



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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UNIVERSAL HEALTH CARE
 KALUSUGAN AT BALINGKA PARA SA LAHAT

PHILHEALTH CIRCULAR
 No. 12022-0009

FOR : ALL PHILHEALTH ACCREDITED COLLECTING AGENTS, PHILHEALTH OFFICES AND ALL OTHERS CONCERNED

SUBJECT : Temporary Relaxation of the Prescribed Deadlines for the Remittance of Collected Premium and Submission of Required Reports of Accredited Collecting Agents (ACAs)

I. RATIONALE

This PhilHealth Circular is intended for all PhilHealth Accredited Collecting Agents (ACAs), in support of the government’s response due to the outbreak of Coronavirus Disease (COVID-19), specifically with the passage of Republic Act No. 11494 entitled “Bayanihan To Recover as One Act”. Section 4, COVID-19 Response and Recovery Intervention reads: Pursuant to Article VI, Section 23(2) of the Constitution, “The President is hereby authorized to exercise powers that are necessary and proper to undertake and implement the following COVID-19 response and recovery interventions:xxx Section (tt) Moving of statutory deadlines and timelines for the filing and submission of any document, the payment of taxes, fees, and other charges required by law, and the grant of any benefit, in order to ease the burden on individuals under CQ.”

Further, by virtue of the issuance of Presidential Proclamation No. 929, s. 2020 declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 for a period of six (6) months unless earlier lifted, and Administrative Order No. 30, s. 2020, entitled “Directing All Government Offices to Formulate and Issue Guidelines on the Interruption of Periods for the Filing of Documents, Payment of Taxes, Charges and Other Fees and Cancellation of Proceedings Before their Respective Offices, and on the Movement of Timelines for the Release of Benefits”, and in cases of similar declaration of National State of Calamity due to force majeure or fortuitous event, the provisions set forth in this Circular shall be applied as well, subject to issuance of PhilHealth Advisory.

Hence, ACAs that failed to remit its collections and submit the requisite documents within the specified due date because of force majeure or fortuitous events, shall be exempted in the imposition of penalties and interests within the extended period.

II. OBJECTIVES

This PhilHealth Circular aims to guide the ACAs on the temporary relaxation or extension of the deadlines in the remittance of collected premiums and in the submission of the requisite reports to PhilHealth due to force majeure or fortuitous event for all ACAs.

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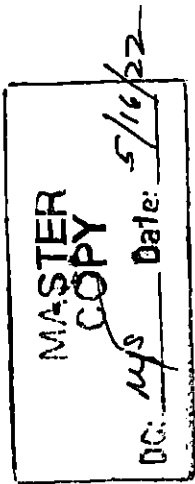
This issuance also aims to define the exemption from contractual liability of the ACAs as set forth in the Collection and Remittance Agreement (CRA) for the remittance of collected premium and submission of requisite reports to PhilHealth, by reason of force majeure or fortuitous event.

III. SCOPE

This PhilHealth Circular shall apply to all PhilHealth ACAs providing collection and remittance service, in accordance with signed CRA affected by the COVID-19 Pandemic, pursuant to Republic Act no. 11469 (Bayanihan to Heal as One Act) and Republic Act no. 11494 (Bayanihan to Recover as One Act) and other force majeure or fortuitous events, prospectively.

IV. DEFINITION OF TERMS

- A. **Abstract of Daily Collection Report (RF2)** – a detailed report of all transacted premium collections by ACA for a given period.¹
- B. **Accredited Collecting Agent (ACA)** – any person, natural, juridical, accredited by the Corporation to receive, account and remit premium contributions of members.
- C. **Collection and Remittance Agreement (CRA)** – a formal agreement outlining the procedures and processes agreed upon by the Corporation and the ACA.
- D. **Electronic Collection Reporting System (ECRS)** – a web-based application system that allows the ACA to upload daily the RF2 and RF2A in textile format.²
- E. **Electronic PhilHealth Acknowledgment Receipt (ePAR)** – a set of system-generated numbers which forms part of the validation data that serves as evidence of receipt of premium contribution.
- F. **Force majeure/fortuitous event** – refers to those events which are either “Act of God” or “Act of Man” which could not be foreseen, or which, though foreseen, were inevitable such as, but not limited to: fire, floods, typhoons, storms, earthquakes, riots, strikes, wars, robbery, pandemic, governmental prohibitions, among others, which render it impossible for the ACA to fulfill its obligation in a normal manner.
- G. **Late remittance** – PhilHealth premium collected by ACAs remitted after the prescribed period as provided for in the CRA.
- H. **Online Collection and Remittance Module (OCRM)** – is the system that generates report to monitor submission and issuance of electronic PhilHealth Acknowledgement Receipt (ePAR).
- I. **PhilHealth Agents Receipt (PAR)** – a sequentially-numbered accountable form/receipt for issuance by the ACA upon acceptance of payment for premium contribution made over-the-counter (OTC) by the paying member/payor.³



¹ PhilHealth Circular No. 2021-0015 [Electronic Collection Reporting System (ECRS) (Revision 2)]

² Ibid.

³ Ibid.



- J. **PhilHealth Collecting Agents Accreditation Committee (PCA AccreCom)** – Committee created by virtue of Special Order No. 0486-2015 tasked to oversee the improvement in the requirements of accreditation for collecting agents to provide more windows of collection for PhilHealth members.
- K. **PhilHealth EPAR Web Service** – is a software system designed to be used to interface with the ACA's application systems for the validation of SPA, EPAR issuance and uploading of daily collection report.
- L. **Remittance Report (RF2A)** – report that summarizes the total collection made by each branch of ACAs and serves as supporting document to the remittance made on the specified due date as indicated in the CRA.⁴

V. **POLICY STATEMENTS**

- A. The ACAs shall continue to perform its obligations under the CRA as reasonably practicable or shall likewise find alternative ways to facilitate the continuity of business process.
- B. The period within which the ACAs are required to remit the collected premiums and the submission of the remittance reports shall be extended from the due dates set forth in the Collection and Remittance Agreement entered into between PhilHealth and ACAs, as follows:
 - 1. The daily submission of the Abstract of Daily Collection Report (RF2) via ECRS for over-the-counter collections and PhilHealth EPAR web service for online payments shall be moved from daily to an extension of three (3) working days, subject to the availability of the online facility for the remittance of collections.
 - 2. The submission of the soft copy of the report shall be extended to three (3) working days, subject to the availability of the online connection of the ACAs.
- C. The period on the granting of temporary relaxation on the prescribed deadline shall be as provided for in this PhilHealth Circular. Therefore, outside of this period, the contractual obligations through the CRA entered into between PhilHealth and ACAs, shall prevail.
- D. The ACAs shall promptly notify through the official email address of PhilHealth's Treasury Department as for the date they will remit collected premiums as well as the submission of the soft copy of the reports. PhilHealth shall duly acknowledge the email request on the ACAs' notification and the date when the reports shall be submitted.
- E. The deadline for the remittance of collection is on the next day following the date of collection and shall be moved to the third (3) day after the date of collection.

The deadline for the submission of the hard copies of the documents supporting the remittances like the validated PhilHealth Agents Receipt and printed RF2s and RF2As shall be moved from the 15th day and 30th day of the month to the 18th day and 3rd day of the following month.

⁴ Ibid.

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However, in case the ACAs cannot still fulfill its obligation to remit and submit on the extension date, despite exhausting all possible options to meet the extended deadline of remittance and submission, a request for the extension in remittance of collection and or submission of reports shall be addressed to the Treasury Department's official point persons using official email address prior to the said deadline, which shall then be elevated for approval of PCA AccreCom.

F. Supporting documents evidencing the extraordinary circumstances that have prevented the ACAs from the remittance of collected premium contribution and submission of the reports within the extended deadline shall be submitted to PCA AccreCom for deliberation and approval.

VI. SEPARABILITY CLAUSE

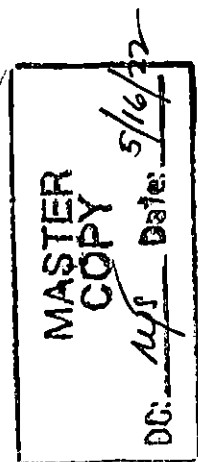
In the event that any provision of this PhilHealth Circular is declared invalid or unconstitutional by any competent authority, it shall not affect or invalidate the remaining provisions hereof.

VII. DATE OF EFFECTIVITY

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


ATTY. DANTE A. GIERRAN, CPA
President and Chief Executive Officer (CEO)

Date signed: MAY 13 2022



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