

[PhilHealth Circular No. 016-2015, June 22, 2015]

REGISTRATION OF HOUSEHOLD EMPLOYERS AND COVERAGE OF DOMESTIC WORKERS (KASAMBAHAYS) IN THE NATIONAL HEALTH INSURANCE PROGRAM (NHIP)

*Adopted: 22 June 2015
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I. LEGAL BASIS

Rule V, Section 3 of the Implementing Rules and Regulations (IRR) of Republic Act 10361, entitled: "An Act Instituting Policies for the Protection and Welfare of Domestic Workers" categorically mandates that – **"as employer of the Kasambahay, he/she shall register himself/herself with, and enroll the latter as his/her employee to the SSS, PhilHealth, and Pag-IBIG."**

Moreover, to ensure that PhilHealth membership of the household help or Kasambahay is sustained, **employers are required to register their Kasambahays with PhilHealth and pay the corresponding PhilHealth Premium contributions for the rendered services until the date of separation** (Section 21, Rule IV of the IRR of Republic Act 7875, as amended, otherwise known as the National Health Insurance Act of 2013).

II. COVERAGE

This Circular shall apply to all Household Employers and their Kasambahays as defined under R.A. 10361 and its IRR.

III. POLICY AND PROCEDURAL GUIDELINES

A. Duties of the Household Employer

1. Household Employers are mandated to:

- a) Household Employer Unified Registration Form or PPS-HEUR1 (See Annex "A");
- b) Household Employer Unified Report Form or PPS-HEUR2 (See Annex "B"); and
- c) Kasambahay Unified Registration Form or PPS-KURF (See Annex "C") if the Kasambahay is not yet enrolled with PhilHealth, SSS or in Pag-IBIG Fund (to be attached to the accomplished PPS-HEUR2).

2. The Household Employer shall pay and remit the prescribed monthly premium contribution of the Kasambahay on or before the prescribed due date.

3. Failure to remit the required premium contributions shall make the Household Employer liable for reimbursement of payment for a properly filed claim in case the Kasambahay or his/her dependent/s avail of PhilHealth benefits, without prejudice to the imposition of other penalties.

B. Registration Procedures

1. All individuals engaging the services of Kasambahay/s shall register with PhilHealth as a Household Employer by submitting the following duly accomplished forms to any Local Health Insurance Office (LHIO) of PhilHealth or to any service office of Pag-IBIG and SSS:
 - a) Household Employer Unified Registration Form or PPS-HEUR1 (See Annex "A");
 - b) Household Employer Unified Report Form or PPS-HEUR2 (See Annex "B"); and
 - c) Kasambahay Unified Registration Form or PPS-KURF (See Annex "C") if the Kasambahay is not yet enrolled with PhilHealth, SSS or in Pag-IBIG Fund (to be attached to the accomplished PPS-HEUR2).

The above-mentioned forms are in accordance to the PhilHealth-Pag- IBIG-SSS Joint Memorandum Order 001, s. 2013 implementing the Kasambahay Unified Registration System (KURS).

2. To properly accomplish the PPS-HEUR1, the Household Employer must fill-out the following mandatory fields:
 - a) Last Name, First Name, Suffix (Sr./Jr.), Middle Name of Household Employer;
 - b) Date of Birth; Sex; and Tax Identification Number, if available;
 - c) Address; Contact Number (Landline and/ or Mobile/Cellphone); email address; and
 - d) Signature of Household Employer certifying the correctness of the supplied information.

No supporting document will be required if submitted personally by the Household Employer. If submitted through an authorized representative, submission of the following shall be required:

- a) Letter of Authorization from the Household Employer;
 - b) Valid ID of the Household Employer;
 - c) Valid ID of the Authorized Representative
3. Upon registration, PhilHealth shall assign a unique and permanent PhilHealth Employer Number (PEN) to the Household Employer which is linked to his/her own PhilHealth Identification Number (PIN).
4. Household Employer shall register and/or report his/her Kasambahays by submitting duly accomplished PPS-KURF to be attached to the PPS- HEUR2.