

DUTIES and RESPONSIBILITIES of an EMPLOYER

As an Employer, there are certain obligations that you owe your employees. Here are some things you must do:

On Registration and Amendment

- Register your company with PhilHealth for you to be assigned a PhilHealth Employer Number (PEN).
- Register your employees with PhilHealth so they can be assigned a PhilHealth Identification Number (PIN). New employee/s must be enrolled in PhilHealth within thirty (30) days from assumption to office.
- Notify PhilHealth of an employee's separation within thirty (30) calendar days from separation through the Employer's Remittance Report (RF-1).
- Immediately inform PhilHealth of any change in company data such as address, business name, or in case of temporary/permanent cessation of business operations.



On Premium Contributions and Remittances

- Deduct monthly PhilHealth contributions from employees' salary based on the premium contribution schedule.
- Remit premium contributions of employees, together with the employer's counterpart premium, to PhilHealth or any accredited bank/agent on or before the 10th day of the month following the applicable month.



Failure to remit the contributions and submit the remittance report shall make the employer liable for reimbursement of payment of a properly filed claim in case the concerned employee or his/her dependent avails of PhilHealth benefits. (Sec. 20, Rule III, The Implementing Rules and Regulations of RA 7875)

- Submit to PhilHealth the Employer's Remittance Report (RF-1) on or before the 15th of the month following the applicable month.
- Settle with PhilHealth any previous arrearages on premium remittances.
- Observe and comply with PhilHealth rules on contributions and remittances as there are offenses under its Implementing Rules and Regulations that an employer may be held liable for.

On Benefit Availment

- Keep employees updated on amendments in PhilHealth policies and increase in benefits.
- Properly fill up and certify PhilHealth Claim Form 1 and comply with other requirements to enable employees to avail of benefits.
- Seek clarification from any PhilHealth office on any unclear guideline or requirement in benefit availment.



For more information, please visit or call:



Email us: info@philhealth.gov.ph
Download your forms: www.philhealth.gov.ph