

<b>POLICY ON GROUP MEDICAL PLAN</b>	<b>Number: HR 03-005</b>	Page 1 of 1
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The Company will provide a comprehensive health care plan to all its regular employees. The plan will cover hospitalization and outpatient medical, dental and eye care services.

**1. Coverage**

This covers all regular employees and their qualified dependents.

**2. Provisions**

2.1 Employees will be covered under HMO administered medical plan.

2.2 The Company will pay 100% of employee's premium.

2.3 For dependents not exceeding two (2), the Company will secure a medical insurance plan to cover both hospitalization and outpatient medical services. The Company will pay 50% of the premium and the employee through salary deductions will pay the other half.

Only two (2) of the following employees' dependents can qualify for coverage:

- a. Legal spouse up to 60 years old
- b. Unmarried legitimate, legally adopted, recognized natural and step children who are not gainfully employed and are below age 21
- c. Parents, up to 60 years old, for single employees; and
- d. Unmarried siblings of single employees who are not gainfully employed and are below age 21

2.4 Employees must fill out the proper form provided by HR in order to be enrolled.

2.5 Employee must surrender the HMO card/s upon resignation, termination or retirement.