



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
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PHILHEALTH CIRCULAR

No. 02, s-2010

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TO : ALL EMPLOYERS FROM THE GOVERNMENT AND PRIVATE SECTOR, PHILHEALTH REGIONAL OFFICES, AND ALL OTHERS CONCERNED

SUBJECT : Submission of Employer Remittance Report (RF-1)

Relative to PhilHealth's continuing effort in maintaining an updated membership and contribution database, all employers shall be required to use the Employer Remittance Reports (RF-1) in softcopy format effective July 2010.

The mandatory use of softcopy report format will ensure prompt posting of member's premium contribution that will facilitate a more responsive program to all employed members. Hence, all concerned employers are hereby enjoined to coordinate with the nearest PhilHealth Regional Offices for the training/seminar on the softcopy RF-1 reporting.

However, in consideration to employers with ten (10) employees or less who may not be capable of using the Softcopy Format may be allowed to submit reports on a quarterly basis using the hardcopy RF-1.

The following schedule of submission of reports as illustrated in Table 1 below shall be strictly observed:

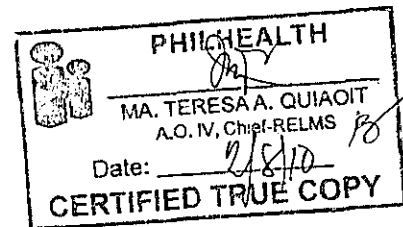
Table 1

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 15 th day after the applicable month
B. Employers with ten (10) employees or less	Hardcopy RF-1 / Softcopy RF-1 (optional)	July -- September 2010 reports succeeding quarters	October 15, 2010 Every 15 th day after the applicable quarter

All provisions inconsistent with this circular are hereby repealed.

Please be guided accordingly.

[Signature]
 Dr. REY B. AQUINO
 President and CEO
 22 Jan 10
 Date signed



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