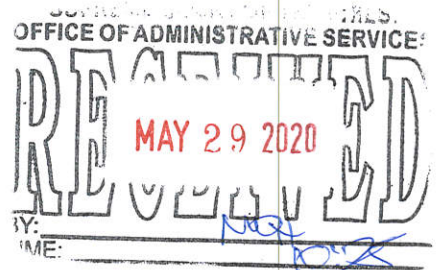




Republic of the Philippines
Supreme Court
Manila



Supreme Court Health and Welfare Plan

FOR : **Atty. MARIA CARINA M. CUNANAN**
Deputy Clerk of Court and Chief Administrative Officer

RE : Operating Procedures for the effective and efficient implementation of their office's mandates.

DATE : May 29, 2020


With reference to the Memorandum Circular No. 04-2020 of Chief Justice **DIOSDADO M. PERALTA**, below is our suggested Operating Procedure for the effective and efficient implementation of this office's mandates:

1. All claims for medical reimbursements should be filed only through **mail**.
2. Requests / follow-ups will only be entertained through phone call.
3. Claimants who wish to have their check reimbursements be deposited directly to their **LBP** accounts must include in their mail a letter requesting the same, account number included.

Respectfully submitted for consideration.


NELSON C. MARTIN
Officer-in-Charge

Noted:


PRUDENCIO P. BANZON, JR. M.D.
Senior Chief Staff Officer
SC Medical and Dental Services