



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

DEC 13 2024

DIVISION MEMORANDUM

No. 023, s. 2024

PHILHEALTH CONTRIBUTION

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This has reference to the Philippine Health Insurance Corporation (PHILHEALTH) premium, employee share of 2.5% which was supposed to be deducted in the payment of salary differential from January to August 2024 but was not deducted in the said pay out.
2. In as much as this is a mandatory contribution and that salary differential is subject to such deduction and the December payroll is already done, the said employee share is hereby deducted in the Performance Enhancement Incentive (PEI) of each employee for this year 2024.
3. The premium contribution is due for remittance this December 2024 and failure to do so would incur penalties to each member. This deduction and remittance are done for the protection of the benefits of each member.
4. Enclosed is a copy of the advisory from Philhealth for reference.
5. Wide and immediate dissemination of this memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



Enclosure : As stated
Reference : As stated
Allotment : N/A
No. of Pages :

To be indicate in the **Perpetual Index** under the following subjects:

FN: NAbdon/ 12-13-24

(Enclosure No. 1 to Division Memorandum No. _____, s. 2024)

Premium Adjustment for Civilian Government Personnel Covered by Executive Order No. 64, s. 2024

In relation to Executive Order No. 64, s. 2024 on the Updating of Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance and for Other Purposes and DBM Circular Letter No. 2024-3 dated February 15, 2024, all employers covered by the aforementioned issuances are advised of the following:

1. The premium differentials from the applicable period of January 2024 until the salaries have been adjusted to the new rates shall be collected in accordance to the retroactive effectivity of the said Executive Order and as stated in the DBM National Budget Circular No. 594.
2. Only the employer share shall be collected for those employees who have resigned or separated during the aforementioned period.
3. A manual billing computation based on the difference of the remitted premium contribution paid and posted for the applicable month of January to August 2024. The 5% remittable differential amount based on the updated Monthly Basic Salary will be issued together with the endorsement of the Premium Differential Payment Form, to be presented upon payment to the PhilHealth Cashier.
4. All concerned employers are required to submit the Employers Remittance Report (RF1) to the Collection Section or Local Health Insurance Office (LHIO). Upon payment, indicate the details of the issued PhilHealth Official Receipt (POR) on the first page of the report for the manual posting of reports and post-audit purposes.
5. Payments of the differential shall be accepted until December 31, 2024 without interest.

Further inquiries may be referred to the nearest PhilHealth Local Health Insurance Office or to the assigned PhilHealth Account Information Management Specialist (PAIMS).

(Sgd.) EMMANUEL R. LEDESMA, JR.
President and Chief Executive Officer