

No. 06-01-2010

## Clarification on the submission of employer remittance reports

TO ensure full compliance to the soft copy format of remittance reports starting July 1, 2010, employers must ensure that the following information are duly reflected in the RF-1:

1. Employees' PhilHealth Identification Number or PIN
2. Employees' Monthly Salary Bracket with corresponding correct premium contribution
3. Date of effectivity in the *Remarks column (if applicable)* and any of the following as applicable to facilitate updating in our membership database:

**NH** - for newly-hired employee/s

**NE** - for those who are on leave without pay or no earnings

**S** - for separated employee/s

When reporting premium payments of *existing* and *newly-hired employees* who were not assigned their PINs yet, forms ER2 and M1a shall also be required as attachments to the RF-1 to facilitate generation of their PINs in addition to the posting and uploading of their contributions. Hence, separate reporting for newly-hired and separated employees is no longer required.

Furthermore, the amendment form (M2) shall no longer be required from:

1. Previously registered members (Individually paying, Sponsored, OFW and Lifetime Members) who shifted to being Employed Members;
2. Members separated from employment and hired by a new employer;
3. Members separated from employment and shifted to the Individually Paying Program.

This advisory is based on Circular 13, s-2010 which amends Circular 2, s-2010.



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