

[PHIC PHILHEALTH CIRCULAR NO. 02, s. 2010, January 22, 2010]

SUBMISSION OF EMPLOYER REMITTANCE REPORT (RF-1)

Relative to PhilHealth's continuing effort in maintaining an updated membership and contribution database, all employers shall be required to use the Employer Remittance Reports (RF-1) in softcopy format effective July 2010.

The mandatory use of softcopy report format will ensure prompt posting of member's premium contribution that will facilitate a more responsive program to all employed members. Hence, all concerned employers are hereby enjoined to coordinate with the nearest PhilHealth Regional Offices for the training/seminar on the softcopy RF-1 reporting.

However, in consideration to employers with ten (10) employees or less who may not be capable of using the Softcopy Format may be allowed to submit reports on a quarterly basis using the hardcopy RF-1

The following schedule of submission of reports as illustrated in Table 1 below shall be strictly observed:

Table 1

	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 15 th day after the applicable month
B.	Employers with ten (10) employees or less	Hardcopy RF-/ Softcopy RF-1 (optional)	July - September 2010 reports succeeding quarters	October 15, 2010 Every 15 th day after the applicable quarter

All provisions inconsistent with this circular are hereby repealed.

Please be guided accordingly.

Adopted: 22 Jan. 2010

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President and CEO



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