



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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PHILHEALTH CIRCULAR

NO. 010-2015

TO : ALL NEW BUSINESSES/COMPANIES REGISTERED IN THE SECURITIES AND EXCHANGE COMMISSION'S INTEGRATED BUSINESS REGISTRATION (SEC-IBR) SYSTEM, AND ALL OTHERS CONCERNED

SUBJECT : SEC-IBR Post-Registration Guidelines in PhilHealth

I. RATIONALE

Pursuant to Administrative Order No. 38, s.2013 (re: "Creating an Inter-Agency Task Force to Initiate, Implement and Monitor Ease of Doing Business Reforms"), a Memorandum of Agreement was entered into by and among the Securities and Exchange Commission, PhilHealth, SSS and Pag-IBIG Fund establishing the Securities and Exchange Commission - Integrated Business Registration (SEC-IBR) system on April 14, 2015. The SEC-IBR system is in support of the Government's effort to ensure ease of doing business in the Philippines by simplifying and reducing the number of steps and activities in starting a business. This is consistent with Rule III, Section 13 of the Revised Implementing Rules and Regulations of Republic Act 7875 as amended by RAs 9241 and 10606, which states that "All government and private sector employers are required to register with the Corporation and each shall be issued a permanent and unique PhilHealth Employer Number (PEN)."

II. POLICY STATEMENT

New businesses/companies who have registered through the SEC-IBR and subsequently obtained the Unified Registration Record (URR) released by the SEC containing their PhilHealth Employer Number (PEN) are hereby directed to report to any PhilHealth Office to complete the post registration and secure the hard copies of Certificate of Registration and Employer Data Record.

III. COVERAGE

This Circular shall apply to all SEC-IBR registered entities such as corporations, partnerships, associations, and other juridical entities, the registration of which falls under the jurisdiction of SEC.

POST REGISTRATION GUIDELINES

1. As employer, the SEC-IBR registered company shall secure PhilHealth Certificate of Registration (CoR) and Employer Data Record (EDR) from PhilHealth by submitting a copy of the URR containing the PEN and SEC Registration Number and a duly accomplished Employer Data Record (ER1) specifically indicating the "Date of Operation" and "Number of Employees".

MASTER DOCUMENT
 Date: 15/07/15

2. Within thirty (30) days from date of hiring of personnel/employee, the SEC-registered company/business shall submit to PhilHealth the duly accomplished Employment Report Form (ER2) containing the complete list of its newly hired employees with their PhilHealth Identification Number (PIN), monthly basic salary and date of employment. However, for those not yet registered with PhilHealth, a duly accomplished PhilHealth Member Registration Form (PMRF) shall also be attached to the ER2.
3. Reporting of payment of premium contributions shall be through the Electronic Premium Remittance Report System (EPRS) of PhilHealth in accordance with PhilHealth Circular No. 45, s. 2012 and PhilHealth Circular 04, s.2015. To register online for an EPRS employer-account, just log on to <https://epoaf.philhealth.gov.ph/employer/>.

V. ATTACHMENTS

- SEC-IBR Unified Registration Record (URR) – **Annex “A”**
- The Employer Data Record (ER1), Employment Report Form (ER2) and PhilHealth Member Registration Form (PMRF) can be downloaded from <http://www.philhealth.gov.ph/downloads/>

VI. REPEALING CLAUSE

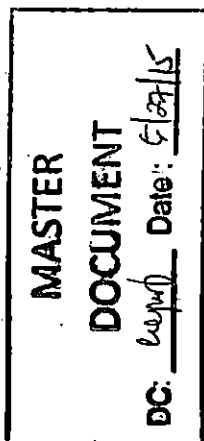
All other issuances inconsistent herewith are deemed repealed, amended or modified accordingly.

VII. EFFECTIVITY CLAUSE

This Circular shall take effect immediately.


ALEXANDER A. PADILLA
President and CEO

Date signed: 5/27/15



Annex "A"



UNIFIED BUSINESS REGISTRATION RECORD FOR SEC-REGISTERED COMPANIES

COMPANY NAME

SEC REGISTRATION NUMBER

TAXPAYER IDENTIFICATION NUMBER (TIN)

DOING BUSINESS AS (list down trade names)

PAG-IBIG EMPLOYER NUMBER (Eyer ID)

PHILHEALTH EMPLOYER NUMBER (PEN)

PRINCIPAL ADDRESS

SSS EMPLOYER NUMBER (ER No.)

PHONE NO.

FAX NO.

MOBILE NO.

E-MAIL ADDRESS

AUTHORIZED REPRESENTATIVE (to be filled up by company - for presentation to social agencies)

MASTER

DOCUMENT

DC: 601/17 Date: 5/27/17