

**[PHILHEALTH CIRCULAR NO. 28, S. 2010,
September 20, 2010]**

**AUTOMATIC ENROLLMENT OF RETIRING EMPLOYEES INTO THE
LIFETIME MEMBER PROGRAM**

Section 12(b), Article III of Republic Act 7875 states that members who have reached the age of retirement as provided for by law and have paid at least 120 monthly contributions need not pay the monthly contributions to be entitled to benefits under the National Health Insurance Program (NHIP). As such, retiring employees in the government and private sectors who meet these conditions must be enrolled into the Lifetime Member Program and their enrollment must be facilitated by their employers at least three (3) months prior to the date of retirement.

The application for LMP shall be filed with PhilHealth as soon as the employee's retirement application has been approved by the employer. The employer's Human Resource Management Office, through its authorized representative, shall ensure that the following documents are forwarded to PhilHealth for processing:

1. Two (2) copies, duly accomplished PhilHealth Member Registration Form (PMRF)
2. Two (2) pieces, 1"x1" recent photograph of member
3. Photocopy of the following documents, duly certified by the employer:
 - a. Birth certificate of the retiring employee (if none, any two of the documents listed at the back of PMRF)
 - b. Approved retirement applications; and
 - c. (For private sector) Employer certification indicating that the retiring employee is employed in their company for the last ten (10) years and that the corresponding PhilHealth premium contributions were deducted and remitted every month during the period. Leave of absences without pay must be indicated, if any.
 - d. (For government sector) Duly signed Service Record indicating the creditable service prior to the date of retirement. Leave of absences without pay must be indicated, if any; and Employer Certification indicating history of PhilHealth monthly premium contributions with corresponding official receipt numbers for payments made while in service.

In case the retiring member lacks the required 120 monthly premium contributions but has reached the retirement age, the contributions made with his previous employer/s, or as member of any of the other PhilHealth program categories shall be included in the computation of the required contributions. Proofs of payments made or a certification of premium contributions with corresponding OR numbers must be submitted.