

**NATIONAL HOME MORTGAGE FINANCE CORPORATION
LIST OF HEALTH AND WELLNESS PROGRAMS FOR CY 2020**

Pursuant to CSC Memorandum Circular No. 33, s. 1997 in recognizing the need to institutionalize viable programs to improve working conditions in the government, the NHMFC Wellness Program was created to provide employees with certain programs and resources to improve their health, morale and productivity. It aims to comply with the CSC Resolution No. 974684 to ensure that employees are provided with a healthy work life balance and adequate programs for their health, safety and welfare needs.

The NHMFC, in compliance with the CSC Circular, adopts the following:

1. Social

a. Team Building

The Management creates a Team Building Committee among the employees to organize the event that would mainly build good relations within the corporation.

b. Union Week

Anniversary celebration of Home Mortgage Employees Association Inc. (HOMEAI)

c. Anniversary Celebration

This event allows the NHMFC employees to look back and reflect on all their hard work for the past year as they celebrate the corporation's anniversary every December of the year. A committee is also created to give the employees a chance to showcase their creativity in preparing for the program's theme and activities.

d. Outreach Program

The Corporation engages its employees to various outreach programs and relief operations in extending their effort to support the communities in which they operate.

e. Sports fest with Key Shelter Agencies (KSA's) and participation on athletic tournaments with other government agencies

The employees are given the opportunity to join into their chosen sports activity to not just enhance their skills but to also allow them to interact with other government personnel from KSA's or other government agencies and build harmonious relationships.

2. Spiritual

a. First Friday and Weekly (Wednesday) Mass Services

NHMFC organizes weekly mass services for the employees' spiritual development by assigning certain departments or divisions to sponsor the mass.

3. Facilities

a. Medical Clinic with competent staff

The NHMFC ensures that a Medical Clinic is well established and competent staff are designated to ensure the health and safety of the employees. First Aid Kits are placed on every floor of the building and Emergency Bags are given to each employee for their use in times of need.

b. Potable Water Supply

PD 1096: Potable water used for human habitation shall be supplied. The quality for drinking water shall conform to the criteria set in the latest approved National Standards for Drinking Water.

c. Fitness Center

NHMFC provides an office gym with sufficient equipment and gears, which is open for all employees to enhance their health and well-being.

d. Library

A mini library, with enough resources, is available in the premises for the use of the employees.

e. Clean Comfort Room Facilities

Comfort Rooms in each floor are properly cleaned and maintained for the use of NHMFC employees and borrowers.

g. Earthquake and FireDrill

The NHMFC participates in the fire and earthquake drill of Filomena Building to prepare its employees ready in the event of a natural disaster/calamity.

4. Physical

a. Nutrition

NHMFC employees physically reporting for work were provided fresh and healthy packed lunch during the height of the pandemic

b. Preventive Medicine

Employees were given adequate health care as the Corporation aims to create a healthy workplace and prevent common health problems such as:

- Anti-Flu Vaccine
- Anti-Pneumonia Vaccine

- Monthly provision of Vitamin C
- Medicine for emergency purposes: headaches, colds, fever, dizziness, cough, hypertension, stomach ache and first aid for injury
- Payment of RT-PCR for employees suspected with Covid
- Provision of face mask and face shield
- Facilitate through NHMFC Provident Fund the advance payment of HMO paid by regular employees through salary deduction

c. Transportation

Employees physically reporting for work were provided free shuttle with a relaxed standard operational capacity, to avoid high-risk of COVID-19 exposure in public transportation