



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

August 1, 2002

**PHILHEALTH CIRCULAR**

No. 25, s-2002

*by*

**TO :** ALL PHILHEALTH MEMBERS COMING FROM NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, PRIVATE SECTOR EMPLOYERS, INDIVIDUALLY PAYING MEMBERS, NON-PAYING MEMBERS AND ALL OTHERS CONCERNED

**SUBJECT :** Use of PhilHealth Identification Number (PIN) and PhilHealth Employer Number (PEN) in PhilHealth transactions

Effective January 1, 2003, all PhilHealth members from the government and private sector and their respective employers, Individually Paying Members (IPM) and Non-Paying Members (NPM) shall be required to use their PhilHealth Numbers to expedite certain transactions with the Corporation.

As such, employers who have not been issued their respective PhilHealth Employer Number (PEN) are directed to register with any of the PhilHealth offices nationwide. Employees who have not been issued their PhilHealth Identification Numbers (PIN) should coordinate with their respective employers to facilitate the issuance thereof.

On the other hand, retirees and pensioners from the government and private sector who are now considered Non-Paying Members are encouraged to formally enlist with PhilHealth for the issuance of their ID cards which indicate their respective PINs.

Those concerned are advised to duly accomplish and submit to any PhilHealth office the following registration form/s, whichever is/are applicable:

Office of the Director  
Loc. 1908 ; DL - 637-6454  
e-mail: vsvalila@philhealth.gov.ph  
Social Marketing and Special Projects  
Loc. 1910 ; DL 637-7603 ; 687-4956  
LGU Networking and Program Management  
Loc. 1913 ; 1907 DL - 637-3157 ; 687-4959 ; 687-4954

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

Program Development, Research and Linkages  
Loc. 1909 ; DL - 637-7603 ; 687-4957  
Means Test and Database Management  
Loc. 1902 ; 1911 ; DL - 637-6241 ; 687-4955  
Program Monitoring and Administrative Support  
Loc. 1906 ; DL - 637-6459

<b>MEMBERSHIP CATEGORY</b>	<b>FORMS TO ACCOMPLISH</b>
Employed Sector:	
Government Sector Employers and Employees	Er1G - <i>Employer Data Record</i> Er2 - <i>Report of Employee-Members</i> M1a - <i>Member Data Record</i>
Private Sector Employers and Employees	Er1P - <i>Employer Data Record</i> Er2 - <i>Report of Employee-Members</i> M1a - <i>Member Data Record</i>
Individually Paying Members	M1b - <i>Member Data Record</i>
Non Paying Members	M1c - <i>Member Data Record</i>

The use of these PhilHealth-issued numbers (PIN/PEN) shall facilitate transactions with PhilHealth such as premium remittance, proper posting of premium contributions and in benefit claims availment, among others. It is also vital in the establishment of the Corporation's database, which shall contain all the necessary records of members, including their dependents and employers, of the National Health Insurance Program (NHIP).

Please be guided accordingly.



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