SUBMISSION OF EMPLOYER REMITTANCE REPORT (RF-1)

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Relative to PhilHealth's continuing effort in maintaining an updated membership and contribution database, all employers shall be required to use the Employer Remittance Reports (RF-1) in softcopy format effective July 2010.

The mandatory use of softcopy report format will ensure prompt posting of member's premium contribution that will facilitate a more responsive program to all employed members. Hence, all concerned employers are hereby enjoined to coordinate with the nearest PhilHealth Regional Offices for the training/seminar on the softcopy RF-1 reporting.

However, in consideration to employers with ten (10) employees or less who may not be capable of using the Softcopy Format may be allowed to submit reports on a quarterly basis using the hardcopy RF-1

The following schedule of submission of reports as illustrated in Table 1 below shall be strictly observed:

Table 1

Employer RF-1 Format Effectivity Deadline of Submission

A. Employers with more than ten (10) employees Softcopy RF-1 July 2010 reports August 15, 2010

succeeding months Every 15th day after the applicable month

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B. Employers with ten (10)employees or less Hardcopy RF-/
Softcopy RF-1 (optional) July - September 2010 reports October 15, 2010

succeeding quarters Every 15th day after the applicable quarter

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All provisions inconsistent with this circular are hereby repealed.

Please be guided accordingly.

Adopted: 22 Jan. 2010

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

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