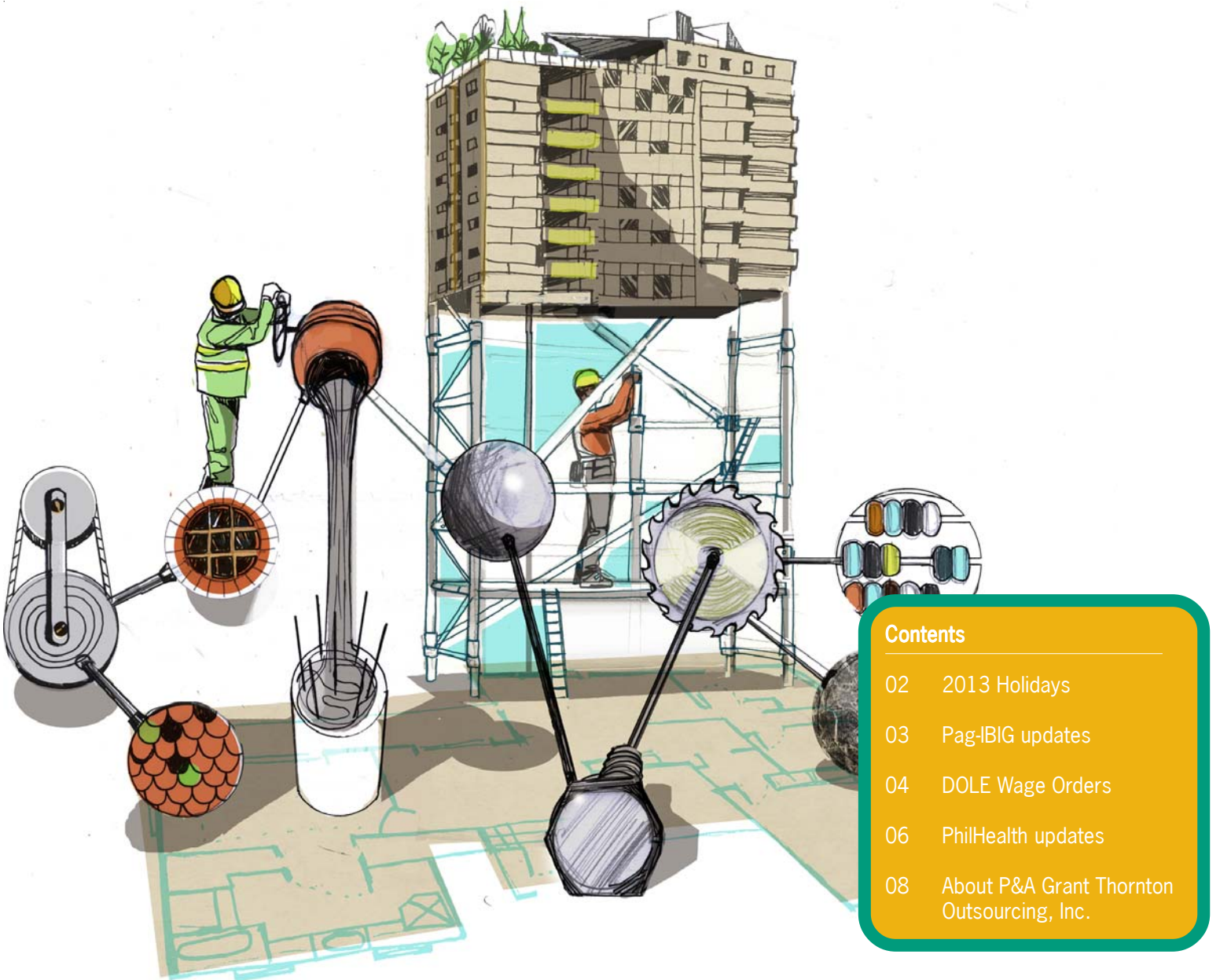


July - September 2012

Outsourcing brief



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2013 Holidays

Proclamation No. 459: Declaring the regular holidays, special (non-working) days and special holidays (for all schools) for 2013

The Office of the President, through Proclamation No. 459, released the list of holidays (regular and special) for the year 2013, namely:

Regular holidays	
New Year's Day	January 1 (Tuesday)
Maundy Thursday	March 28
Good Friday	March 29
Araw ng Kagitingan	April 9 (Tuesday)
Labor Day	May 1 (Wednesday)
Independence Day	June 12 (Wednesday)
National Heroes Day	August 26 (Last Monday of August)
Bonifacio Day	November 30 (Saturday)
Christmas Day	December 25 (Wednesday)
Rizal Day	December 30 (Monday)

Special (non-working) days	
Black Saturday	March 30
Ninoy Aquino Day	August 21 (Wednesday)
All Saints Day	November 1 (Friday)
Additional special (non-working) days	November 2 (Saturday)
	December 24 (Tuesday)
Last day of the year	December 31 (Tuesday)

Special holiday (for all schools)	
EDSA Revolution Anniversary	February 25 (Monday)

The proclamations declaring national holidays for the observance of Eid'l Fitr and Eidul Adha shall be issued after the approximate dates of the Islamic holidays have been determined in accordance with the Islamic astronomical calculations. The National Commission of Muslim Filipinos (NCMF) will inform the Office of the President on which days the holidays will fall.

(Presidential Proclamation No. 459, Series 2012)



Pag-IBIG updates

MID or RTN required for all Pag-IBIG Fund transactions effective September 1, 2012

In line with the thrust to improve its system and the services it provides for employers and employees, the Home Development Mutual Fund (HDMF) will require Membership Identification (MID) Numbers for all transactions with Pag-IBIG Fund effective September 1, 2012. The MID Numbers should be indicated when submitting the following Pag-IBIG Fund Forms:

- Member's Contribution Remittance Form (MCRF)
- Short-Term Loan/ Multi-Purpose Loan Applications
- Monthly Remittance Schedule for Multi-Purpose Loans

In the absence of MID Numbers, all employees are required to secure a Registration Tracking Number (RTN) at any Pag-IBIG branch or via internet through its website at www.pagibigfund.gov.ph. Without the MID or the RTN, the processing of Pag-IBIG transactions may be delayed.

To register, go to www.pagibigfundservices.com/PubReg/Starter_Page.aspx and follow these instructions:

- I. Select "Option 1 - Register as New Member." This option should be used by both new members and members who already have MID Numbers.
- II. Fill out completely the online registration form.
- III. View, review, and print the Member's Data Form (MDF). You will be assigned an RTN as proof that you have successfully registered online.
- IV. The company will submit the MDF to the HDMF to claim the employee permanent MID card.

Also, the HDMF has advised that employers should submit a soft copy (computer file) of remittance schedules for faster posting of contributions and loan payments. The easy-to-use soft copy format, as well as the copy of the Member's Contribution Remittance Form (MCRF), can be downloaded from the website of Pag-IBIG at www.pagibigfund.gov.ph.



DOLE Wage Orders

Wage increases granted in Regions III, VIII and ARMM

The Regional Tripartite Wages and Productivity Boards of Regions III (Central Luzon), VIII (Eastern Visayas) and Autonomous Region of Muslim Mindanao (ARMM) adjusted the minimum wage rates of covered private sector workers and employees in the regions by issuing the following Wage Orders: Wage Order No. RBIII-17, Wage Order No. RBVIII-17, and Wage Order No. ARMM-14.

The salient features of the wage orders are as follows:

- Wage increases in the following provinces:
 - P6/day increase in basic pay of all covered workers in the region except those belonging to establishments with total assets of less than P30 million
 - P6.50/day increase in non-agriculture establishments with total assets of less than P30 million
 - P14/day basic pay increase in non-plantation and the retail/service establishments employing less than 16 workers in Aurora Province

Wage Order No. RBIII-17

- Integration into the basic pay of the P24 cost of living allowance (COLA) under Wage Order No. RBIII-16

Daily Minimum Wage Rates (Region III, Central Luzon) Per Wage Order No. RBIII-17, effective 11 October 2012		
Sector	Minimum Wage Rates	
	Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, Zambales	Aurora
Non-Agriculture Establishments with total assets of P30 million or more Establishments with total assets of less than P30 million	P336.00 P329.00	P285.00
Agriculture Plantation Non-Plantation	P306.00 P290.00	P270.00 P258.00
Retail/Service With 16 or more workers With less than 16 workers	P325.00 P311.00	P215.00



DOLE Wage Orders

Wage Order No. RBVIII-17

- Provides integration of P10 COLA under Wage Order No. RB VIII-15 into the basic pay, and new P7 COLA per day in addition to the P15 COLA granted under Wage Order No. RBVIII-16

Daily Minimum Wage Rates (Region VIII, Eastern Visayas) Per Wage Order No. RBVIII-17, effective 16 October 2012				
Sector	Minimum Wage Rates upon effectivity	Cost of living allowance		New Daily Minimum Wage Rates
		Under Wage Order No. RBVIII-16	Under Wage Order No. RBVIII-17	
Non-Agriculture	P238.00	P15.00	P7.00	P260.00
Cottage/Handicraft	P216.00	P15.00	P7.00	P238.00
Retail/Service Employing 10 workers or less	P207.00	P15.00	P7.00	P229.00
Agriculture (Non-Sugar)	P219.00	P15.00	P7.00	P241.00
Sugar Industry				
Mills	P240.00	P15.00	P7.00	P262.00
Plantation	P213.00	P15.00	P7.00	P235.00
Non-Plantation	P198.50	P15.00	P7.00	P220.50

Wage Order No. ARMM-14

- Integration into the basic pay of P10/day COLA under Wage Order No. ARMM-13

Daily Minimum Wage Rates (Autonomous Region in Muslim Mindanao) Per Wage Order No. ARMM-14, effective 21 September 2012			
Sector	Old Daily Basic Wage	Integrated COLA to Old Basic Wage	New Daily Basic Wage
Non-Agriculture	P222.00	P10.00	P232.00
Agriculture	P222.00	P10.00	P232.00

For the full versions of the Wage Orders, please refer to the website of the National Wages and Productivity Commission (NWPC): www.nwpc.dole.gov.ph.



PhilHealth updates

PhilHealth Circular No. 045: Electronic Premium Reporting System version 2.1 (EPRS v2.1) and Employer Online Activation

The PhilHealth issued PhilHealth Circular No. 025, Series 2012, which mandatorily requires all employers with more than 10 employees to adopt and use PhilHealth's EPRS as the mode of preparation and submission/transmission of the Employer Remittance Report (RF-1). The enhanced system, now dubbed as EPRS v2.1, has been made available and accessible to EPRS users starting 1 October 2012.

In addition to the user-friendly features of the EPRS v2.0, the new EPRS v2.1 has the following innovative features:

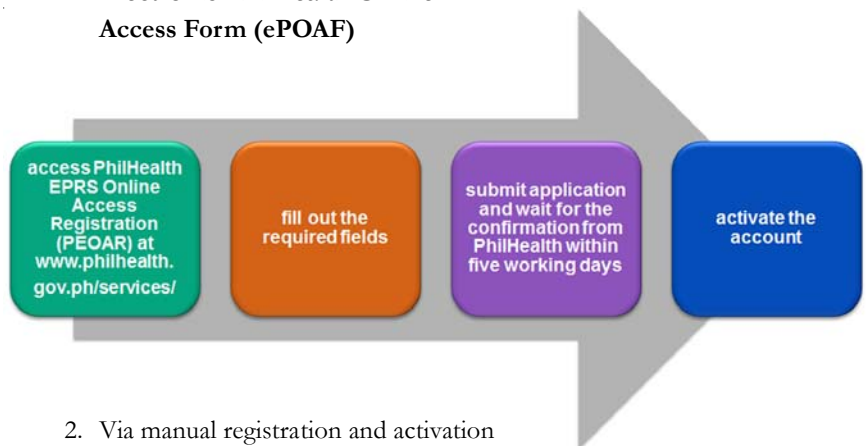
- **Preliminary Employees Premium Remittance List (PEPRL) generation** - This feature allows the employer to verify the correctness of the employee contributions list for the current month.
- **Statement of Premium Account (SPA) generation** - With just a click, the employers can generate a statement of total premium payable to PhilHealth, which shall be used as the basis for voucher and check preparation. The required PhilHealth Premium Payment Slip (PPPS) is also included in the SPA. Hence, there is no need to fill out a separate payment form.
- Finally, EPRS can now accept the posting of premium contribution remitted through the Accredited Collecting Agents (ACAs).

Employers who have not yet adopted the EPRS as their mode of preparation and submission of their RF-1 are enjoined to register for an EPRS account and

activate the same to experience the ease and convenience of preparing and submitting their RF-1 online. They can choose from two simple and easy modes of registration and activation, as follows:

1. Via online registration and activation

Electronic PhilHealth Online Access Form (ePOAF)



2. Via manual registration and activation

Manual PhilHealth Online Access Form (POAF), in accordance with PhilHealth Circular No. 30, Series 2010

- a. Submit to PhilHealth the duly accomplished POAF and attend the scheduled training for the activation and creation of EPRS user account
- b. For schedules on the conduct of trainings and other details, interested employers may coordinate with the PhilHealth Office in their localities.



PhilHealth updates

Employers who are actively using the EPRS and those who just successfully registered and activated their EPRS accounts may now facilitate the preparation and submission of their respective 'Employer Remittance Reporting' by updating the membership and contributions profiles of its employees following the EPRS six Easy Steps in Premium Reporting:

EPRS Six Easy Steps in Premium Reporting

Step	Employers activity	Timeliness	Requirement
1	Membership updating in the EPRS	within 30 days of the applicable month	Mandatory
2	Generation of Preliminary Employees Premium Remittance List (PEPRL)	1st - 5th day after the applicable month <i>(can be generated after membership updating)</i>	Optional
3	Generation of Statement of Premium Account (SPA)	6th day after the applicable month <i>(can be generated during the applicable month)</i>	Mandatory
4	Preparation of voucher and check	7th - 9th day after the applicable month <i>(can be prepared once SPA is generated)</i>	Mandatory
5	Remittance of premium contribution to PhilHealth offices or accredited collecting agents	on or before the 10th day after the applicable month <i>(can be remitted after the generation of the SPA)</i>	Mandatory
6	Posting of payment to EPRS	11th - 15th day after the applicable month	Mandatory

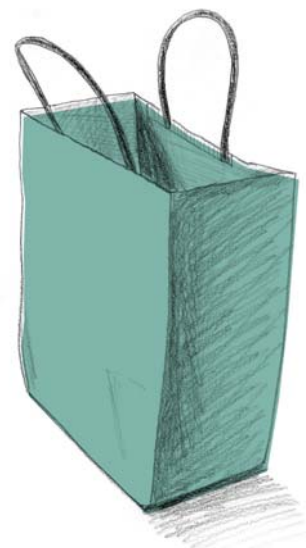
Note: If deemed adequate and convenient, the employers may not opt to complete the steps provided above even within the applicable period or earlier than the prescribed due dates.

PhilHealth Express launched

In an effort to provide more accessible transaction sites and make services more convenient to members, PhilHealth launched PhilHealth Express sites at Robinson's Land Corporation Malls and at SM Sucat Hypermart. PhilHealth Express sites at Robinson's are located in Metro East; Otis; Ortigas; Manila; Novaliches Market; Dasmariñas Cavite; Starmills Pampanga; Luisita; Tarlac; Tacloban; Leyte; and Sta. Rosa, Laguna. The PhilHealth Management also plans to open PhilHealth Express in other key

areas/locations other than malls such as key MRT and LRT operations, major City Halls, and other area with high-volume of foot-traffic.

PhilHealth Express provides services such as PhilHealth Identification Number (PIN), ID and Member Data Record (MDR) generation, data amendment, premium collection and information kiosk for walk-in inquiries. The PhilHealth Express outlets are open in malls from 9am to 7pm.



About P&A Grant Thornton Outsourcing, Inc.

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We see ourselves as your partner: we work steadily and efficiently in the background, enabling you to take center stage and focus on meeting your corporate objectives, goals and targets and drive your business to greater heights.

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