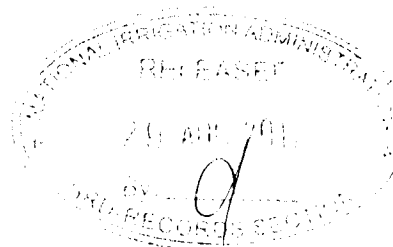


Republika ng Pilipinas
National Irrigation Administration
(Pambansang Pangasiwaan ng Patubig)
Lungsod ng Quezon



Office Address: National Government Center
EDSA, Diliman, Quezon City, Philippines
Telephone Nos.: (02) 929-6071 to 78
Website: www.nia.gov.ph

Telefax No. (632) 928-9343
TIN No. 000-916-415

MC No. 63, s. 2017

MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, REGIONAL/ DEPARTMENT/ PROJECT MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED

SUBJECT : POLICY GUIDELINES ON FREE PNEUMONIA IMMUNIZATION AMONG NIA EMPLOYEES

DATE : August 8, 2017

1.0 OBJECTIVE

The objectives of this policy are: (1) to protect our NIA personnel from Pneumococcal infections; (2) to protect the general health; (3) to prevent the transmission of pneumococcal infection via air-borne droplets among NIA Personnel; and (4) to create a healthier, more productive workplace.

Pneumococcal Polysaccharide Vaccine (PPSV) is used to prevent infection caused by pneumococcal bacteria. It contains 23 of the most common types of pneumococcal bacteria. PPSV works by exposing recipients to small dose of the bacteria or a protein from the bacteria, which causes the body to develop immunity to the disease. It will not treat an active infection that has already developed in the body. Currently, we have Pneumococcal Vaccine Polyvalent 25mcg each Polysaccharide type with 23 Serotypes, of which is to administer in the muscle of the recipient.

2.0 COVERAGE

All NIA Officials and employees occupying permanent, temporary, co-terminus positions, including Casual/ Daily Employees rendering services on full-time or part-time basis are covered by this Circular.

3.0 EXCLUSIONS

The following are not entitled to Influenza Vaccinations:

3.1 Those hired without employer-employee relationship and paid from non-Personal Services appropriations/budgets, as follows:

- 3.1.a Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
- 3.1.b Laborers hired through job contracts (pakyaw) and those paid on piecework bases; and
- 3.1.c Individuals or groups of people whose services are engaged through job orders, contract of services or others similarly situated.

4.0 PROCEDURE

A. The concerned office shall conduct bidding pursuant to RA 9184 and its IRR for the supply of Pneumococcal Polysaccharide Vaccine. For the Central Office, the Medical and Dental Services will facilitate the pneumo shot once every 5 years in the Medical Clinic. For the Field Offices, the one who will give the pneumo shot, eg. Medical Doctor/Nurse must be included in your bidding price. Schedule will be determined once the vaccine is available.

B. EXEMPTIONS/ CONTRINDICATIONS TO PNEUMOCOCCAL VACCINATION

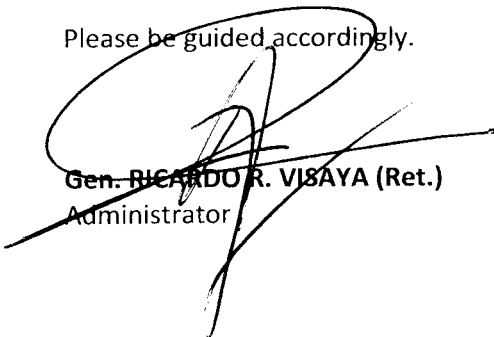
Any official and employee declining annual pneumococcal vaccine must have one of the valid contraindications, as listed below.

1. **Allergy:** Person who had a life-threatening allergic reaction to PPSV23 should not get another dose and those who have severe allergies.
2. People who have a mild illness, such as cold, can probably get the vaccine. People who are moderately or severely ill shall wait until they recover.
3. **Pregnant-** As a precaution, women who need the vaccine should be vaccinated before becoming pregnant, if possible.

5.0 FUND SOURCE

Funds for the purpose of implementing this circular shall be sourced from Corporate Operating Budget except for project personnel whose funding requirement for Pneumococcal Polysaccharide Vaccine shall be charged against their respective project funds. Availment of this benefit shall be subject to availability of funds.

Please be guided accordingly.


Gen. RICARDO R. VISAYA (Ret.)
Administrator