



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
 Call Center (02) 441-7442 Trunkline (02) 441-7444
www.philhealth.gov.ph



PHILHEALTH CIRCULAR

No. 031 - 2015

TO : ALL EMPLOYERS IN THE GOVERNMENT AND PRIVATE SECTORS, PHILHEALTH OFFICES AND ALL OTHERS CONCERNED

SUBJECT : Updating, Build-Up and Clean-Up of Employer and Employee Data

Pursuant to Title III, Rule 1, Section 6(f) of the Revised Implementing Rules and Regulations of the National Health Insurance Act of 2013 which mandates PhilHealth to “establish and maintain an updated membership and contributions database”, all PhilHealth Regional Offices will be coordinating with all employers in the government and private sectors within their respective areas of jurisdiction for the submission of updated employer and employee-member data in aid of database updating, build-up and clean-up.

As such, all employers are enjoined to actively work with their respective PhilHealth Regional Offices in the updating of employer and employee records and the assignment of PhilHealth Identification Number (PIN) to newly-hired employees and their qualified dependents to ensure their eligibility to PhilHealth benefits.

The following shall be the general guidelines in the updating, build-up and clean-up of employer and employee data:

1. The PhilHealth Regional/Branch Office shall be coordinating with the employers in their areas for the submission of updated information about their agencies/companies and their employees;
2. PIN shall be assigned to employees who were found to have no PINs yet;
3. Consistent with Title III Rule 3 Section 15(a) of the Revised IRR of the NHIA of 2013 on the Obligations of the Employer which states that all employers must “register their employees and their qualified dependent by submitting a list of their employees complete with their salary base and other documents as may be required”, the data as reflected in the employer’s certified list shall be the basis in the validation, updating and clean-up of both employer and employee data.

In addition, consistent with the Revised IRR of the National Health Insurance Act of 2013, please note that employers are obligated to notify the Corporation on any changes of their employees roll. As such, any employer shall be liable for reimbursement of payment on benefits availed by any member or his/her dependent/s who are found to be ineligible but availed of the benefits due to the employers’ failure to submit the required list or submission of a list with inaccurate member information.

MASTER DOCUMENT
 Date: 10/20/15
 DC: _____



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Bayan Pilipino MIMEMBRO
Bayan Inanginon PESTIKTADO
Kasiguranginon SEGURADO

Further inquiries may be referred to the PhilHealth Action Center at (02) 441-7442, or to the Membership Section of the PhilHealth Regional, Branch, or Local Health Insurance Office in your area.

This Circular shall take effect fifteen (15) days after publication in the Official Gazette or in any newspaper of general circulation, and shall be deposited thereafter with the National Administrative Register at the University of the Philippines Law Center.


ALEXANDER A. PADILLA
President and CEO

Date signed: 10/19/16

