



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
 Citystate Centre, 709 Shaw Boulevard, Pasig City
 Healthline 637-9999 www.philhealth.gov.ph

PHILHEALTH CIRCULAR

No. 02, s-2010

MA

TO : ALL EMPLOYERS FROM THE GOVERNMENT AND PRIVATE SECTOR, PHILHEALTH REGIONAL OFFICES, AND ALL OTHERS CONCERNED

SUBJECT : Submission of Employer Remittance Report (RF-1)

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.

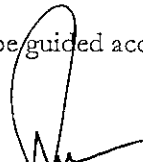
The following schedule of submission of reports as illustrated in Table 1 below shall be strictly observed:

Table 1


EMPLOYER	RF-1 FORMAT	EFFECTIVITY	DEADLINE OF SUBMISSION
A. Employers with more than ten (10) employees	Softcopy RF-1	July 2010 reports succeeding months	August 15, 2010 Every 15 th day after the applicable month
B. Employers with ten (10) employees or less	Hardcopy RF-1 / Softcopy RF-1 (optional)	July -- September 2010 reports succeeding quarters	October 15, 2010 Every 15 th day after the applicable quarter

All provisions inconsistent with this circular are hereby repealed.

Please be guided accordingly.


Dr. REY B. AQUINO
President and CEO

22 July 10
 Date signed

PHILHEALTH

 MA. TERESA A. QUIAOIT
 A.O. IV, Chief-RELMS
 Date: 2/8/10
CERTIFIED TRUE COPY



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