



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA CIRCULAR NO. 95-2009

**TO :** All Judges and Personnel of the Lower Courts

**SUBJECT :** Open Membership to the Supreme Court Health and Welfare Plan (SCHWP) to lower court employees who previously declined membership

For the information and guidance of all concerned, quoted hereunder is Resolution No. 2344-2009 dated July 31, 2009 of the Supreme Court Health and Welfare Plan Board:

**“WHEREAS**, in 1998 the Supreme Court launched the Supreme Court Health and Welfare Plan (SCHWP) to help Court employees in their medical and hospitalization expenses;

**WHEREAS**, membership in the SCHWP was made on a voluntary basis. While majority of the Court employees willingly joined the Plan, others declined membership;

**WHEREAS**, some lower court employees who initially refused membership now signify their intention to become members;

**WHEREAS**, upon request and in the interest of the service, a second chance should be given to those who initially refused membership but who now signify their intention to become members of the Plan;

**NOW, THEREFORE**, the Supreme Court Health and Welfare Board, **RESOLVED to OPEN MEMBERSHIP** to the Plan to all lower court employees who are not yet members provided that the appropriate individual Applications for Membership are filed not later than September 30, 2009. Membership will become effective on January 1, 2010 accompanied by the corresponding deduction of the monthly non-refundable contribution to the Plan in the amount of P75.00 from the monthly salaries of the new members.”

Attached is an application form to be accomplished in duplicate by interested court personnel. The form shall be submitted to the Personnel Division of the Office of Administrative Services, Office of the Court Administrator.

Please be guided accordingly.

August 10, 2009.

  
**JOSE P. PEREZ**  
Court Administrator

NOTE: PLEASE PRINT THE ANSWERS  
AND SUBMIT IN DUPLICATE



Republic of the Philippines  
SUPREME COURT  
Manila

For new employees: Please indicate if you are willing to join the  
SUPREME COURT HEALTH AND WELFARE PLAN

YES : \_\_\_\_\_ NO : \_\_\_\_\_

If the answer is yes, please fill up the following MEMBERSHIP  
INFORMATION AND AUTHORIZATION SHEET (Please PRINT all  
information)

NAME \_\_\_\_\_ POSITION : \_\_\_\_\_  
STATION \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_

TEL NO: OFFICE \_\_\_\_\_ HOME \_\_\_\_\_ FAX NO. \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ CIVIL STATUS \_\_\_\_\_  
NAME OF SPOUSE \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
BUSINESS ADDRESS OF SPOUSE: \_\_\_\_\_  
TEL NO. \_\_\_\_\_

NAME OF BENEFICIARIES/ DEPENDENTS	RELATIONSHIP	DATE OF BIRTH
_____	_____	_____
_____	_____	_____
_____	_____	_____

Effective immediately, I hereby authorize the Supreme Court, EDP  
Division/RCAO Finance Division to deduct from my salary every month the  
contribution prescribed by the SC Health and Welfare Plan.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ affiant  
exhibiting to me his/her Supreme Court Identification Card No.  
\_\_\_\_\_

ADMINISTERING OFFICER