

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

November 17, 1978

MEC O R D E R
No. 39, s. 1978

LOGBOOK FOR RECORDING SICKNESS OR INJURY OF EMPLOYEES

To: Bureau Directors
Regional Directors,
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents.

1. Section 7 of Rule V "Disability and Sickness-Income Benefits" of the Rules and Regulations on the Revised Government Insurance Act of 1977 (Presidential Decree No. 1146) requires every employer to keep a logbook recording chronologically the sickness or injury of its employees. Said logbook shall be made available for inspection by a duly authorized representative of the Government Service Insurance System at any time during working hours. The logbook shall contain the following information:

- (a) Name, position and office/station of employee;
- (b) Date and nature of sickness or injury;
- (c) Place of confinement of disabled employee; and
- (d) Date of receipt of notice of sickness or injury from employee or anybody in his behalf.

2. Conformably thereto, it is hereby directed that all schools, offices and cultural agencies under the Ministry of Education and Culture keep and maintain such logbook for their respective employees. In the case of the Ministry (proper) staff bureaus, centers and units, the logbook shall be kept and maintained by the Personnel Division of this Office.

3. All officials, teachers and employees are hereby instructed to notify in writing their respective head of office or school, as the case may be, of any sickness or injury sustained by them within five (5) working days from the occurrence of such sickness or injury. Failure on their part to give such notice of sickness or injury or file their claim for sickness and income benefits with the Manila office or any of the branch offices of the Government Service Insurance System within one (1) year from the occurrence of the contingency may prejudice their right to enjoy the benefits.

4. This Order should be given wide dissemination for the information, guidance and compliance of all concerned.

5. This Order takes effect immediately. * *

(SGD.) FELICITA G BERNARDINO
Acting Minister of Education and Culture

Reference:

Department Order: No. 2, s. 1958

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index
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