

Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre Building, 709 Shaw Boulevard, Pasig City
Healthline 441-7444 www.philhealth.gov.ph

PHILHEALTH CIRCULAR

No. 025, s-2012

Handwritten: May
TO : ALL EMPLOYERS AND EMPLOYEES FROM THE GOVERNMENT AND PRIVATE SECTOR, PHILHEALTH REGIONAL, BRANCH AND SERVICE OFFICES, AND ALL OTHERS CONCERNED

SUBJECT : MANDATORY USE OF EPRS IN PREPARATION AND SUBMISSION OF RF-1 REPORT AND PHASING OUT OF OTHER REPORTING SCHEME.

Title III, Rule I, Section 6 of the Implementing Rules and Regulations of the National Health Insurance Act (RA 7875) amended by RA 9241, mandates PhilHealth to establish an efficient premium collection mechanism and maintain an updated membership and contribution database. With the continuous technological advancement, it was deemed necessary to utilize the same to improve our systems and business processes, which will redound to ease and timely processing of employer reports. Relative thereto, PhilHealth Circular No. 30, s-2010 dated 20 September 2010 (Re: Online Submission of Employer's Remittance Report) was adopted detailing the basic requirements needed to employ the *Electronic Premium Reporting System (EPRS)*, a web-based application for use of employers in the preparation and submission of monthly remittance reports.

Anent the aforementioned, effective immediately, all employers are required to use and/or adopt the *Electronic Premium Remittance System (EPRS)* as the mode of preparation and submission/transmission of the Employer Remittance Report (RF-1). As such, all other reporting schemes (such as the PhilHealth Premium Remittance System, Excel format of RF-1 and softcopy format generated thru payroll extraction) shall gradually be phased out except for the *PhilHealth Premium Remittance Scheme-Positive/Negative (PPRS-PN)*. Thus, before the end of the year, all RF-1 reports should be processed using the EPRS.

However, employers with *ten (10)* employees or less may submit their remittance reports quarterly in hardcopy format. The monthly reports are due on the 15th after the applicable month while quarterly reports are due on or before the 15th day after the applicable quarter. Please refer to *PhilHealth Circular No. 02, s-2010 (Submission of Employer Remittance Report RF-1)* and *PhilHealth Advisory No. 03-04-2010 (Soft copy format and schedule of submission of Employer Remittance Reports)* for explicit details.

All employers are hereby enjoined to coordinate with the nearest PhilHealth office regarding the orientation, training and subsequent registration to the *EPRS*.

Other issuances inconsistent with the abovementioned provisions are hereby and/or modified. Thus, this Circular shall take effect *fifteen (15)* days upon publication in a newspaper of general circulation.

Please be guided accordingly.

Handwritten: 5/29/12
DR. EDUARDO P. BANZON
President and CEO



No. 03-04-2010

Soft copy format and schedule of submission of Employer Remittance Reports

All employers shall now be required to submit their monthly remittance report (RF-1) in **soft copy format** to ensure prompt posting of employees' premium contributions in the PhilHealth database.

However, employers with ten (10) employees or less may submit their RF-1 quarterly in **hard copy format**.

The monthly reports are due on the 15th after the applicable month while quarterly reports are due on or before the 15th day after the applicable quarter.

To ensure compliance, please be guided by the following:

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 15th day after the applicable month
B. Employers with ten (10) employees or less	Hardcopy RF-1/ Soft copy RF-1 (optional)	July 2010 reports succeeding months	August 15, 2010 Every 15th day after the applicable month

This new policy shall apply to premium remittances for July 2010 onwards. For more information, please call the Marketing and Collection Department at (02) 637-6180 or visit the Regional and Service Offices in your localities.



DR. REY B. AQUINO
President and CEO