimum number of games played based on the Tournament Sport's ruling, an employee will be required to pay the cost of the uniform and other incidental expenses relevant to the Tournament using the R-6 Form. This ruling is also applied to other special events.

7. Indemnity

7.1 JO Worker /Contractual employee shall submit Waiver and Employer's Consent as required by SSS Sports Executive Committee (ExeCom). SSS is not liable for any untoward incident that may happen during the tournament proper.

7.2 For JO Worker /Contractual employees, the SSS is discharged from any and all liability/ies, that may arise from the negligence or fault, entities or persons who organized the event for the employee's injury, property, damage, theft, death, or actions of any kind which may hereafter occur including his/her travel to and from the event/activity/program.

C. CULTURAL AND ARTS APPRECIATION

1. Policy Statement

The Social Security System (SSS) shall maintain a sound organizational climate that would enhance better appreciation and development of the socio-cultural talents of the employees Through participation in various cultural clubs/groups as well as the conduct of cultural and arts appreciation activities and other special events to:

- help the employees gain vital experience and skills and develop them;
- give the employees the chance to spend time and bond with those who have the same special interests;
- discover special/hidden talents or enhance existing talents;
- build the necessary group work and teamwork skills; and
- boost self-confidence and work performance.

2. Employee Participation

The Social Security System through the Performance Management and Employee Relations Department (PMERD) shall form various cultural clubs that will serve as its direct contact with regard to cultural development activities of the System.

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3. Organic Unit Responsible/In-Charge

The PMERD shall be the organic unit responsible in planning, implementing and monitoring the conduct of cultural and arts activities and other special events. It shall prepare the following for approval of the VP for HRSD :

- Communications related to Cultural and Arts Appreciation Program
- Budget proposal
- Cultural Clubs Calendar of Activities
- Cultural Clubs Accomplishment Report

4. SSS Cultural Clubs

The Social Security System values the importance of developing and promoting Filipino national culture and arts by having its own cultural clubs. The clubs shall serve as avenues for the development of the different skills and talents of its employees thus promoting a healthy working environment among its workforce. At present, the System has seven (7) cultural clubs namely: 1) Art Club 2) Chorale Society 3) Dance Troupe 4) Music Club 5) Officers' Club 6) Photography and 7) Writers' Guild.

5. Unwinding Activity

The PMERD shall organize events and activities once every quarter to:

- Improve camaraderie among officials and employees through socialization;
- Provide a fun-filled break activity from work;
- Help boost the energy level of the employees; and
- Direct and relax the mind and body after a hard day's work.

General Guidelines

5.1. Employee Participation

A cultural club will be assigned as host for each unwinding activity which will be responsible for the conceptualization of the program guided by established rules.

5.2 Organic Unit Responsible/In-Charge

The PMERD shall be responsible for the following:

- Planning and conducting the quarterly office unwinding activity in cooperation with various cultural clubs of the SSS;
- Monitoring of activities/events to be conducted to ensure compliance with the rules;
- Preparing communications related to unwinding activities at least two (2) months before the conduct of a particular activity; and
- Recommending to Budget Department, budget appropriations specifically for quarterly office unwinding activities for the employees at the Main Office.

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6. Livelihood Program

The PMERD shall organize programs focused on the livelihood training courses that would enhance the welfare and economic status of SSS employees by being entrepreneurs. The training shall further develop and enhance their positive outlook in life and instill in them the virtues of cooperation, self-reliance, leadership and teamwork.

Different livelihood programs will be conducted once a month, on a Saturday, at least eight (8) times in a year depending upon the approved budget.

General Guidelines

6.1 Employee Participation

The program shall be open to all employees, regardless of position, status and age.

6.2 Organic Unit Responsible/In-Charge

The PMERD shall be responsible for the following:

- Planning and conducting the livelihood training program in the SSS in coordination with the appropriate livelihood development institutions and experts as resource persons;
- Preparing communications related to livelihood training at least a month before the conduct of a particular activity; and
- Recommending to Budget Department, budget appropriations specifically for livelihood training programs for the employees at the Main Office.

7. Special Events

CSC and Other Government-Related Activities

The Social Security System shall express support to the Civil Service Commission and other government agencies by its participation in various government-related activities to strengthen camaraderie and working relationships.

General Guidelines

7.1. Employee Participation

Selected employees will be sent as representatives to attend government-related activities that need SSS participation

7.2 Organic Unit Responsible/In-Charge

The PMERD shall be the organic unit responsible in coordinating with other government offices in terms of government-related activities. It shall also be responsible for the following:

Preparation of communications related to special events;

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- Budget requirement;
- Selecting employees who will act as representatives of the SSS; and
- Providing materials and meals for the participants.

6. Christmas Activities

The Social Security System through PMERD shall celebrate the Yuletide Season with various Christmas Activities

General Guidelines

6.1 Employee Participation

The PMERD shall conduct the Christmas activities in cooperation with the different cultural clubs of the SSS.

6.2 Organic Unit Responsible/In-Charge

The PMERD shall be the organic unit responsible in planning and conducting various Christmas activities such as:

- Christmas Countdown
- Christmas Décor Contest
- Nativity
- Christmas Program

7. Budget

7.1 Budget shall be appropriated for the cultural and arts appreciation program. The rate shall be based on the existing provision per cultural club/unwinding activity/livelihood training program/special project, subject to the approval of the Management.

7.2 The approved budget shall be centrally-allocated to PMERD for the Main Office and NCR Divisions, while the approved budget for non-NCR Divisions shall be allocated under the account of the respective offices of the Division Heads.

7.3 There must be an approved budget before a particular cultural and other official activities can be conducted. The budget may be allocated for the costumes, materials and meal provision of participants. In the utilization of budget, existing internal policies and guidelines on accounting and auditing shall be complied with.

7.4 For the participation of clubs to outside government activities, the budget shall be charged against the budget allocation of the concerned cultural club.

8. Reports

All non-NCR Division Heads shall be required to submit their yearly cultural plans/programs and yearend budget utilization report to PMERD. These reports shall be consolidated by PMERD to be submitted to PCEO.

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IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE SSS CULTURAL AND ARTS APPRECIATION PROGRAMS

1. Conduct of Activity

- 1.1 The Cultural and Arts Appreciation Program is designed to maintain a sound organizational climate that would enhance better appreciation and development of the socio-cultural talents of the employees through the conduct of cultural and arts appreciation activities such as:
 - Fellowship Night (talent show, raffle, etc.)
 - Cultural presentation, contest, parlor games, live band/ videoke singing
 - Livelihood Seminars (cooking demo, arts and crafts, etc.)
- 1.2 The Cultural and Arts activity shall be conducted on the months set by PMERD.
- 1.3 Officials and employees, whether regular, coterminous or casual shall be required to participation in the activity.
- 1.4 For the Main Office, PMERD (Cultural and Arts Appreciation Team) shall be responsible in the

conduct of the cultural and arts activities while for NCR and Non-NCR groups, it shall either be by Branch, Division or Group. An employee whose payroll is under the Main Office, but is physically reporting to other NCR or Non-NCR Office will join the respective Branch, Division or Group where he/she is located.

Pertinent house rules must be imposed to ensure the proper and smooth conduct of the activity.

Submission of plan of activities

Each branch shall submit their proposed plan of activities to their respective divisions for consolidation and transmittal to PMERD. The plan shall include the activities, schedule, venue, number/list of attendees and budget details.

2. Budget

- 2.1 The approved budget is P250.00/employee whether regular, coterminous or casual employee. The said budget is part of the P1,500.00/employee allocation as provided under the General Appropriations Act (GAA). JO personnel are enjoined to participate, to be subsidized within the approved budget.
- 2.2 Budget was allocated to concerned Branch, Division and Group Head based on existing employees. Activities to be undertaken should have evaluation and recommendation by PMERD

3. Liquidation of Expenses/Submission of Report

Branches/Divisions/Groups are required to liquidate their expenses as soon as the activity is conducted. An executive summary report with photo collage shall be submitted by the branch to their respective divisions for consolidation who will then submit the same to PMERD as soon as all of their respective branches are finished with the conduct of their activities

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GUIDELINES ON THE CONDUCT OF LIVELIHOOD PROGRAMS

Objective

Attendance to these livelihood courses would enhance the welfare and economic status of SSS employees by being entrepreneurs. The training shall further develop and enhance their positive outlook in life and instill in them the virtues of cooperation, self-reliance, leadership, and teamwork.

General Guidelines

- Employees who are interested to attend shall accomplish the transmittal list and submit the same to PMERD.
- To encourage participation of more employees, only **one course per employee** shall be allowed.
- Attendance to the course must be confirmed 2 days before the scheduled training date.
- Employees who already confirmed their attendance but could not attend the course for justifiable reasons must notify PMERD – Wellness Section two (2) days before the date of the activity to accommodate other interested employees who are in the wait list.