

**NATIONAL DEVELOPMENT COMPANY
EMPLOYEE WELFARE AND WELLNESS PROGRAM
CY 2026-2027**

Programs / Projects/ Activities	Actions/ Strategy to be undertaken	Time Frame	Logistical Requirements	Budgetary Requirements	Fund Source	Responsible Person	Remarks
PHYSICAL HEALTH							
Provision of Annual Medical and Physical Examination to NDC Employees	Request for mobile clinic/services in the conduct of annual medical examination of NDC employees	September-November	medical supplies/laboratory fees	125,000.00	GAD Budget	HR in collaboration with LEAP	Legal Basis: NDC Management and NDC LEAP CNA 2026-2027; Book V of EO 292; Employees Compensation Commission; Php 2,000x50pax
	Coordinates with DOH, PPPI and other partners for the availment of vaccines (flu, Hepatitis vaccines, pneu mococcal, Human Papilloma Virus (HPV), etc.)	August - September		750,000.00	GAD Budget	HR and Admin Unit	NDC employees and personnel, regardless of status is covered with the vaccine

Provision of transportation/ shuttle services to NDC employees and personnel	Provides free transportation to NDC employees and personnel	CY 2026	Free transportation	550,000	GAD Budget	Admin and HR Unit	NDC employees and personnel transported from pick up point to office and vice versa during scheduled service.
The Friday 4 'Olock Habit	Conducts physical exercises, warm-up exercises, taebo, zumba dance, social dance, taichi at designated fitness area	every Friday @ 4 p.m. onwards for CY 2026	honoraria for dance/zumba/fitness instructor	98,000	Training and Personnel Development Budget	HR Unit and Flag Ceremony Host Team of the month	The Host team for Flag Ceremony of the month shall also be responsible in coordinating and leading the conduct of the activities whether zumba, social dance, aerobics, core exercise, etc.

Sports Activities	Conducts in-house sports activities/tournaments designed to NDC employees and personnel (basketball, volleyball, bowling, table tennis, badminton, table tennis) based on the survey and historical data of NDC	CY 2026-2027	Honoraria for the sports facilitators, payment of the venue, sports uniform, meal allowance, prizes to the participating teams	550,000	GAD Budget	HR Unit in coordination with other government agencies (DTI, CSC and PSC)	T-Shirt @350x27 pax=9,450.00;Meal allowance @250x27 pax =6,750.00; Registration fee @450x27 pax=12,150.00. Estimated amount. Number of pax is tentative subject to actual confirmation of attendance
MENTAL / EMOTIONAL HEALTH	Encourage employees to join inter-governmental sports activities (with DTI, CSC and PSC) including participation to CSC Fun Run		Registration Fee, T-shirt and Meal Allowance				

Conduct of Regular Annual Team Building		once a year	Honoraria for facilitator and Board and Lodging	250,000	NDC Budget	HR Unit	Two-day activity
Family Day Celebration		once a year	Venue, food, entrance/ registration fees/ transportation	600,000	NDC Budget	HR and Admin Unit	
Christmas Salo-salo		annual, every December	Food and Venue	900,000	NDC Budget	HR and Special Event Committee	Tokens and Prizes
Mental/Emotional/ Psychological Support - Consultant to provide talk	Coordination with the DOH	July-August	Honoraria and Meal	75,000	GAD Budget	HR Unit	Honorari (assuming SG 29) Php 30,000; Meal @150 x 40 pax = 6,000
ENVIRONMENTAL HEALTH / CONDUCTIVE WORKPLACE							
General Upkeep of the Workplace	Implementation of 5S	Quarterly	PRAISE Awards	1,000,000.00	NDC Budget	Admin, HR and PRAISE Committee	
Occupational Safety and Health	Conduct orientation / drill (fire, earthquake and other disaster related)	As scheduled	Honorarium and Meal	50,000.00	NDC Budget	Emergency Response Team	In coordination with MMDA, Bureau of Fire
Disinfection of the workplace	Disinfect all workstations and common areas	Weekly	Disinfectants	1,040,000.00	GAD Budget	Admin	Php 20,000 x 52 weeks = Php 1,040,000.00

Implementation of a Drug-Free Workplace" of the Civil Service Commission and NDC Policy	1. Display of signages in compliance to CSC Policy	January - December	"Drug-Free Workplace" signages	2,000.00	NDC Budget	Admin Unit	
	2. Conduct of Mandatory Drug Testing in coordination with DOH and PDEA	Every 2 years	Laboratory fee	180,000.00	GAD Budget	HR Unit	100 pax @ Php 1,800.00 (regardless of status including subsidiaries and security guards)
Total				P6,170,000.00			

Prepared by:

Recommending Approval:

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