



CIRCULAR LETTER

No. 2000 - 17
September 19, 2000

TO : Heads of Departments, Agencies of the National Government; Government-Owned and -Controlled Corporations, Local Government Units; and All Others Concerned

SUBJECT : **Reimbursement of Basic Light and Water Bills of Certain Hospital Officials**

- 1.0 Under existing policy, free quarters is provided for the Chief of Hospital, Chief of Clinics, Hospital Administrative Officer and Chief Nurse as the nature of their functions involves round-the clock supervision of the different activities of the hospital.
- 2.0 In case the above-mentioned hospital officials own a house within the locality or in close proximity to the hospital, said free quarters privilege shall be forfeited and concerned officials shall be instead allowed reimbursement of light and water bills at rates not exceeding the minimum charges for water and electricity prevailing in the locality for residential users, as certified by the local electric and water utilities offices/providers in the concerned areas.
 - 2.1 Minimum charge refers to the nominal rate charged by water and electric companies/cooperatives to residential users which is the fixed rate for the first block of c.u. meter consumption for water and first block of kwh for electricity.
- 3.0 The reimbursable light and water bills pertain to the personal basic consumption of the official concerned and not his entire household.
- 4.0 If the present rates for reimbursement of light and water bills granted to entitled hospital officials are higher than the minimum rates prevailing in the locality, the same should be corrected immediately.
- 5.0 Payment of herein benefit shall be subject to the available agency, corporate or local funds, as the case maybe.
- 6.0 Please be guided accordingly.

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Secretary