



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

Citystate Centre, 709 Shaw Boulevard, Pasig City  
Healthline 637-9999 [www.philhealth.gov.ph](http://www.philhealth.gov.ph)



April 12, 2004

**PHILHEALTH CIRCULAR**

No. *10*, s. 2004

**TO: ALL EMPLOYERS OF EMPLOYEE-MEMBERS OF THE NATIONAL HEALTH INSURANCE PROGRAM, NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, SELF-GOVERNING BOARDS, STATE COLLEGES AND UNIVERSITIES, CONSTITUTIONAL OFFICES AND ALL OTHERS CONCERNED**

**SUBJECT: Data Amendment for Employers of Registered Members of the National Health Insurance Program (NHIP)**

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To facilitate the amendment of any employer's information data (*i.e. change of personality, change of name, etc.*) from their previous registration records to the National Health Insurance Program, employers are required to update their employer records by properly accomplishing the **Employer Data Amendment Form (Er3)** in duplicate copy.

The properly accomplished Employer Data Amendment Form (Er3) should be forwarded to PhilHealth Offices together with the appropriate documentary requirements.

This Circular shall take effect immediately.

Please be guided accordingly.

**FRANCISCO T. DUQUE III, MSc.**  
President and CEO