

**[ PHIC PHILHEALTH CIRCULAR NO. 25, S. 2002,  
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**USE OF PHILHEALTH IDENTIFICATION NUMBER (PIN) AND  
PHILHEALTH EMPLOYER NUMBER (PEN) IN PHILHEALTH  
TRANSACTIONS**

Effective January 2, 2003, all PhilHealth members from the government and private sector and their respective employers, Individually Paying Members (IPM) and Non-Paying Members (NPM) shall be required to use their PhilHealth Numbers to expedite certain transactions with the Corporation.

As such, employers who have not been issued their respective PhilHealth Employer Number (PEN) are directed to register with any of the PhilHealth offices nationwide. Employees who have not been issued their PhilHealth Identification Numbers (PIN) should coordinate with their respective employers to facilitate the issuance thereof.

On the other hand, retirees and pensioners from the government and private sector who are now considered Non-Paying Members are encouraged to formally enlist with PhilHealth for the issuance of their ID cards which indicate their respective PINs.

Those concerned are advised to duly accomplish and submit to any PhilHealth office the following registration form/s, whichever is/are applicable:

**MEMBERSHIP  
CATEGORY**

**FORMS TO ACCOMPLISH**

Employed Sector:

Government Sector  
Employers and  
Employees

Er1G - Employer Data Record  
Er2 - Report of Employee-Members  
M1a - Member Data Record

Private Sector  
Employers and  
Employees

Er1P - Employer Record  
Er2 - Report of Employee-Members  
M1a - Member Data Record

Individually Paying  
Members

M1b - Member Data Record

Non-Paying Members

M1c - Member Data Record

The use of these PhilHealth-issued numbers (PIN/PEN) shall facilitate transactions with PhilHealth such as premium remittance, proper posting of premium contributions and in benefit claims avilment, among others. It is also vital in the establishment of the Corporation's database, which shall contain all the necessary