



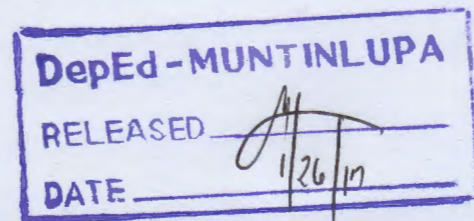
Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

January 24, 2017

DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Administrative Officer V
All Public Secondary School Principals/OICs
All Others Concerned



COMPLIANCE WITH THE MANDATORY USE OF THE PHILHEALTH ELECTRONIC PREMIUM REMITTANCE SYSTEM AND RELATED MATTERS

Attached is DepEd Order No. 5, s. 2017 re: Compliance with the Mandatory Use of the PhilHealth Electronic Premium Remittance System and Related Matters dated January 18, 2017, the contents of which are self-explanatory, for the information and compliance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent





Republic of the Philippines
Department of Education

18 JAN 2017

DepEd ORDER
No. **5**, s. 2017

**COMPLIANCE WITH THE MANDATORY USE OF THE PHILHEALTH ELECTRONIC
PREMIUM REMITTANCE SYSTEM AND RELATED MATTERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Public Secondary School Heads
All Others Concerned

1. In relation to the fulfillment of its mandate to establish an efficient premium collection mechanism and to maintain an updated membership and contribution database as stipulated in the National Health Insurance Act (Republic Act 7875), the Philippine Health Insurance Corporation (PhilHealth) is requiring the use or adoption of the **Electronic Premium Remittance System (EPRS)** as the mode of preparation and submission/transmission of the Employer Remittance Report (RF-1) through the issuance of PhilHealth Circular (PC) Nos. 25, s. 2012 and 004-2015.

2. The EPRS is an online platform designed to eliminate the manual system of updating employee list, premium remittance, and reporting of employee contributions to PhilHealth. Its utilization will enable members to maximize the benefits from PhilHealth, which includes member access to his/her up-to-date remittance information, removing the need for manual issuance of a Certification of Remittance of the member as the need arises.

3. PC No. 004-2015 specifically requires the implementation of the following, effective the applicable period of April 2015:

"1. On payment of premium contributions, all employers in the government and private sectors are strongly encouraged to pay at PhilHealth's accredited collecting agents (ACAs) or through e-Payment facilities. With the continuous endeavor to improve its business processes, the corporation ensures a more efficient posting of premium payments."

"2. On the reporting of premium payments, all employers in the Formal Economy shall adopt the EPRS as the mode of preparation and transmission of all remittance reports (RF-1). x x x"

4. Likewise, PhilHealth, through the issuance of PC No. 2016-0008, has instructed all ACAs to require employers to present their Statement of Premium Accounts (SPA) instead of the PhilHealth Premium Payment Slip (PPPS) before accepting premium contribution payments. The SPA is generated by employers through their own accounts in the EPRS.

5. In view of the foregoing, all Regional Chiefs, Administrative Division, and the Central Office Chief of Personnel Division, are directed to submit a consolidated report as of December 31, 2016 regarding the status of compliance to the aforementioned of their respective offices and implementing units (IUs).

6. All concerned are also enjoined to identify all the issues that their offices have encountered in relation to the implementation of the EPRS of PhilHealth. Enclosed is a template of the report to be accomplished and submitted to the Office of the Undersecretary for Finance-Disbursements and Accounting through the Employee Account Management Division with email address: fs.eamd@deped.gov.ph **on or before February 3, 2017** (see Annex "A").

7. All DepEd IUs needing assistance in order to comply with the aforementioned must coordinate with the nearest PhilHealth Office. Please note that delayed employer remittances have corresponding interest and/or surcharges, the computation of which is shown in PC No. 019-2015.

8. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
DepEd Memorandum No. 30, s. 2014

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
CONTRIBUTIONS
EMPLOYEES
HEALTH EDUCATION
INFORMATION TECHNOLOGY
OFFICIALS

Status Report on the Payment of Remittances through the Electronic Premium Remittance System (EPRS)

As of December 31, 2016

Department of Education - Region _____

ANNEX "A"

| DepEd Office Paying PhilHealth Remittances | PhilHealth Employer Number (PEN) | Complete Address of the Regional Office/ Schools Division Office/ Fiscally Autonomous School (Implementing Unit) | Contact Person and Contact Number | Total No. of Permanent Employees | No. of Employees with PhilHealth Identification Nos. (PIN) | Percentage of Employees with PIN (%) | No. of Employees whose remittances are reported through the EPRS | Percentage of Employees whose remittances are reported through the EPRS (%) | If the EPRS is utilized | |
|--|----------------------------------|--|-----------------------------------|----------------------------------|--|--------------------------------------|--|---|---|---|
| | | | | | | | | | Is the Statement of Premium Accounts (SPA) generated from the EPRS and submitted together with the remittances? (j) | Is payment made through PhilHealth-Accredited Collecting Agents (ACAs)? (k) |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) |
| Regional Office No. _____ | | | | | | | | | | |
| Division Office _____ (1) | | | | | | | | | | |
| <Implementing Unit 1> | | | | | | | | | | |
| <Implementing Unit 2> | | | | | | | | | | |
| <Implementing Unit 3> | | | | | | | | | | |
| Division Office _____ (2) | | | | | | | | | | |
| <Implementing Unit 1> | | | | | | | | | | |
| <Implementing Unit 2> | | | | | | | | | | |
| <Implementing Unit 3> | | | | | | | | | | |
| ... | | | | | | | | | | |
| Total | | | | | | | | | | |

Issues encountered in the implementation of the EPRS (insert rows as necessary):

- 1.
- 2.
- 3.
- ...

Prepared by: _____

Noted by: _____

Regional Finance Officer
or Administrative Officer

Head of Office



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. 2016-0008

TO : ALL PHILHEALTH ACCREDITED COLLECTING AGENTS, EMPLOYERS IN THE PRIVATE AND GOVERNMENT SECTORS, AND ALL OTHERS CONCERNED

SUBJECT : Statement of Premium Account (SPA) to Replace PhilHealth Premium Payment Slip (PPPS) in all Employer Remittances

Effective applicable month of June 2016, all PhilHealth-Accredited Collecting Agents (ACAs) shall require employers to present their Statement of Premium Accounts (SPA) instead of the PhilHealth Premium Payment Slip (PPPS) before accepting premium contribution payments on behalf of their employees.

The SPA is generated by employers through their own accounts in the Electronic Premium Remittance System or EPRS. The EPRS is an online platform designed to eliminate the manual system of updating employee list, premium remittance, and reporting of employee contributions to PhilHealth, and has been mandated for use by all employers since April 2015 per PhilHealth Circular No. 004-2015.

In this connection, all ACAs are directed to observe the following:

1. All premium payments of employers, whether on time or delayed and with interests and/or surcharges or none, shall be supported by a SPA (see Annex "A").
2. Only the amount due as stated in the SPA should be accepted. No underpayments or overpayments shall be allowed even if presented with a PPPS in addition to the SPA.
3. The SPA No. shall be used as reference number in the acceptance of payment of the NHIP premium from the employer. Likewise, the same shall be used as an additional reference in the reporting and remittance of the NHIP premium collected from the employer to PhilHealth.

MASTER DOCUMENT
 DC: AX Date: 4/12/16

This Circular shall take effect fifteen (15) calendar days after its 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. PASTILLA
 President and CEO

Date signed: 04/12/16



**PHILIPPINE HEALTH INSURANCE CORPORATION
STATEMENT OF PREMIUM ACCOUNT (SPA)**

Annex "A"

| | | | |
|---|-----------------|-------------------|-------------------|
| PEN: | 764891345613 | SPA No.: | 1254612 |
| Employer Type: | PRIVATE | Date generated: | November 20, 2015 |
| Business/Agency Name: | ABC CORPORATION | | |
| Principal Grouping No: | | Premium Due Date: | November 15, 2015 |
| Principal Name: | | | |
| CURRENT CHARGES: | | | |
| Applicable Month: | Oct-15 | | |
| No. of Employees: | 200 | | |
| Amount of Premium: | | | |
| Employee Share | 4,250.00 | | |
| Employer Share | 4,250.00 | | |
| Premium Due for the Current Applicable Period | | 8,500.00 | |
| add: Interest Incurred for the Current Applicable Period | | 200.00 | |
| Amount Due for the Current Applicable Period | | 8,700.00 | |
| add: Interests and/or Surcharges Incurred for the Previous Period | | | |
| | Aug-15 | 200.00 | |
| | Sep-15 | 250.00 | |
| TOTAL AMOUNT DUE | | | 9,150.00 |

IMPORTANT REMINDER:
Per available records, it appears that you may have missed paying and/or reporting your payments for the following applicable period/s:

| SPA Number | Applicable Month/s | Premium/Report Due |
|------------|--------------------|--------------------|
| 1048975 | June 2015 | 8,400.00 |
| 1139421 | July 2015 | 8,400.00 |
| | TOTAL | 16,800.00 |

Please settle the above accounts immediately and coordinate with your PAIMS (or visit the nearest PhilHealth Office) to assist you in posting these payments. Thank you.

..... cut off here

PHILHEALTH EPRS PREMIUM PAYMENT SLIP

| | | | |
|---|-------------------|-------------------|-------------------|
| Remittance Due Date: | November 15, 2015 | SPA No.: | 1254612 |
| | | Date Generated: | November 20, 2015 |
| PEN: | 764891345613 | Employer Type: | PRIVATE |
| Business/Agency Name: | ABC CORPORATION | No. of Employees: | 200 |
| Applicable Month: | Oct-15 | | |
| Principal Grouping No: | | | |
| Principal Name: | | | |
| Amount of Premium: | | | |
| Employee Share | 4,250.00 | | |
| Employer Share | 4,250.00 | | |
| Premium Due for the Current Applicable Period | | 8,500.00 | |
| add: Interest Incurred for the Current Applicable Period | | 200.00 | |
| Amount Due for the Current Applicable Period | | 8,700.00 | |
| add: Interests and/or Surcharges Incurred for the Previous Period | | - | |
| | Aug-15 | 200.00 | |
| | Sep-15 | 250.00 | |
| TOTAL AMOUNT DUE | | | 9,150.00 |

MASTER DOCUMENT
 Date: 11/21/15
 DC:



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



PHILHEALTH CIRCULAR

No. 004-2015

TO : ALL EMPLOYERS IN THE GOVERNMENT AND PRIVATE SECTORS

SUBJECT : PAYMENT AND REPORTING OF PREMIUM CONTRIBUTIONS OF EMPLOYERS AND EMPLOYEES

Pursuant to Section 6.f of the Revised Implementing Rules and Regulations of the National Health Insurance Act of 2013, PhilHealth is mandated to *"establish and maintain an updated membership and contribution database."*

To fulfil this mandate, the following shall be implemented **effective the applicable period of April 2015:**

1. On payment of premium contributions, all employers in the government and private sectors are strongly encouraged to pay at PhilHealth's accredited collecting agents (ACAs) or through e-Payment facilities. With the continuous endeavour to improve its business processes, the corporation ensures a more efficient posting of premium payments.
2. On the reporting of premium payments, all employers in the Formal Economy shall adopt the Electronic Premium Reporting System (EPRS) as the mode of preparation and transmission of all remittance reports (RF-1). However, this remains optional for employers of Kasambahays.

During the transition period, the PhilHealth Employer Engagement Representatives (PEERs) are advised to coordinate with the PhilHealth Accounts Information Management Specialists (PAIMS) or the nearest PhilHealth office for the orientation, training and registration for the said systems.

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

All provisions of previous issuances which are consistent and were not affected by this Circular shall remain in full force and effect.

MASTER DOCUMENT

ALEXANDER A. PADILLA
 President and CEO

Date signed: 3/5/15

PhilHealth | Office of the PCEO



Republic of the Philippines
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Citystate Centre, 709 Shaw Boulevard, Pasig City
 Call Center (02) 441-7442 Trunkline (02) 441-7444
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PHILHEALTH CIRCULAR

No. 019-2015

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

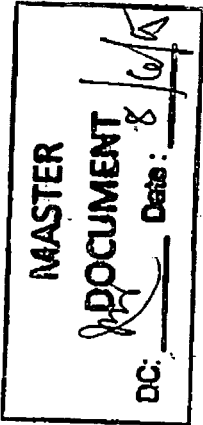
SUBJECT : Modified Computation of Interests and/or Surcharges on Delayed Employer Remittances

Starting the applicable month of August 2015, interests and/or surcharges for late payments by employers both in the government and private sectors shall be computed as follows:

Interest/surcharge = remittable amount x 2% x number of months delayed or P200.00, whichever is higher

Where: Remittable amount is the total premium contributions due, inclusive of interests and/or surcharges incurred from the previous month/s' late payment of contributions.

Number of months delayed shall be computed by counting the number of months starting from the day immediately after the deadline to the actual date of remittance, inclusive of Saturdays, Sundays and holidays. A fraction of a month shall be computed as one whole month delayed; i.e. premium contribution delayed for 1 day shall already be considered a delay for one month.



This is pursuant to Section 16(v) of Republic Act 7875 as amended which provides that "notwithstanding the provisions of any law to the contrary, to impose interest and/or surcharges of not exceeding three percent (3%) per month, as may be fixed by the Corporation, in case of any delay in the remittance of contributions which are due within the prescribed period by an employer, whether public or private."

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

All provisions of previous issuances which are consistent and not affected by this Circular shall remain in full force and effect.

Please be guided accordingly.

ALEXANDER A. PADILLA
 President and CEO

Date signed: 08/05/15

PS-2015-0730-001



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre Building, 709 Shaw Boulevard, Pasig City
Healthline 441-7444 www.philhealth.gov.ph

PHILHEALTH CIRCULAR

No. 025, s-2012

TO : ALL EMPLOYERS AND EMPLOYEES FROM THE GOVERNMENT AND PRIVATE SECTOR, PHILHEALTH REGIONAL, BRANCH AND SERVICE OFFICES, AND ALL OTHERS CONCERNED

SUBJECT : MANDATORY USE OF EPRS IN PREPARATION AND SUBMISSION OF RF-1 REPORT AND PHASING OUT OF OTHER REPORTING SCHEME.

Title III, Rule 1, Section 6 of the Implementing Rules and Regulations of the National Health Insurance Act (RA 7875) amended by RA 9241, mandates PhilHealth to establish an efficient premium collection mechanism and maintain an updated membership and contribution database. With the continuous technological advancement, it was deemed necessary to utilize the same to improve our systems and business processes, which will redound to ease and timely processing of employer reports. Relative thereto, PhilHealth Circular No. 30, s-2010 dated 20 September 2010 (Re: Online Submission of Employer's Remittance Report) was adopted detailing the basic requirements needed to employ the *Electronic Premium Reporting System (EPRS)*, a web-based application for use of employers in the preparation and submission of monthly remittance reports.

Anent the aforementioned, effective immediately, all employers are required to use and/or adopt the *Electronic Premium Remittance System (EPRS)* as the mode of preparation and submission/transmission of the Employer Remittance Report (RF-1). As such, all other reporting schemes (such as the PhilHealth Premium Remittance System, Excel format of RF-1 and softcopy format generated thru payroll extraction) shall gradually be phased out except for the *PhilHealth Premium Remittance Scheme-Positive/Negative (PPRS-PN)*. Thus, before the end of the year, all RF-1 reports should be processed using the EPRS.

However, employers with *ten (10)* employees or less may submit their remittance reports quarterly in hardcopy format. The monthly reports are due on the 15th after the applicable month while quarterly reports are due on or before the 15th day after the applicable quarter. Please refer to *PhilHealth Circular No. 02, s-2010 (Submission of Employer Remittance Report RF-1)* and *PhilHealth Advisory No. 03-04-2010 (Soft copy format and schedule of submission of Employer Remittance Reports)* for explicit details.

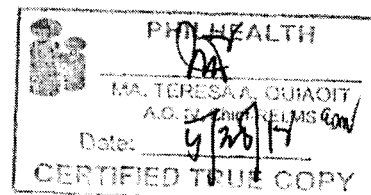
All employers are hereby enjoined to coordinate with the nearest PhilHealth office regarding the orientation, training and subsequent registration to the *EPRS*.

Other issuances inconsistent with the abovementioned provisions are hereby and/or modified. Thus, this Circular shall take effect *fifteen (15)* days upon publication in a newspaper of general circulation.

Please be guided accordingly.

DR. EDUARDO P. BANZON
President and CEO

5/29/12



PhilHealth Advisory



No. 03-04-2010

Soft copy format and schedule of submission of Employer Remittance Reports

All employers shall now be required to submit their monthly remittance report (RF-1) in **soft copy format** to ensure prompt posting of employees' premium contributions in the PhilHealth database.

However, employers with ten (10) employees or less may submit their RF-1 quarterly in **hard copy format**.

The monthly reports are due on the 15th after the applicable month while quarterly reports are due on or before the 15th day after the applicable quarter.

To ensure compliance, please be guided by the following:

| EMPLOYER | RF-1 FORMAT | EFFECTIVITY | DEADLINE OF SUBMISSION |
|--|--|--|--|
| A. Employers with more than ten (10) employees | Softcopy RF-1 | July 2010 reports succeeding months | August 15, 2010 Every 15th day after the applicable month |
| B. Employers with ten (10) employees or less | Hardcopy RF-1/ Soft copy RF-1 (optional) | July 2010 reports succeeding months | August 15, 2010 Every 15th day after the applicable month |

This new policy shall apply to premium remittances for July 2010 onwards. For more information, please call the Marketing and Collection Department at (02) 637-6180 or visit the Regional and Service Offices in your localities.

DR. REY B. AQUINO
President and CEO