

2020 - 24640



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2020-12-492  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: \_\_\_\_\_ TIME: 3:03  
BY: ~~DEC 21 2020~~ *[Signature]*

**DIVISION MEMORANDUM**

No. 492, s. 2020

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD and CID  
Public Elementary and Secondary School Heads  
MCDFTEA Officers and Board of Directors  
All Others Concerned

FROM : **VICTORIA V. GAZO** *[Signature]*  
Schools Division Superintendent

DATE : December 21, 2020

SUBJECT: **DISSEMINATION OF MCDFTEA CONSTITUTION AND BY-LAWS AND  
IMPLEMENTING GUIDELINES ON THE AVAILMENT OF MEDICAL  
ASSISTANCE SERVICE OF THE FEDERATION**

For information and guidance, the Office disseminates the Constitution and by-laws (*Enclosure 1*) and implementing guidelines on the availment of medical assistance service (*Enclosure 2*) of the Malaybalay City Division Federation of Teachers and Employees Association (MCDFTEA).

For queries, you may contact Marsfifth M. Mamawag, Senior Education Program Specialist at 09178803864.

Enclosed: As stated

**TO BE POSTED IN THE WEBSITE**



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Email: Malaybalay.city@deped.gov.ph



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**MALAYBALAY CITY DIVISION FEDERATION OF TEACHERS AND EMPLOYEES  
ASSOCIATION (MCDFTEA)**

**Constitution and By-Laws**

**PREAMBLE**

We, the teachers and employees of the Malaybalay City Division, imploring the Divine guidance and blessings in order to pursue the Federation of Teachers and Employees Association's goals, determine our roles in nation building, voluntarily associate ourselves for the purpose of forming a federation under the laws of the Republic of the Philippines.

**Article I – Name**

Section 1 - The name of the federation shall be Malaybalay City Division Federation of Teachers and Employees Association (MCDFTEA).

Section 2 - The association shall have its main office at DepEd Malaybalay City, Purok 6, Casisang, Malaybalay City, Bukidnon, Philippines.

**Article II - Objectives**

Section 1 - To establish a closer relation and cooperation among teachers and employees through Mutual Aid System.

Section 2 - To promote and safeguard the interest and welfare of the teachers and employees in the entire Division of Malaybalay City.

Section 3 - To operate and maintain Mortuary and Medical Assistance to its members.

Section 4 - To establish policies and guidelines applicable to all its members.

**Article III – Membership**

Section 1 - The federation shall have the following members;

- a. All regular teaching and non- teaching personnel of the Malaybalay City Division.
- b. Any retired member who wish to continue his membership.

**Article IV - Board of Directors and Officers**

Section 1 - All presidents in the district within Malaybalay City Division shall be eligible to run and be elected as officers of the federation. All vice-presidents of the district shall automatically be appointed as Board of Directors.

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Section 2 - The officers of the federation shall be President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, PIO, Social Managers and Board of Directors. They shall be elected by the Board of Directors from among themselves.

Section 3 - Election of officers and BOD's shall be every two years, and be held every 1<sup>st</sup> Friday of July. They shall hold office for two years and until their successors are duly elected and qualified.

**Article V - Powers and Duties of the Officers**

Section 1 - The president shall be the head of the federation and he shall have the following powers and duties:

- a. He shall preside in all meetings and deliberations of the federation and of the board.
- b. He shall execute all acts of the federation and implement this constitution and all rules and regulations herein promulgated and those that will be adopted hereafter.
- c. He shall approve and sign the minutes and proceedings of the meetings.
- d. He shall countersign disbursements made by the treasurer.
- e. He shall perform other duties inherent to the position of the president as mandated by the federation.

Section 2 - The Vice-President shall perform the duties of the President in case of the latter's absence, disability or resignation. He shall perform duties that may be assigned by the Board of Directors.

Section 3 - A. The Secretary shall issue notices for all meetings of the federation and shall be present in the same and keep minutes of the meetings. He shall be the custodian of all documents of the federation. He shall perform all such other duties and work as the Board of Directors may from time to time assign to him.

B. The Assistant Secretary shall assist the Secretary in the performance of his duties, or in case where the secretary is absent, shall assume the Secretary's duty.

Section 4 - A. The Treasurer shall be in-charge of the funds, receipts and disbursements of the federation. He shall collect duly approved fees and other contributions as may be agreed upon by the board. He shall have custody of all funds and properties of the federation and render financial and property report every meeting or as directed by the board.

B. The Assistant Treasurer shall assist the treasurer in the performance of his duties, or in case where the treasurer is absent, shall assume the Treasurer's duty.

Section 5 - The Auditor shall see to it that the book of account of the federation is properly kept, and for the purpose, he shall make full detailed and periodic audit of all funds and accounts of the federation and shall certify this to the president in a written report.

Section 6 - The P.I.O shall disseminate pertinent information to all its members.

Section 7 - The Social Manager shall prepare program for the general assembly and other related activities assigned by the board.

Section 8 - The Board of Directors shall create committees as necessary in order to help strengthen the organization.

**Article VI - Meetings, Quorum, Order of Business and General Assembly**

Section 1 - The officers shall meet quarterly to be held on the last Friday of the scheduled month.

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Section 2 - A special meeting for any specific purpose, either of the officers of the federation may be called any time by the President upon written position of six or more BOD members.

Section 3 - Simple majority is required to declare a quorum (50%+ 1).

Section 4 - The order of the meeting shall be;

- a. Call to order
- b. Reading, correction and approval of the minutes of previous meeting.
- c. Matters arising from the minutes
- d. Officers and committees report
- e. Unfinished business
- f. Other matters
- g. Adjournment

Section 5 - The general assembly shall be composed of all MCDFTEA members of both elementary and secondary public schools.

Section 6 - The general assembly shall convene on a Friday before the class opens or as the need arises. The officers and members of the board shall determine the time, venue and other details of the general assembly.

Section 7 - Notices for meetings shall be posted at the web at least 5 days before the scheduled date.

### Article VII - Funds of the Federation

Section 1 - Sources of funds of the federation shall come from the membership fees of **four hundred pesos (400 Php)** of which **three hundred pesos (300 Php)** of it is intended for the **capital build-up of the mortuary services** and **one hundred pesos (100 Php)** for the **capital build-up of medical services**. It shall be collected from each member by the president/treasurer of every school association.

Section 2 - Any amount disbursed from the general fund shall be replenished immediately through Dayong collections from each school association.

Section 3. For Medical Assistance of a member suffering from any of the severe/life threatening illness, an amount of **twenty-five pesos (25 Php)** shall be collected from each member through the school association treasurer which will be remitted to the federation treasurer.

Critical or Life-Threatening illness refers to the following:

- 1. Heart Attack
- 2. Stroke
- 3. Cancer  
(Breast, Lung, Liver, Cervical, Colon, Prostate, Thyroid and other types of cancer as verified by a physician.
- 4. Organ Transplant
- 5. Brain Tumor/ Brain Surgery/Other brain related illnesses
- 6. Severe COVID-19 illness

Section 4. For Medical Assistance of a member suffering from any serious physical injuries due to accident, an amount of **twenty-five pesos (25 Php)** shall be collected from each member through the school association treasurer which will be remitted immediately to the federation treasurer.

Serious Physical Injury refers to the following:

- 1. Loss of hearing

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*Stella*

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2. Loss of sight
3. Loss of arm/s
4. Loss of hand/s
5. Loss of foot/feet
6. Bone fractures (stable, open and compound, transverse, oblique and comminuted)
7. Other serious physical injuries as verified by the physician

**Article VIII- Collection and Disbursement**

Section 1 - Membership fee in the amount of **three hundred pesos (300 Php)** for **Mortuary Assistance** and **one hundred pesos (100 Php)** for the **Medical Assistance** shall be collected upon submission of the membership form and a certificate of membership shall be issued thereof.

Section 2 - Any member who fails to give two consecutive Dayong contributions, be it Mortuary or Medical Assistance, shall be given notice. Failure to respond to the given notice within fifteen days from issuance will be a ground for membership termination. If he desires to reactivate his membership, he shall submit his application for reactivation and pay **four hundred pesos (400 Php)** for membership fee. He shall be considered as a new member of the federation. If a member is delinquent in paying but opts to retain his membership, he shall pay with the full amount of his arrears to regain his old membership.

Section 3 - All collections shall be deposited by the treasurer in the bank through a current account and all disbursements shall be made through issuance of check by the treasurer, and duly countersigned by the president. If necessary, the Board of Directors may designate other signatories.

Section 4 - The president and the treasurer are authorized for the disbursement of funds, as well as to provide regular financial reports during meetings.

Section 5 - The fiscal year of the federation shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

**Article IX- Privilege of the MCDFTEA Members**

Section 1 - The following scheme shall be followed in giving Mortuary and Medical Assistance to a bona fide member;

- Membership of two years and above - 80% (20% will be retained for the federation's operational fund)
- Membership of 1 year and 11 months - 70 % (30% will be retained for the federation's operational fund)
- Membership of less than a year - 60% (40% will be retained for the federation's operational fund)

1.1 An amount of one thousand pesos (P1,000.00) shall be allocated for wreath to any departed member. If necessary, it can be converted to cash.

1.2 The recipient shall receive the above-mentioned computation of Medical Assistance provided that the injured member will present a Medical Certificate and hospital bill.

Section 2 - A bona fide member who opts to terminate his membership upon retirement shall receive **ten thousand pesos (10,000.00 Php)** as cash gift for his separation.

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Section 3. In case of mass death of more than five (5) members, the available amount deposited in the general fund shall be divided equally by the departed members. The remaining balance of the amount due will follow upon full remittance of the Dayong collections from all school associations.


**Article X - Amendments**

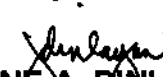
Section 1 - This constitution and by-laws can be amended by a majority vote of the members present in the meeting called for the purpose.

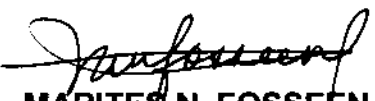
**Article XI - Effectivity**

Section 1 - This constitution and by-laws shall take effect immediately after the approval of the majority vote of members present in the general meeting called for the purpose.

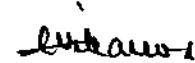
Adopted this 23<sup>rd</sup> day of October 2020 at Malaybalay City Division, Purok 6, Casisang, Malaybalay City, Bukidnon, Philippines.

  
**LEPELYN S. VALDEZ**  
President

  
**IRENE A. DINLAYAN**  
Vice-President

  
**MARITES N. FOSSEEN**  
Secretary

  
**MERLY M. MIRAL**  
Asst. Secretary

  
**DULCE L. VILLANUEVA**  
Treasurer

  
**ARLIE S. LEONCIO**  
Assistant Treasurer

  
**LYNDON I. MAGLIPONG**  
Auditor

  
**JASON E. SUPENA**  
PIO

  
**ANGIE B. PERIA**  
Social Manager

Board of Directors:

  
**ERWIN P. CABUCOS**

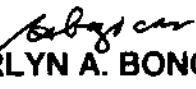
  
**HOMER B. CAMBANGAY**

**ELMER D. TEJERO**

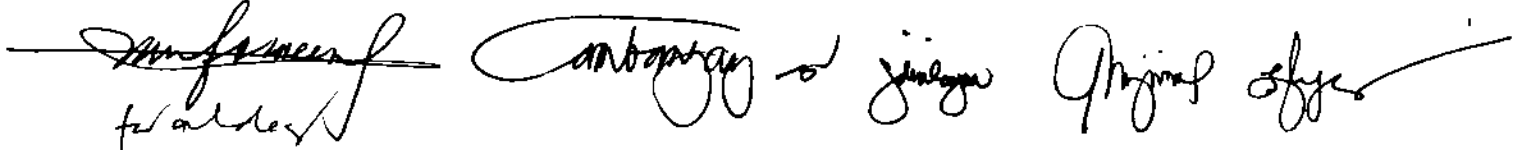
**MARITES C. MELENDEZ**

  
**EVELYN P. PALMA**

  
**FREMIE A. GOCOTANO**

  
**EDERLYN A. BONGOCAN**

  
**MERCEDITA B. ANTONIO**



JIMBERT C. LAGUNDA

MCDFTEA Adviser:

**MARSFIFTH M. MAMAWAG**  
Senior Education Program Specialist-SMN



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**MALAYBALAY CITY DIVISION FEDERATION OF TEACHERS AND EMPLOYEES ASSOCIATION (MCDFTEA)**

**IMPLEMENTING GUIDELINES ON THE AVAILMENT OF MEDICAL ASSISTANCE SERVICE (MAS) OF THE FEDERATION**

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**I. RATIONALE**

Medicines are generally expensive in the Philippines. Hospitalization also costs a lot of money in our country. Teachers with life-threatening illnesses and serious physical injuries due to accidents may suffer financially and emotionally due to the very limited resources and high cost of medications.

Faced with rising healthcare cost, the Malaybalay City Division Federation of Teachers and Employees Association (MCDFTEA) offers Medical Assistance Service (MAS) to members who met an accident with severe physical injuries and for members suffering from any life-threatening illnesses as specified in the Constitution-and-By-Laws.

**II. OBJECTIVE**

These implementing policies aim to guide the Officers and Board of Directors in the effective and efficient implementation of Medical Assistance Service (MAS). This also serves as an information framework to assess fair treatment to all the federation members.

This Medical Assistance Service (MAS) is intended to help shoulder the members' hospitalization expenses, cost of medications and other medical treatment and procedures needed by them to perform effectively as a teacher or employee of the Malaybalay City Division.

**III. SCOPE AND COVERAGE**

**A. Target Beneficiaries**

The beneficiaries of the service shall be a bona fide member of the federation seeking assistance from the federation to avail the medical assistance for any health challenge caused by a life-threatening illness and serious physical injuries as a result of accident.

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## B. Implementing Office

The release of medical assistance shall be facilitated by the Office of the MCDTEA through the Federation Treasurer which shall be duly approved by the federation President.

## IV. REQUIREMENTS

The members seeking assistance for their hospital bill and prescribed medications shall submit to the treasurer the following original and/or photocopy of their documents certified by the Administrative Officer of the Division of Malaybalay City

1. Medical Certificate with full name, signature and license number of the attending physician (issued not later than 3 months)
2. Doctor's Prescription with date and name of patient (signed by the attending physician with license number indicated)
3. Any valid ID of the member or Certificate of Membership issued by the federation

## VI. GENERAL POLICIES

1. The amount of financial assistance to be release to the beneficiaries shall be based on the length of his membership as specified by the scheme promulgated in the Constitution-and-By-Laws of the federation.

2. A member can avail of the medical assistance only once a year for every illness suffered as indicated by the Constitution-and-By-Laws of the federation.

3. The approval of the financial assistance shall be based on the date of his membership. A member cannot avail medical assistance if the illness/accident happened before his membership to the federation.

4. Assistance will be released by the federation treasurer in cash with acknowledgement receipt upon receiving the amount.

5. Birthing is not covered unless the patient suffered from complications during delivery. It shall subject to the assessment of the federation officers and Board of Directors.

## VII. REPORTING, MONITORING AND EVALUATION

1. The Officers and the Board of Directors shall closely conduct regular monitoring on the implementation of this service.

2. The federation treasurer shall prepare an update report, indicating all the collection and disbursement of the service, to be properly audited by the federation Auditor which shall be duly approved by the federation President.

3. The federation President shall prepare the Overall Accomplishment Report to be presented during the quarterly meeting and/or on a need basis.

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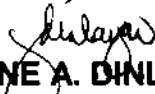
4. All the Officers and the Board of Directors of the federation shall be the overseer of the service and shall monitor the effective implementation of the service.


### VIII. EFFECTIVITY

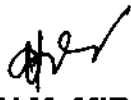
This guidelines and policies shall take effect immediately and shall only be applied to the implementation of the above-mentioned purpose.

Issued this 14<sup>th</sup> of December 2020.

  
**LEPELYN S. VALDEZ**  
President

  
**IRENE A. DINLAYAN**  
Vice-President

  
**MARITES M. FOSSEEN**  
Secretary

  
**MERLY M. MIRAL**  
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
  
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### Board of Directors:

  
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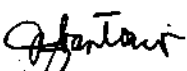
  
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