

No. 03-04-2010

## Soft copy format and schedule of submission of Employer Remittance Reports

All employers shall now be required to submit their monthly remittance report (RF-1) in **soft copy format** to ensure prompt posting of employees' premium contributions in the PhilHealth database.

However, employers with ten (10) employees or less may submit their RF-1 quarterly in **hard copy format**.

The monthly reports are due on the 15<sup>th</sup> after the applicable month while quarterly reports are due on or before the 15<sup>th</sup> day after the applicable quarter.

To ensure compliance, please be guided by the following:

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 15th day after the applicable month
B. Employers with ten (10) employees or less	Hardcopy RF-1/ Soft copy RF-1 (optional)	July 2010 reports succeeding months	August 15, 2010 Every 15th day after the applicable month

This new policy shall apply to premium remittances for July 2010 onwards. For more information, please call the Marketing and Collection Department at (02) 637-6180 or visit the Regional and Service Offices in your localities.



**DR. REY B. AQUINO**  
President and CEO