



March 20, 2019

DIVISION MEMORANDUM

No. 156 S. 2019

FOR: Public Schools District Supervisors/ In Charge
Elementary and Secondary School Heads
District and School ICT Coordinators
Teaching and Non-Teaching Staff
This Division

SUBJECT: VERIFICATION OF BASIC DATA OF EMPLOYEES IN PHILHEALTH MASTERFILE – DIVISION OFFICE, ELEMENTARY, JUNIOR HIGH SCHOOL (EXCLUDING IMPLEMENTING UNITS' PLANTILLA ITEMS) AND SENIOR HIGH SCHOOL PERSONNEL.

Relative to Regional Memorandum No. 121, s. 2019 entitled *Availment of Philhealth Benefits*, employees are required to fill-up a template so that we can verify the accuracy of basic data found in the Philhealth Masterfile. If employees' data will be updated, this will also facilitate your claims for Philhealth benefits. You may download the "PHILHEALTH MASTERFILE UPDATE TEMPLATE" @ depedmisor.net under "DOWNLOADABLES".

The individual basic data must be encoded or dictated by the employee to make sure that it is correct. The school Philhealth in-charge must submit the electronic/soft copy to their respective district offices and then the district will consolidate. The district Philhealth in-charge must send the consolidated copy through email at melanie.estenzo@deped.gov.ph. Deadline of submission is on March 27, 2019.

Immediate dissemination and strict compliance with this Memorandum is hereby enjoined.

RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/rlg/mcc

