

Monthly Premium Contribution Table

As of January 1, 2007

(subject to revision; contact any PhilHealth Office for updates)

Salary Bracket	Salary Range	Salary Base	Total Monthly Premium	Employer Share	Employee Share
1	4,999.99 and below	4,000.00	100.00	50.00	50.00
2	5,000.00 - 5,999.99	5,000.00	125.00	62.50	62.50
3	6,000.00, - 6,999.99	6,000.00	150.00	75.00	75.00
4	7,000.00 - 7,999.99	7,000.00	175.00	87.50	87.50
5	8,000.00 - 8,999.99	8,000.00	200.00	100.00	100.00
6	9,000.00 - 9,999.99	9,000.00	225.00	112.50	112.50
7	10,000.00 - 10,999.99	10,000.00	250.00	125.00	125.00
8	11,000.00 - 11,999.99	11,000.00	275.00	137.50	137.50
9	12,000.00 - 12,999.99	12,000.00	300.00	150.00	150.00
10	13,000.00 - 13,999.99	13,000.00	325.00	162.50	162.50
11	14,000.00 - 14,999.99	14,000.00	350.00	175.00	175.00
12	15,000.00 - 15,999.99	15,000.00	375.00	187.50	187.50
13	16,000.00 - 16,999.99	16,000.00	400.00	200.00	200.00
14	17,000.00 - 17,999.99	17,000.00	425.00	212.50	212.50
15	18,000.00 - 18,999.99	18,000.00	450.00	225.00	225.00
16	19,000.00 - 19,999.99	19,000.00	475.00	237.50	237.50
17	20,000.00 - 20,999.99	20,000.00	500.00	250.00	250.00
18	21,000.00 - 21,999.99	21,000.00	525.00	262.50	262.50
19	22,000.00 - 22,999.99	22,000.00	550.00	275.00	275.00
20	23,000.00 - 23,999.99	23,000.00	575.00	287.50	287.50
21	24,000.00 - 24,999.99	24,000.00	600.00	300.00	300.00
22	25,000.00 - 25,999.99	25,000.00	625.00	312.50	312.50
23	26,000.00 - 26,999.99	26,000.00	650.00	325.00	325.00
24	27,000.00 - 27,999.99	27,000.00	675.00	337.50	337.50
25	28,000.00 - 28,999.99	28,000.00	700.00	350.00	350.00
26	29,000.00 - 29,999.99	29,000.00	725.00	362.50	362.50
27	30,000.00 and up	30,000.00	750.00	375.00	375.00

Employer's Quick Guide

PhilHealth Membership and Contributions

Accredited Collecting Agents

LOCAL

Universal Banks

Allied Bank
Banco de Oro*
China Bank
Development Bank of the Philippines
Land Bank
Metropolitan Bank and Trust Company*
Philippine National Bank
Rizal Commercial and Banking Corporation
Union Bank of the Philippines
(Over-the-Counter & E-Pay)
United Coconut Planters Bank
Bank of the Philippine Islands**

Commercial Banks

Asia United Bank Corporation
Bank of Commerce
Export & Industry
Maybank Philippines, Inc.
Philippine Veterans Bank
Citibank**

Thrift Banks

Asiatrust Development Bank
Bank One Savings Bank and Trust Corporation
Century Savings Bank
CityState Savings Bank
Malayan Bank Savings and Mortgage Bank
Philippine Business Bank, Inc.
Philippine Postal Savings Bank
Planters Development Bank
Premiere Development Bank
RCBC - Savings Bank, Inc.
Robinsons Savings Bank

LOCAL

Rural Banks

Bangko Pasig
Bangko Kabayan (A Rural Bank), Inc.
Bukidnon Cooperative Bank
Cantilan Bank, Inc.
Country Rural Bank of Taguig, Inc.
Enterprise Bank, Inc.
Green Bank, Inc. (A Rural Bank)
Gulf Bank (Rural Bank of Lingayen, Inc.)
One Network Bank, Inc.
Peninsula Rural Bank, Inc.
People's Bank of CARAGA
Producer's Rural Banking Corporation
Rural Bank of Porac (Pampanga), Inc.
1st Valley Rural Bank

Government Agency

Philippine Postal Corporation
(Regions II, IV-B, V, VI, VIII, X, XI, & XII)

Non-Bank

Mhuillier Phils., Inc. (initially available in Region VI)

OVERSEAS

Non-Bank

I-Remit, Inc. (Hongkong, Singapore, Australia & Taiwan)

* Selected branches only

** E-Pay only and initially available to Employers



How can an employer enroll with PhilHealth

1. Submit duly accomplished Employer Data Record (Er-1) Form to the nearest PhilHealth Office. Please take note that enrolment can only be done at the PhilHealth Office.
2. Attach to the Er-1 the following as may be applicable:
 - a) SEC Registration if the business is owned by partners or a Corporation
 - b) DTI Registration if the establishment is solely owned;
 - c) License to operate
3. Wait for the instructions on the release of the following:
 - a) PhilHealth Employer Number (PEN), and
 - b) Certificate of Registration (CoR)

When are the documents released?

- The EDR which reflects the PhilHealth Employer Number (PEN) shall be released upon registration
- The CoR can be made available for mailing or pick-up approximately after thirty (30) working days

How to enroll employees with PhilHealth

1. Employees enrolling with PhilHealth for the first time shall submit to his/her employer duly accomplished two copies of Member Data Record for Employed Sector (M1a) Form and attach clear copy of any of the following documents:
 - a) Birth or Baptismal Certificate,
 - b) GSIS or SSS Member's ID, or
 - c) Passport or any valid ID/document acceptable to PhilHealth

Employees who are declaring dependents shall submit clear copy of any of the following supporting documents whichever is applicable:

- a) Marriage Certificate/Contract for dependent spouse
- b) Birth Certificates of dependent children
- c) Birth Certificates of dependent parents, 60 years old and above

Employees who have previously enrolled with PhilHealth must accomplish two (2) copies of Member Data Amendment (M2) Form to update their records.

2. Employer shall submit duly accomplished Report of Employee - Members (Er-2) Form together with the accomplished M1a and M2 Forms to the nearest PhilHealth Office.
3. Wait for instructions on the release of the following:
 - a) PhilHealth Number Cards (PNCs) which indicate the PhilHealth Identification Number (PIN) of employees; and
 - b) Member Data Records (MDRs) of employees.
4. Liaison agents shall inform the attending PhilHealth staff on the mode of release of the abovementioned documents (mail or pick-up).

How to remit the monthly premium contribution

1. Prepare the amount of premium to be remitted based on the **Premium Contribution Schedule** at the back page of this brochure. Please note that the employee's personal share should be based on the basic monthly salary.
2. Go to the nearest PhilHealth Office or go to any of the Accredited Collecting Agents (ACAs) listed at the back of this brochure.
3. Accomplish an Order of Payment Slip if payment will be remitted directly to PhilHealth or Contributions Payment Return (ME-5) Form for employed sector if remittance will be done at any ACA.
4. Submit the above document and remit the total premium contribution. Keep the following as may be applicable:

Collecting Agent	Document
ACA (Accredited Collecting Agent)	Employer copy (white) and PhilHealth copy (yellow) of the ME-5
Selected Rural Banks	Employer copy (white) and PhilHealth copy (yellow) of the PhilHealth Agent Receipt (PAR)
PhilHealth	PhilHealth Official Receipt (POR)

When should the monthly premium contributions be remitted?

- The monthly premium contribution of employed members shall be **remitted** by the employer **on or before the 10th day of the month** after the applicable month (e.g. premium contribution for July should be remitted on or before August 10)
- If the remittance due date falls on a Saturday, Sunday, or Non-Banking Holiday, deadline of remittance shall be on the next working day

Are there other remittance options than going to PhilHealth or the ACAs?

- Yes, PhilHealth now has e-payment and auto-debit arrangements with selected banks. Contact the nearest PhilHealth Office for more details.

How to submit the employer's Remittance Report

To ensure timely posting of premium remittances, all employers are required to submit a monthly Employer's Remittance Report (RF-1).

1. Choose the mode of reporting among the following:

Reporting Mode	RF-1 Format
Manual	Original and duplicate copy of RF-1
Electronic	RF-1 Excel Format RF-1 Text File Format for the PhilHealth Premium Remittance System (PPRS) Structured RF-1 based on Payroll System

Employers with more than fifty (50) employees are advised to utilize the electronic mode of reporting.

2. Schedule with the nearest PhilHealth Office for an orientation on how to prepare the RF-1 (Electronic Reporting). The orientation lasts for about an hour.
3. Submit the following documents to the nearest PhilHealth Office:
 - a) For **manual reporting**, original and duplicate copies of RF-1
 - b) For **electronic reporting**, soft copy and printout of RF-1
 - c) **Proof of payment** such as (whichever is applicable):
 - Employer copy (white) and PhilHealth copy (yellow) of ME-5 or PAR; or
 - Original and one clear copy of the POR.
4. Wait for the release of the receiving copy of all documents submitted.

When should the RF-1 be submitted?

- The monthly remittance report shall be submitted **on or before the 15th day** of the month after the applicable month (e.g. monthly remittance report for July should be submitted on or before August 15).

Important Reminders:

- Employees may submit photocopy of the documents required in the membership registration, however, original/certified true copy should be presented for validation if required by PhilHealth.
- All **newly hired** employees must be reported to PhilHealth within thirty (30) calendar days using the Er-2 Form.
- All **employees separated from employment** must be formally reported to PhilHealth within thirty (30) calendar days after separation.
- It is the duty of the employer to **inform** employees who would go on leave without pay to remit their premium contributions as Individually Paying Members (voluntary). They should still be included in the RF-1 with No Earning (NE) remark even if they are paying as voluntary members.
- Branches, regional offices and sub-units are **required** to register separately from their head/main offices.
- All employers/agencies are **required** to submit Employer Data Amendment (Er-3) Form with appropriate requirements to update their data record in case of change or correction in the business name, address, legal personality, authorized signatory, merger/consolidation, temporary suspension of operation, correction of employer TIN, termination/dissolution of operation, change of ownership, report on resumption of operation.
- The employer share in the premium contribution should not in any manner be charged to the employees.
- The Premium Contribution Schedule posted at the back of this brochure may be revised anytime. Kindly contact any PhilHealth Office for updates.