



UNIVERSITY OF SANTO TOMAS  
HEALTH SERVICE



**A) GUIDELINES FOR AVAILING THE ANNUAL OUT-PATIENT WELLNESS PROGRAM  
AND SECURING OF HEALTH CERTIFICATE**

● **ELIGIBILITY:**

All academic staff and support staff qualified for medical and hospitalization benefits (i.e., all regular academic and support staff, and academic staff who are probationary with at least 1 year of service, lecturers hired before AY 2001-2002, and extendees) shall undergo an **annual outpatient wellness check-up** including compliance with the **health certificate requirement**.

● **SCHEDULE:**

**Administrators and academic** staff shall schedule their outpatient wellness check-ups during their **birth month** but may be scheduled within the window of one month before or one month after their birth month.

**Support staff** will schedule their outpatient wellness check-up in **June and July**.

● **INCLUSIONS:**

**University Annual Out-patient Wellness Check-up Package**

1. Laboratory Tests	Applicable to University Employees	
	<40 y/o	40 y/o and above
Fecalysis*	✓	✓
Chest x-ray*	✓	✓
Urinalysis	✓	✓
CBC with platelet	✓	✓
12-L ECG		✓
FBS		✓
Lipid profile		✓
Creatinine		✓
Uric acid		✓
SGPT		✓
HbA1c		✓
Random drug test*	<b>Employees who were randomly selected</b>	
2. Annual Medical Examination	✓	✓

*\*Results to be submitted for health certificate requirement*





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- **COSTS:**

**The University will shoulder the cost of the annual outpatient wellness check-up.**

All of the above **laboratory tests** are to be **done in the UST Hospital**, and the **costs are to be covered by the University**, including doctor's consultation fees as part of the annual check-up package.

Any additional tests or ancillary procedures that may be required by the consulting physician based on the results of the initial lab tests and subsequent consultations with the same doctor or referral to another specialist will be beyond the provision or inclusions in the annual outpatient wellness check-up package of the university and therefore be paid out of pocket or charged to employee's hospitalization benefit following existing University procedures.

- **PROCEDURES:**

**I. For Administrators:** (schedule based on birth month)

1. Get the laboratory request form at the UST Health Service.
2. Proceed to OVRF for endorsement of the laboratory request form.
3. Proceed to UST Hospital for the laboratory and ancillary procedures.
4. Once laboratory and ancillary procedure results are obtained, proceed to the **UST Health Service for the annual medical examination.**
5. Secure health certificate through the *GoManila app* once with medical clearance.

**II. For Academic Staff:** (schedule based on birth month)

1. Get the laboratory request and the medical examination report form at the UST Health Service.
2. Proceed to USTFU Office for endorsement of the laboratory request and medical examination report form.
3. Proceed to UST Hospital for the laboratory and ancillary procedures.
4. After obtaining the results of the laboratory and ancillary procedures, secure a doctor's fee charge slip from the hospital's billing section. Once you have the charge slip, proceed to any **accredited consultant at the UST Hospital (Doctor's Clinic) for the annual medical examination.**
5. Submit the medical examination report form and clearance at the UST Health Service.
6. Secure the health certificate through the *GoManila app* once with medical clearance.





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### III. For Support Staff: (schedule every June & July)

1. Get the laboratory request form at the UST Health Service.
2. The HRD will coordinate with the UST Hospital regarding the list of support staff eligible for the annual physical examination.
3. Proceed to the UST Hospital with the laboratory request form for the laboratory and ancillary procedures related to the annual physical examination.
4. Once with laboratory and ancillary procedure results, **proceed to the UST Health Service for the annual medical examination.**
5. Secure health certificate through the *GoManila app* once with medical clearance.

\*The University will pay the cost of the *GoManila app* fee for the occupational permit and health certificate (Php365), charged to the hospitalization benefit of the administrator, academic staff, and support staff. The University is waiting for advice from the Manila Health Department on how institutional payment can be made. Once this has been finalized, another memo will be release on the uploading of proof of payment on individual *GoManila app* accounts of university administrators, academic staff, and support staff.

**\*PTR will no longer be accepted as a substitute for the health certificate.**

### B) GUIDELINES FOR NON-TENURED ACADEMIC STAFF, DIRECT-HIRED SUPPORT STAFF, AND SUB-CONTRACTED EMPLOYEES:

- Non-tenured academic staff recommended for reappointment are to secure a health certificate from the *GoManila app*.
  - The required laboratory tests, including fecalysis and x-rays for securing the health certificate may be done at the UST Hospital at a discounted rate or at any DOH accredited laboratory.
  - The academic staff will shoulder the cost of the laboratory tests and the fees for the occupational permit and health certificate in the *GoManila app* amounting to Php365.
  - Submit the laboratory results and proof of payment of the *GoManila app* fee to the UST Health Service within the deadline set by OFED to allow the timely release of the employment contract before the start of the term.
  - Non-tenured part-time academic staff are allowed to submit their valid health certificate from another LGU to the Health Service within the deadline set by OFED to allow the timely release of the employment contract before the start of the term.
  - Non-tenured academic staff who would opt to undergo the annual out-patient wellness check -up may avail of the discounted package rate at the UST Hospital.





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- Direct-hired support staff must submit their health certificate before they can renew their contract with the University.
- Companies providing sub-contracted services must submit their personnel's health certificates before the University renews the contract with the service provider.

### C) PROCEDURES FOR APPLYING HEALTH CERTIFICATE AND OCCUPATIONAL PERMIT FOR EMPLOYEES OF EDUCATIONAL INSTITUTIONS THROUGH THE **GOMANILA** APP:

1. Apply for health certificate and occupational permit at the **gomanila.com** through **GOOGLE CHROME** or **GOMANILA APP** on the 1<sup>st</sup> week following the end of the quarter period of the scheduled medical examination.
2. Sign up to create an account or Log in if with previous account.
3. Choose E-government.
4. Choose Occupational Permit and Health Certificate.
5. Click Educational Institution.
6. Answer ALL required questions (Steps 1-2: Personal & Other Information) then click NEXT.
7. Step 3: Transactional Information- apply for green card (non-food handler)
8. Upload a valid University ID.
9. Fill out the name of business establishment (University of Santo Tomas)  
*\*Proof of payment details will be given in January 2025*
10. Wait for the approval and processing of eHealth Certificate and eOccupational Permit.  
*\*Approval and processing will be on the 1st week following the end of the quarter period of the scheduled medical examination)*
11. Download a copy of the eHealth Certificate and eOccupational Permit once available.
12. Submit a copy of the Health Certificate at the UST Health Service for encoding.

We enjoy all members of the Thomasian community to take part in this wellness initiative, as it offers an opportunity to monitor and improve overall health while adhering to health regulations. Let us work together in promoting a culture of health, wellness, and prevention within our community.

**SHERYL M. DIONISIO, MD, FPPS**

Director

UST Health Service

