

**[ PHIC PHILHEALTH CIRCULAR NO. 03, S. 2005,  
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**ISSUANCE OF CERTIFICATE OF ELIGIBILITY OR PHIC FORM CE1**

**I. RATIONALE**

The Certificate of Eligibility or PHIC Form CE1 is issued to PhilHealth indigent members and its dependents to ensure accessibility of hospitalization benefits. The Form is a substitute document in the absence of required documents evidencing membership and/or dependency of claimants.

The authorized PhilHealth Office staff, Local Social Welfare Development Officer (LSWDO) or Punong Barangay may issue the Form to certify membership and/or dependency status under the following conditions:

1. Non-availability of the PhilHealth ID Card or photocopied documentary requirements;
2. Loss of PhilHealth ID Card; and
3. Expiration of PhilHealth ID Card validity but under the following conditions:
  - a. the member has been favorably endorsed for membership renewal by the LGU; and
  - b. the member's new ID with current validity is in transit.

However, it has been observed that there is an increasing issuance of PHIC Form CE1 to non-members of the Sponsored (Indigent) Program. Hence, this Circular is issued to guide all concerned on the issuance of the said Form.

**II. GUIDELINES**

1. The revised Certificate of Eligibility or the PHIC Form CE1 (Annex "A"\*) shall only be issued under the following conditions:
  - a. Loss of PhilHealth ID Cards; and
  - b. Non-availability of the PhilHealth ID Card or photocopied documentary requirements.
2. The PHIC Form CE1 shall no longer be issued to indigent members whose membership coverage have expired. The LGU should submit to PhilHealth Regional Office the list of members for renewal within the prescribed period of at least one (1) month prior to membership expiration for encoding to the membership database, ID generation and distribution.
3. Lost PhilHealth IDs shall be replaced and released immediately.