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ADDENDUM TO PHILHEALTH CIRCULAR NO. 02, S. 2010 RE: SUBMISSION OF EMPLOYER REMITTANCE REPORT (RF-1)

PHIC PHILHEALTH CIRCULAR NO. 13, S. 2010, May 11, 2010

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In line with the provisions of PhilHealth Circular No. 02, s. 2010 the following shall be observed in the submission of RF-1 effective July 2010:

1. Properly accomplished RF-1

Only RF-1 in hard or soft copy format with complete and correct entries shall be accepted for posting/uploading of premium contributions. Hence, employers must ensure that the following information is reflected in the RF-1:

1.1. Employee's PhilHealth Identification Number (PIN)
1.2. Employee's Monthly Salary Bracket with corresponding correct premium contribution
1.3 Remarks with date of effectivity, if applicable:

1.3.1 NH - for newly hired employees
1.3.2 NE - for employees who are on leave without pay or no earnings
1.3.3 S - for separated employees.

When reporting premium contributions of existing and newly hired employees without PIN, employers shall be required to attach the corresponding membership forms (ER2 and M1a) when submitting RF-1 to facilitate generation of employee's PIN and posting/uploading of premium contributions.

2. Automatic updating of employee's membership category

Employers are required to properly accomplish the "Remarks" portion in the RF-1, if applicable. Based on the supplied remarks, employee's membership category shall be automatically updated in the Membership Database. Hence, employers shall no longer be required to submit a separate report list of the newly hired and separated employees. Likewise, the following employees shall not be required to submit the amendment form (M2):

2.1 Previously registered members (i.e. Individually Paying Member (IPM), Indigent Member, OFW, and Lifetime Members) who shifted to Employed Program

2.2 Members who are separated from employment and is hired to a new employer

2.3 Members who are separated from employment and shifted to Individually Paying Program

All other issuances inconsistent with the abovementioned provisions are hereby repealed.

Please be guided accordingly.

(SGD.) DR. REY B. AQUINO
President and CEO

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