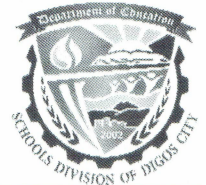


Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



TC# 18-1644
February 7, 2018

DIVISION MEMORANDUM
No. 134, s. 2018

Submission of PhilHealth ER2 form for the Full Implementation of EPRS

- To: Public Schools District Supervisors
All Elementary School Heads
Ruparan National High School (Junior and Senior)
Kapatagan National High School (Junior and Senior)
Digos City Senior High School (Stand Alone)
All Division Personnel
- In preparation for the full implementation of the Electronic Philhealth Remittance System (EPRS), we are requesting fully accomplished Philhealth ER2 Form in excel format from the following:
 - All Elementary Schools
 - Ruparan National High School (Junior and Senior)
 - Kapatagan National High School (Junior and Senior)
 - Digos City Senior High School (Stand Alone)
 - Schools Division Office (SDS, CID, SGOD and ALS)
 - The PhilHealth ER2 Form should be group according to;
 - Regular employees with complete information (already member).
 - Unregistered employees/without PhilHealth Identification Number.
 - Employees for updating of personal identification (dependents, marital status, etc.)
 - Separated employees due to death, retirement, resignation or transfer.
 - Each operating unit must submit their fully accomplished Philhealth ER2 Form in excel format to jakelloyd.vencio@deped.gov.ph except for SDO personnel which will be submitted to Guy Mara-asin, Administrative Assistant III. Excel format of PhilHealth ER2 Form is available at <http://www.depeddigoscity.org/downloads/>.
 - Deadline for submission will be on or before February 12, 2018.
 - For your strict compliance.

For and in the absence of the Schools Division Superintendent, OIC:


MELANIE P. ESTACIO, Ph.D.
Officer-In-Charge

Office of the Assistant Schools Division Superintendent

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
FINANCE, REPORT

jake lloyd vencio: Submission of PhilHealth ER2 form for the Full Implementation of EPRS
7 February 2018

DEPED SCHOOLS DIVISION OF DIGOS CITY
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