

Date : November 12, 2019
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : **SSS SICKNESS CLAIMS – 5 CALENDAR DAYS**

For those employees' who wants to file for sickness claims must submit the duly accomplished SSS notification form attached with original and complete medical documents. It should be submitted **within 5 calendar days from the start of sickness**, they may ask their relatives, friends and workmates to submit their form in Accounting office.

A member is qualified to avail of this benefit if:

1. He is unable to work due to sickness or injury and confined either in a hospital or at home for at least four (4) days;
2. He has paid at least three (3) months of contributions within the 12-month period immediately ~~before the semester of sickness or injury~~;
3. He has used up all current company sick leave with pay; and
4. He has notified the employer or the SSS, if unemployed, voluntary or self-employed member regarding his sickness or injury.

Failure to submit the documents within the prescribed period will free iPloy from any liability of their claims.


For your guidance.

If there are any questions or clarifications, please feel free to approach the Human Resource Department.

Sincerely,


Marishka Lee Arcilla
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations


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