



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre Building, 709 Shaw Boulevard, Pasig City
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PHILHEALTH CIRCULAR

No. 053, s. 2012

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TO : ALL EMPLOYERS IN THE GOVERNMENT AND PRIVATE SECTORS, AS WELL AS ALL OTHERS CONCERNED

SUBJECT : Strengthening of Engagement with the Employers through the PhilHealth Employers' Engagement Representatives (PEERs)

1. RATIONALE AND OBJECTIVES

- 1.1. PhilHealth, in its quest of **Universal Health Care (UHC)** commits to provide a viable Social Health Insurance Fund by ensuring effective and efficient collection of arrears and current premium contributions. In pursuing this mandate, PhilHealth shall not only continuously upgrade its benefit programs but shall also enhance its capability to implement membership updating, while collecting the correct premium contributions.
- 1.2. *PhilHealth Circular No. 30 s. 2010 dated September 20, 2010*, as amended by *PhilHealth Circular No. 25 s. 2012 dated May 29, 2012*, requires all employers to use and/or adopt the *Electronic Premium Reporting System (EPRS)* as the mode of preparation and submission/transmission of the *Employer Remittance Report (RF-1)*. The aforementioned Circulars further require employers to identify and authorize their representatives (PhilHealth Employers Engagement Representative or PEER) who will manage the membership updating and premium remittances.

2. COVERAGE

- 2.1. This Circular shall cover all authorized representatives of employers who have adopted the *Electronic Premium Reporting System (EPRS)*.

3. PEER FUNCTIONS

- 3.1. A PEER shall be assigned by the employer to manage the updating of membership registration and enrollment, and premium remittance and reporting, as well as to facilitate the empowerment of the employee-members by informing them of their rights and benefits as PhilHealth members.
- 3.2. It is also expected that a PEER shall request for, assist, and facilitate, the conduct of NHIP (National Health Insurance Program) orientation to the personnel of the company/agency.

PHILHEALTH
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4. PEER BENEFITS & PRIVILEGES

4.1. PEERs will be given the following trainings, benefits and privileges:

- 4.1.1. Training courses on *Social Health Insurance (SHI)* and the *National Health Insurance Program (NHIP)*;
- 4.1.2. Attendance to PhilHealth-related trainings/activities for PEERs;
- 4.1.3. Direct link with PhilHealth through the *PhilHealth Accounts Information Management Specialist (P-AIMS)* assigned to the employer;
- 4.1.4. Other incentives as may be provided by PhilHealth, subject to necessary guidelines and approvals.

5. PEER IDENTITY

- 5.1. The PEER shall fill-out and submit the *PEER Information Sheet* which will be provided by PhilHealth.
- 5.2. The PEER will be given a *PEER Certificate of Membership* and *PEER Identification Card* stating his or her rights, benefits and responsibilities as member of the PEER organization.
- 5.3. In case the employer wishes to change the person of the PEER, or in case the PEER is separated from employment due to resignation/retirement or is otherwise no longer connected with the employer, the employer shall inform PhilHealth of such fact and shall nominate a replacement within 10 days after such change in person, or separation or termination of employment.
- 5.4. It is the duty of the PEER to never give to nor allow another person to use the ID issued to him or her. Any unauthorized use or misuse of the ID shall make the PEER-owner thereof liable or responsible for such unauthorized use or misuse.
- 5.5. In case of loss of the ID card, the PEER must immediately inform PhilHealth thereof, either thru a written notice or telephone call. Issuance of replacement ID may be done only upon submission of an *Affidavit of Loss*.
- 5.6. All PEERs shall be required to execute the necessary *'Non-Disclosure Agreement'* (NDA), in the prescribed format and content in favor of PhilHealth, as a pre-requisite to the engagement by the former.

6. EFFECTIVITY

- 6.1. This Circular shall take effect fifteen days after its publication in the Official Gazette or in a newspaper of general circulation.

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

Date Signed: 10/29/2012

