



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>										
...										
<b>Total</b>										

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



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**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.

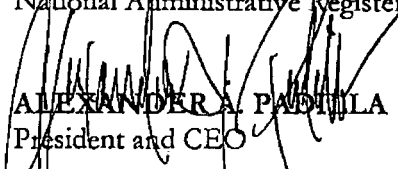
The SPA is generated by employers through their own accounts in the Electronic Premium Remittance System or EPRS. The EPRS is an online platform designed to eliminate the manual system of updating employee list, premium remittance, and reporting of employee contributions to PhilHealth, and has been mandated 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. PADILLA**  
 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:			
<b>CURRENT CHARGES:</b>			
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	
<b>Amount Due for the Current Applicable Period</b>		<b>8,700.00</b>	
add: Interests and/or Surcharges Incurred for the Previous Period			
	Aug-15	200.00	
	Sep-15	250.00	
<b>TOTAL AMOUNT DUE</b>			<b>9,150.00</b>

**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
	<b>TOTAL</b>	<b>16,800.00</b>

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.

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**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	
<b>Amount Due for the Current Applicable Period</b>		<b>8,700.00</b>	
add: Interests and/or Surcharges Incurred for the Previous Period			
	Aug-15	200.00	
	Sep-15	250.00	
<b>TOTAL AMOUNT DUE</b>			<b>9,150.00</b>

**MASTER DOCUMENT**  
 Date: 11/21/15  
 DC:



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**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



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**PHILHEALTH CIRCULAR**

No. 019-2015

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

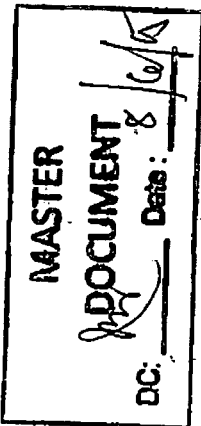
**SUBJECT :** Modified Computation of Interests and/or Surcharges on Delayed Employer Remittances

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



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**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.

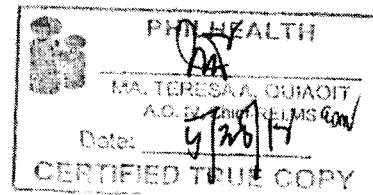
However, employers with *ten (10)* employees or less may submit their remittance reports quarterly in hardcopy format. The monthly reports are due on the 15<sup>th</sup> after the applicable month while quarterly reports are due on or before the 15<sup>th</sup> day after the applicable quarter. Please 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.

30  
**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 15<sup>th</sup> after the applicable month while quarterly reports are due on or before the 15<sup>th</sup> 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