



No. 03-02-2006

Documentary Requirements for Persons Authorized by OFWs for PhilHealth Transactions

To effectively process the transactions of members, including Overseas Filipino Workers (OFWs) when they are not personally available to transact business with PhilHealth, the following individuals may act on and sign any of the PhilHealth documents in behalf of members of the Overseas Workers Program:

PARTICULARS	DOCUMENTARY REQUIREMENTS
<p><i>In order of priorities:</i></p> <ul style="list-style-type: none"> • Legitimate Spouse • Children (18 years old and above) • Parents (Adoptive Parent/ Biological Parent/Step Parent) • Brothers/Sisters (18 years old and above) 	<p><i>Photocopy of the following:</i></p> <ul style="list-style-type: none"> • Identification Card (ID) of the duly authorized signatory and any proof establishing his/her relationship with the member; and • photocopy of any document proving that the member is an active OFW (<i>for registration and renewal only</i>)
<ul style="list-style-type: none"> • Other individuals as duly Authorized Representatives 	<ul style="list-style-type: none"> • authorization letter from the member: <ul style="list-style-type: none"> - stating the reason for signing in behalf of the member; - including full name, complete address and contact number of the authorized representative; and • photocopy of any document proving that the member is an active OFW (<i>for registration and renewal only</i>); and • photocopy of the Identification Card (ID) of the duly authorized representative

The above listing applies to such PhilHealth documents as Claim Form 1, M1b, M2 and any other related documents **except** Claim Cheques unless the member's representative is duly authorized by the member.

This advisory is intended to clarify specific provisions of PhilHealth Circular 09, series of 2006 which defines the guidelines for member authorization.

