



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
CITY STATE CENTRE BUILDING
709 Shaw Boulevard, Pasig City
Trunklines - 637-9999, 637-9852 to 81

December 20, 2001

PHILHEALTH CIRCULAR

No. 33, series of 2001

by

TO : THE RETIREES AND PENSIONERS OF GOVERNMENT AND/OR PRIVATE SECTORS, INDIVIDUALLY-PAYING MEMBERS, ALL OTHER INDIVIDUALS CLASSIFIED AS NON-PAYING MEMBERS UNDER THE NATIONAL HEALTH INSURANCE PROGRAM (NHIP), AND ALL CONCERNED

SUBJECT : POLICIES AND GUIDELINES ON THE REGISTRATION/ENROLLMENT OF NON-PAYING MEMBERS (NPM) UNDER THE NHIP

In line with the policy of the Corporation to establish a reliable membership database, the following policies and guidelines are being issued to enable retirees and pensioners from the government and private sectors, including individually-paying members (IPM), to register as Non-Paying Members (NPM).

To ensure effective implementation of this Circular, the following terms are hereby defined, to wit:

- Retiree – refers to a member of the National Health Insurance Program who need not pay the required Medicare premium contributions because:
 1. the individual is a member of the Government Service Insurance System (GSIS) or the Social Security System (SSS) who has reached the age of retirement *or* a pensioner of the GSIS or the SSS prior to March 4, 1995; *or*
 2. he/she has complied with the following prerequisites:
 - a) has reached the age of retirement as provided by law,
 - b) has been separated from employment, and
 - c) has paid at least 120 monthly contributions to the Program
- Pensioner – refers to a member of the NHIP who is able to meet the requirements stated above *or* one who has retired on account of disability (permanent total) prior to the effectivity of the National Health Insurance Act on March 4, 1995 which enables him/her to

Corporate Communications Office
Loc. 1727-29; 1734-35
DL 637-6262; Fax: 638-3080
Membership & Contributions Information Department
Loc. 1117; 1112
DL 637-7680; 637-2674

PhilHealth
Your Partner in Health!
www.philhealth.gov.ph

Claims Processing Department
DL - 637-2677; 687-2679
Accreditation Department
Loc. 1219-20
Contribution Accounts Department
Telefax: 637-8239 Loc. 1205; 1210-11

receive basic monthly pension either from the GSIS, SSS, or any government-administered retirement plan for government employees.

As a general rule, the age of retirement referred to above is sixty (60) years old with the exception of those covered by special laws.

1.0 WHO WILL ENROLL/REGISTER AS NON-PAYING MEMBERS

The following shall register as NPM with PhilHealth for the issuance of their respective PhilHealth Identification (ID) Card:

- A. Old-age retirees and pensioners of GSIS [also includes non-uniformed personnel of the AFP, PNP, BFP & the BJMP; uniformed members of the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), Bureau of Fire Protection (BFP) and the Bureau of Jail Management and Penology (BJMP) who have reached the compulsory age of retirement before June 24, 1997] and Retirees under Presidential Decree 408;
- B. GSIS Disability Pensioners prior to March 4, 1995;
- C. SSS Pensioners prior to March 4, 1995:
 - C.1 SSS Permanent Total Disability pensioners
 - C.2 SSS Death/survivorship pensioners;
- D. SSS Old-Age Retirees/Pensioners;
- E. Uniformed members of the AFP, PNP, BFP and the BJMP who have reached the compulsory age of retirement on or after June 24, 1997, being the effectivity date of RA 8291 which excluded said individuals in the compulsory membership of the GSIS;
- F. Retirees and Pensioners who are members of the Judiciary;
- G. Retirees who are members of Constitutional Commissions and other constitutional offices;
- H. Former employees from the government and/or private sectors who have accumulated/paid at least 120 monthly Medicare contributions as provided for by law but separated from employment before reaching sixty (60) years old and thereafter have reached age sixty (60);
- I. Former employees from the government and/or private sectors who separated from employment without completing 120 monthly Medicare contributions but continued to pay their Medicare premium contributions as individually-paying members (IPM) until completing the required 120 monthly Medicare contributions and have reached age sixty (60) as provided for by law;
- J. Individually-paying members (IPM), including SSS self-employed and voluntary members, who continued paying premium contributions to PhilHealth, have reached

age sixty (60) and have met the required 120 monthly Medicare contributions as provided for by law.

2.0 GENERAL REQUIREMENTS FOR ENROLLMENT/REGISTRATION

2.1 All persons intending to enroll or to register as non-paying member under the NHIP shall submit the following:

- a. Two (2) copies of duly-accomplished M1c (Member Data Record for Non-Paying Members) [attached herewith for reference];
- b. Two latest 1"x 1" ID Photos;
- c. Certified true copy/ies of Retirement documents;
- d. Certified true copy of Birth Certificate. In the absence of the Birth Certificate, any two (2) of the following documents mentioned below should be presented:
 - i. Certified true copy of Baptismal Certificate of the registrant;
 - ii. Certified true copy of Marriage Certificate/Contract, if married;
 - iii. Passport;
 - iv. Driver's License;
 - v. SSS Member ID;
 - vi. Alien Certificate of Registration (ACR);
 - vii. Service Record(s);
 - viii. Employee ID;
 - ix. School Records;
 - x. Voter's Identification Card;
 - xi. A duly-notarized joint affidavit of two (2) disinterested persons attesting to the fact of birth of the registrant.

2.2 Enrollees/registrants are required to submit document(s) in accordance with the sub-categories as mentioned in item 1.0. For the enrollees' guidance, lists of said documentary requirements encompassing all sub-categories shall be made available at the PhilHealth Regional Offices (PROs), Service Offices, designated enrollment kiosks or at the PhilHealth Member Assistance Center (PMAC) at PhilHealth Central Office, Ground Floor, City State Center, 709 Shaw Boulevard, Oranbo, Pasig City.

3.0 DOCUMENTARY REQUIREMENTS FOR THE ELIGIBILITY OF DEPENDENTS

Registrant/s should submit the certified true copies of the following document(s), whichever is/are applicable:

- a. Marriage Certificate/Contract - *for dependent spouse;*
- b. Birth Certificate(s) - *for dependent legitimate or illegitimate child(ren);*
- c. Court Decree of adoption- *for dependent adopted child(ren);*

- d. Birth Certificate of registrant *and* any proof attesting the date of birth of the parent(s) - *for dependent parent(s)*;
- e. Marriage Certificate between the natural parent and stepfather/stepmother *and* Birth Certificate(s) of the dependent stepchild(ren) - *for dependent stepchild(ren)*;
- f. Birth Certificate *or* Court Decree of adoption AND Certification from Attending Physician stating that dependent is disabled (with description of extent of disability) - *for disabled dependent(s) 21 years old and above.*

The registrant may submit a photocopy of any of the above-mentioned documents but the original copy/document should be presented to PhilHealth for authentication.

4.0 ISSUANCE OF PHILHEALTH IDENTIFICATION (ID) CARD


A member who has enrolled/registered under this membership category shall be issued PhilHealth Identification (ID) Card as Non-Paying Member after submission of the requirements mentioned in item 2.1 and documents according to sub-category.

5.0 WHERE TO REGISTER/ENROLL

The registration of NPM of the NHIP shall be made at the respective PhilHealth Regional Offices (PROs), Service Offices (SOs), designated enrollment kiosks or at the PhilHealth Member Assistance Center (PMAC) at Ground Floor, City State Center, 709 Shaw Boulevard, Oranbo, Pasig City.

The NPM registration shall commence on February 14, 2002.

Please be guided accordingly.


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

* Please read instructions at the back before accomplishing this form.



Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

City State Centre Building
709 Shaw Boulevard, Pasig City

M1c

MEMBER DATA RECORD
FOR NON-PAYING MEMBERS
(PARA SA MGA MIYEMBRONG
HINDI NA MAGBABAYAD)

1 X 1
ID PHOTO

Member's PhilHealth Identification Number (if any):

□ □ - □ □ □ □ □ □ □ □ □ □ - □ □

June 2001

1a. Surname (Apelyido) _____ Given name (Pangalan) _____ Middle Name (G. Apelyido) _____

2a. Address (Tirahan) _____
 Number & Street (Numero at kalye) _____ Barangay _____ Town/City (Bayan/Lungsod) _____
 Province(Lalawigan) _____ Zip Code _____ Telephone Number _____

2b. Civil Status (Katayuang Sibil)
 Single (Walang Asawa)
 Married (May Asawa)
 Widowed (Bala)
 Separated (Hiwalay)

3a. Sex (Kasarian)
 Male (Lalaki)
 Female (Babae)

3b. Date of Birth (Kapanganakan)
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3c. Place of Birth (Lugar ng Kapanganakan)
 Town/City _____ Province _____

4a. Existing SSS/GSIS No. _____ 4b. Name and Address of last employer _____ 4c. Date/effectivity of retirement (Petsa/bisa ng pagtrato) _____

5. Type of Non-Paying Member:

Old-age Retirees and Pensioners of the GSIS (also includes non-uniformed members of the AFP, PNP, BJMP and BFP; uniformed members of the AFP, PNP, BFP and BJMP who have reached the compulsory age of retirement before June 24, 1997) & PD 408 retirees

GSIS Disability Pensioners prior to March 4, 1995

Retirees who are members of Constitutional Commissions and other constitutional offices

Retirees and pensioners who are members of the Judiciary

SSS Pensioners prior to March 4, 1995

SSS Permanent Disability pensioners

SSS Death/survivorship pensioners

SSS Old-Age Retirees/Pensioners

Former employees from the gov't & or private sectors who have accumulated/ paid at least 120 monthly contributions as provided for by law but separated from employment before reaching sixty (60) years old & thereafter have reached age sixty (60)

Uniformed members of the AFP, PNP, BFP and BJMP who have reached the compulsory age of retirement on or after June 24, 1997, being the effectivity date of RA 8291 which excluded said individuals in the compulsory membership of the GSIS

Former employees from the gov't &/or private sectors who separated from employment w/o completing 120 monthly contributions but continued to pay their contributions as IPM until completing the required 120 monthly contributions and have reached age 60 as provided for by law

Individually-Paying members who have reached age sixty (60) and have paid at least 120 monthly contributions

6. **DEPENDENTS (MGA MAKIKINABANG)**
 Use back page for additional dependent(s), if necessary. (Gamitin ang kabilang pahina para sa dagdag na makikinabang, kung kinakailangan.)

PhilHealth Number (To be filled up by PhilHealth)	Name of Dependents (Pangalan ng Makikinabang) Last Name, First Name M.I.	SEX (M) OR (F)	Relationship of Dependents to Member (Relasyon ng Makikinabang sa Miyembro)	Date of Birth (Kapanganakan) mm-dd-yyyy

(Kung ang anak ay nagkaroon ng kapansanan bago sumapit sa gulang na 21, ilakip ang Medical Certificate)
 If child has congenital disability acquired before age 21, please attach a copy of Medical Certificate

I hereby certify that the above statements are true and correct and further declare that the above-named dependents have not been declared by my spouse/brother/sister.
 (Ako ay nagpapatunay na ang nasa itaas na mga pahayag ay totoo at tama at dagdag kong inihahayag na ang mga nasabing makikinabang sa itaas ay hindi inihayag ng aking asawa o kapatid.)

Signature (Lagda) _____ LEFT THUMBMARK _____ RIGHT THUMBMARK _____

THIS PORTION IS TO BE FILLED UP BY PHILHEALTH

Date received: _____ Evaluated by: _____ Date of Evaluation: _____
 Name and Signature

To be accomplished in duplicate Note: This form can be reproduced but is not for sale.

REMINDERS (Mga Paalaala)

Qualified dependents of a member under RA 7875 are: (Ang mga karapatdapat na makikinabang ng isang miyembro/kasapi alinsunod sa R.A. 7875 ay ang mga sumusunod:)

- (1) the legitimate spouse who is not a member of PhilHealth;
(*tunay na asawa na hindi kasapi ng PhilHealth*);
- (2) the unmarried and unemployed legitimate, legitimated, acknowledged and illegitimate children as appearing in the Birth Certificate; legally adopted or stepchildren below twenty-one (21) years of age;
(*walang asawa at walang trabaho na anak, anak sa tunay na asawa (legitimate o legitimated), kinikilalang anak na nakasaad sa Birth Certificate, ampon ayon sa batas o kaya'y anak sa unang asawa na ang edad/gulang ay mababa sa 21*);
- (3) children who are twenty-one years old or above but suffering from congenital disability, either physical or mental, or any disability acquired before the age of 21 that renders them totally dependent on the member for support;
(*mga anak na ang edad/gulang ay 21 o pataas subalit may likas na kapansanan pangkatawan o pangkaisipan o ano pa mang uri ng kapansanan na natamo bago sumapit sa edad na 21 na maglalagay sa kanila para lubusang umasa sa kasapi para sa kanyang ikabubuhay*);
- (4) the parents who are sixty (60) years old or above who are not enrolled members of PhilHealth, whose monthly income is not more than One Thousand Pesos (P1,000.00).
(*mga magulang na ang edad/gulang ay 60 o pataas at hindi kasapi ng PhilHealth na ang buwanang kita ay hindi hihigit sa Isang Libong Piso [P1,000.00]*).

GUIDELINES AND INSTRUCTIONS IN FILLING-UP THE MEMBER DATA RECORD (Mga Patnubay at Kautusan sa Pagguno ng Member Data Record)

1. Fill in all the data needed. Use block/printed letters or use a typewriter. Write N.A. if the blanks are not applicable.
(*Isulat ang lahat ng kailangang impormasyon. Isulat sa malalaking letra o kaya ay gumamit ng makinilya. Isulat ang N.A. kung ang mga kailangang impormasyon ay hindi akma.*)
2. For Box 5, check appropriate box for your type of non-paying member.
(*Para sa Box No. 5, lagyan ng tsek ang nararapat na kahon ng inyong uri ng miyembrong hindi na magbabayad.*)
3. Declaration of dependents written in Box No. 6 shall continue to be valid unless amended by the member.
(*Ang paghayag ng mga makikinabang sa Box No. 6 ay magpapatuloy na may bisa maliban na lang kung babaguhin ng kasapi.*)
4. Submit certified true copy of Birth Certificate; if none, any two of the following:
(*Maglakip ng Sertipiko ng Kapanganakan; kung wala, dalawa sa alin mang sumusunod:*)
 - Certified true copy of Baptismal Certificate;
 - Certified true copy of Marriage Certificate/Contract, if married;
 - Passport;
 - Driver's License;
 - SSS Member ID;
 - Alien Certificate of Registration (ACR);
 - Service Record(s);
 - Employee ID;
 - School Records;
 - Voter's Identification Card;
 - A duly notarized joint affidavit of two (2) disinterested persons attesting to the fact of birth of the registrant.

LIST OF ADDITIONAL DEPENDENT(S) (LISTAHAN NG DAGDAG NA MAKIKINABANG)

5. PhilHealth Number (To be filled up by PhilHealth)	Name of Dependents (Pangalan ng Makikinabang)			SEX	Relationship of Dependents to Member (Relasyon ng makikinabang sa Miyembro)	Date of Birth (Kapanganakan) mm - dd - yyyy
	Last Name,	First Name	M.I.	M/F		