



**Republic of the Philippines**  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

Citystate Centre, 709 Shaw Boulevard, Pasig City  
 Healthline 441-7442  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



October 17, 2011

**PHILHEALTH CIRCULAR**

No. 019, s. 2011

**TO : ALL CONCERNED**

**SUBJECT : Documentary Requirements and Other Related Policies on Enrolment and/or Renewal of PhilHealth Coverage of Landbased Overseas Filipino Workers (OFWs)**

**RATIONALE**

Section 31 Rule V of Title III of the Implementing Rules and Regulations (IRR) of the National Health Insurance Act (RA 7875), as amended provides: "Landbased Overseas Filipino Workers - all landbased OFWs shall be required to enroll as Individually Paying Members. However, they are also required to present appropriate documents as proof of their status as OFWs."

This order is to clarify the rules on documentary requirements as proof of being an active OFW and for uniformity of implementation of other related policies under PhilHealth's Overseas Workers Program (OWP), particularly for OFWs who enroll and /or update their premium contribution for PhilHealth benefit coverage under OWP, this Circular is hereby issued.

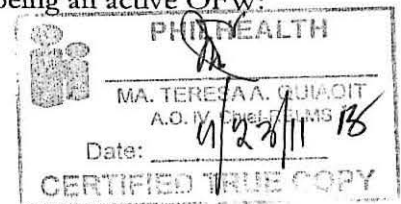
**COVERAGE**

- a. Landbased Overseas/Migrant Filipino Workers who are not yet enrolled to the National Health Insurance Program (NHIP);
- b. Any active Landbased OFW whose PhilHealth coverage is already expired.

**1. Requirement for Initial Registration/Renewal**

1.1 Submit **ANY** of the following documents as valid proof of being an active OFW:

- 1.1.1 Valid Overseas Employment Certificate (OEC)
- 1.1.2 Valid E-Receipt
- 1.1.3 Valid Working Visa / Re-entry Permit
- 1.1.4 Valid Job Employment Contract
- 1.1.5 Valid company ID issued by the employer abroad
- 1.1.6 Certificate of Employment for applicable period from employer abroad
- 1.1.7 Cash remittance receipt from member abroad at least 2 months prior to the date of renewal/payment
- 1.1.8 Valid ID/Certificate issued to OFWs in the host country (e.g Iqama, HK ID, Soggiorno - Not English Translated)
- 1.1.9 Any other equivalent proof, subject to the approval of the authorized officer



Any of the above documents may be accepted as long as it clearly establishes that the member is an active OFW regardless of the number of months or days remaining in the validity of effectivity period stated in the contract, visa, permit, certificate, ID, etc at the time of payment.

- 1.2 New enrollees have to submit the accomplished copy of PhilHealth Membership Registration Form (PMRF) together with the appropriate documentary requirements for declared legal dependent/s.
- 1.3 If at the time of payment, the OFW is unable to present any document to support his/her status, he/she may enroll under the Individually Paying Program (IPP) and pay the corresponding premiums for IPP. The concerned member's account shall be updated under the OFW Program as soon as the necessary documents are submitted.
- 1.4 Persons Authorized to Transact with PhilHealth in Behalf of the OFW Abroad

This Circular amends the provisions of PhilHealth Circular 09, s-2006 as follows:

In case there are no available remittance centers near in the OFWs' place of employment, the following families/representatives in the Philippines may transact with PhilHealth in their behalf:

PARTICULARS	DOCUMENTARY REQUIREMENTS	
	Registration/Renewal	Updating of Records
<i>In order of priorities:</i> <ul style="list-style-type: none"> <li>• Legitimate Spouse</li> <li>• Children (18 years old and above)</li> <li>• Parents (Adoptive, Biological, Step Parent)</li> <li>• Brothers/Sisters (18 years old and above)</li> <li>• Other Relatives</li> </ul>	a) Duly filled up of 2 copies of PMRF (for registration) or Request Form <u>See Annex A</u> (for renewal); and b) Any document proving that the member is an active OFW (Original/ Photocopy / Scanned copy)	a) Duly filled up of PMRF of 2 copies; b) Presentation and submission of photocopy of valid ID; and c) Valid document/s to support the amendment of the member's record (Photocopy/ Scanned copy)
<ul style="list-style-type: none"> <li>• Other individuals as duly Authorized Representatives</li> </ul>	a) Same above requirements; and b) Authorization letter from the member (Original/Scanned copy): - stating the reason for signing in behalf of the member; - including full name, complete address and contact number of the authorized representative	

The above listing of individuals may act on and sign in behalf of members of the OWP to PhilHealth documents such as PhilHealth Member Registration Form (PMRF) and Claim Form 1 (CF1) for the purpose of enrolment/renewal, updating of member's record and availment except Claim Cheques.



## 2. Payment

### 2.1 Premium Contribution

Annual premium contribution at a rate prescribed by the Corporation.

Overseas workers who are on site may pay the equivalent currency of their premium at their place of employment at any PhilHealth partner banks, remittance companies and their foreign tie-ups.

### 2.2 Effectivity of Coverage

An active OFW is entitled to PhilHealth benefits effective on the date of payment. The coverage shall be up to one (1) year from date of payment or to extend depending on the number of years with paid annual premiums, which shall not be more than five (5) years.

### 2.3 Advance Payment

OFWs may opt to pay their PhilHealth premium contribution equivalent to more than a year depending on the number of year/s specified in their contract of work but not to exceed five (5) years.

### 2.4 Grace Period

To clarify the grace period given to an OFW as per PhilHealth Circular 7, s-2006, the one (1) month is equivalent of **30 days**.

### 2.5 Place of Filing/Payment

2.5.1 OWP Operations Center at POEA

2.5.2 PhilHealth Regional Offices nationwide

2.5.3 PhilHealth Branches and Service Offices nationwide

2.5.4 One Stop Shop Centers in Region 1, 3A, 4A7, 11, CAR and ARMM

2.5.5 Accredited Collecting Agents and its tie-ups/partners abroad

(For a complete list, please visit PhilHealth website at <http://www.philhealth.gov.ph/members/individuallypaying/index.htm>.)

Please be guided accordingly.

  
**DR. EDUARDO P. BANZON**  
President and CEO

Date signed: 11/10/11



