



TERMS OF REFERENCE

I. PROJECT TITLE

Immunization Program for DOLE Officials and Employees – Influenza Vaccine

II. RATIONALE

Pursuant to Article VII (Employee Wellness and Welfare), Section 2 (Comprehensive Employee Wellness and Health Care Program) and Article XIII (Entirety, Modification, and Implementation Clause), Section 2 (Formulation of Guidelines) of the 2018 Collective Negotiation Agreement (CNA) between the Department of Labor and Employment (DOLE) and the DOLE-Organic Employees Association (DOLE-OEA), the Human Resource Development Service (HRDS) proposes for the administration of Influenza (FLU) vaccine for DOLE officials and employees.

III. OBJECTIVES

The program aims to:

1. Protect employees from getting infected through contamination between and among themselves during travel or with their families;
2. Reduce incidence of absenteeism due to sickness;
3. Lower healthcare costs;
4. Improve employees' productivity; and,
5. Maintain a healthy workforce.

IV. SCOPE OF WORK, SERVICES, AND DELIVERABLES

The HRDS in coordination with the Bids and Awards Committee shall be responsible for the procurement of the vaccines from a reputable supplier/distributor who shall:

1. Secure the availability and transport of vaccines;
2. Include a Medical Team (1 Doctor and 2 Nurses) during the on-site vaccine administration for three (3) days;
3. Provide medical supplies such as alcohol, cotton, micropore tape (plaster), sharp dispenser, and other related supplies/materials;
4. Provide relevant materials such as posters, flyers, etc. to increase awareness of the employees; and,
5. In the case of private suppliers, they shall be required to submit the following documents:

- Mayor's Permit
- Certificate of PHILGEPS Registration
- Latest Income/Business Tax Return
- Omnibus Sworn Statement
- Lot Release Certificate
- Certificate of Product Registration
- Certificate of GMP Compliance of Manufacturer
- Information about the vaccine

V. SCHEDULE AND VENUE OF IMMUNIZATION

The administration of the immunization is tentatively scheduled for three (3) days in December 2021 at the Labor Governance Learning Center, 2nd Floor, Blas F. Ople Hall, Intramuros, Manila.

VI. TARGET PARTICIPANTS

A total of Five Hundred Forty-eight (548) officials and employees of the DOLE-Central Office shall undergo the said immunization, breakdown of which is as follows:

Office	No. of Participants
Office of the Secretary Proper	17
Office of the Undersecretary Renato L. Ebarle	9
Office of the Undersecretary Ana C. Dione	5
Office of the Undersecretary Benjo Santos M. Benavidez	3
Office of the Undersecretary Claro M. Arellano	5
Office of the Undersecretary Philip A. Paredes	5
Office of the Department Legislative Liaison	2
Office of the Assistant Secretary Alex V. Avila	5
Office of the Assistant Secretary Federico V. Abuan, Jr.	6
Office of the Assistant Secretary Mariano A. Alquiza	7
Office of the Assistant Secretary Dominique R. Tutay	5
Office of the Assistant Secretary Victor A. Del Rosario	1
Office of the Assistant Secretary Ma. Teresita S. Cucueco	1
Administrative Service	45
Financial and Management Service	46
Human Resource Development Service	45
Information and Publication Service	46
Internal Audit Service	13
Legal Service	28
Planning Service	17
Bureau of Local Employment	39
Bureau of Labor Relations	34
Bureau of Working Conditions	49
Bureau of Workers with Special Concerns	48
OSEC-Labor Inspection Auditors	3
International Labor Affairs Bureau	35

OSEC-Labor Attaches	7
OSEC-POLO (162)	22
TOTAL	548

In case there are additional employees who are interested to avail of the said vaccine, another Purchase Request shall be made for approval of the concerned head of office.

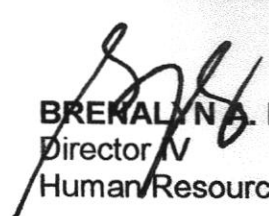
VII. BUDGET ESTIMATE

An estimated cost of **P800.00** per vial of **Pre-Filled Influenza Quadrivalent Vaccine (2021 Strain)** including its administration fee or a total amount of Four Hundred Thirty-eight Thousand and Four Hundred Pesos (Php 438,400.00) shall be incurred in the administration of the vaccine.


Expenses shall be chargeable to the participants' respective offices subject to existing budgeting, accounting, and auditing rules and regulations.

VIII. APPROVAL SHEET

Recommending Approval:


BREKALYN A. PEJI
 Director IV
 Human Resource Development Service

Certified Funds Available:


 ₱ 438,400 /
 EC 2021-10-8342
RICHELDA L. BALLAD
 Chief Accountant
 Financial and Management Service

Approved by:


RENATO L. EBARLE
 Undersecretary

___ October 2021