

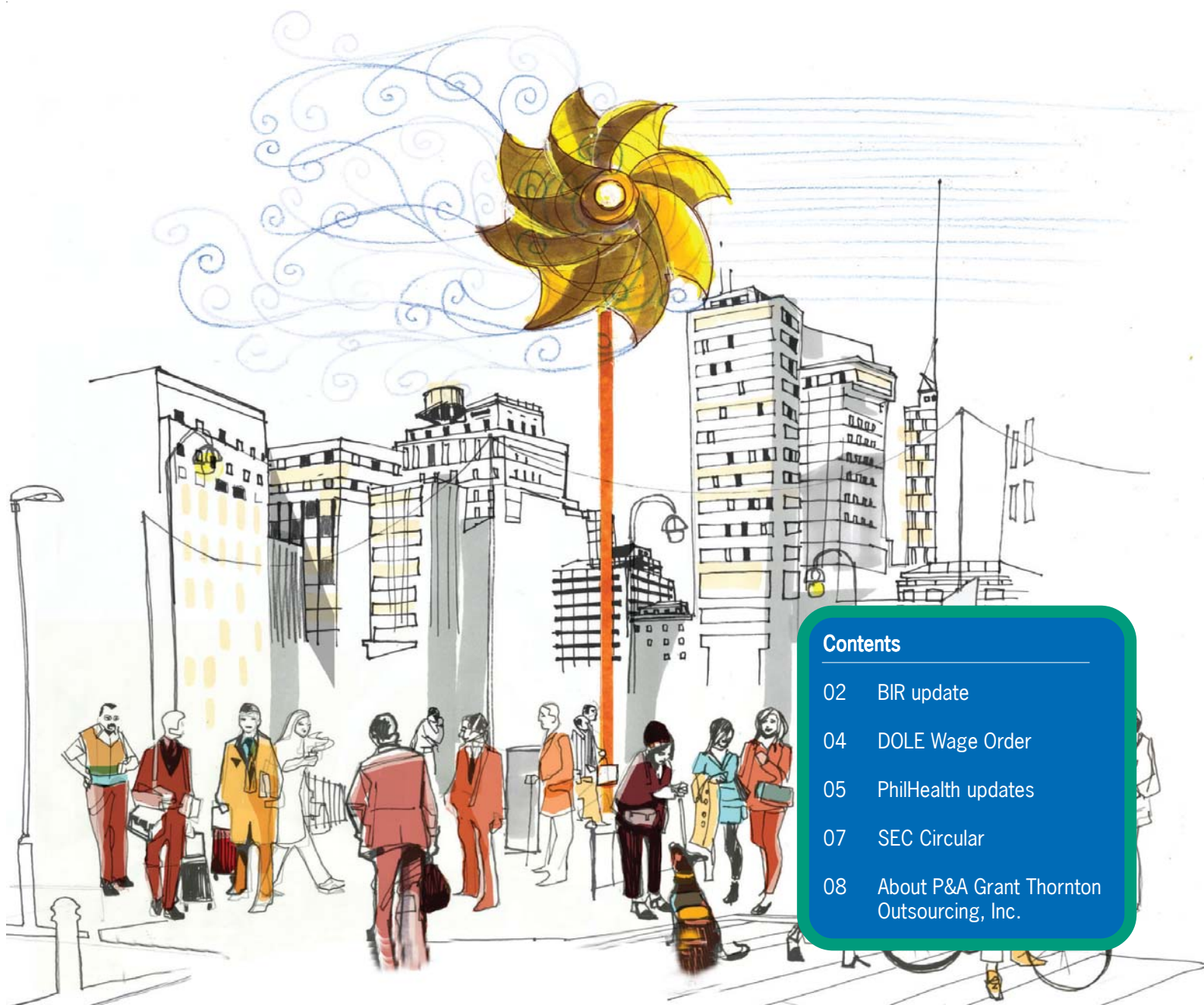


P&A Grant Thornton

An instinct for growth™

October - December 2012

# Outsourcing brief



## Contents

- 02 BIR update
- 04 DOLE Wage Order
- 05 PhilHealth updates
- 07 SEC Circular
- 08 About P&A Grant Thornton Outsourcing, Inc.

# BIR update

## RMC 60-2012: eBIRForms package now available online

The Bureau of Internal Revenue (BIR) issued Revenue Memorandum Circular (RMC) No. 61-2012 on October 12, 2012 authorizing the use of electronic BIR Forms (eBIRForms) package in the preparation of tax returns, on a pilot basis in Metro Manila, starting October 16, 2012. The following are the available eBIRForms:

Form No.	Latest revision date	Form name
0605	July 1999 (ENCS)	Payment Form
1600	September 2005 (ENCS)	Monthly Remittance Return of Value-Added Tax and Other Percentage Taxes Withheld
1600WP	January 2010 (ENCS)	Remittance Return of Percentage Tax on Winnings and Prizes Withheld by Race Track Operators
1601-C	July 2008 (ENCS)	Monthly Remittance Return of Income Taxes Withheld on Compensation
1601-E	August 2008 (ENCS)	Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)
1601-F	September 2005 (ENCS)	Monthly Remittance Return of Final Income Taxes Withheld
1602	August 2001 (ENCS)	Monthly Remittance Return of Final Income Taxes Withheld on Interest Paid on Deposits and Yield on Deposits/Substitutes/etc.
1603	November 2004 (ENCS)	Quarterly Remittance Return of Final Income Taxes Withheld on Fringe Benefits Paid to Employees Other than Rank and File
1604-CF	July 2008 (ENCS)	Annual Information Return of Income Taxes Withheld on Compensation and Final Withholding Taxes
1604-E	July 1999 (ENCS)	Annual Information Return of Creditable Income Taxes Withheld (Expanded)/Income Payments Exempt from Withholding Tax
1606	July 1999 (ENCS)	Withholding Tax Remittance Return for Onerous Transfer of Real Property Other than Capital Asset (Including Taxable and Exempt)
1701Q	July 2008 (ENCS)	Quarterly Income Tax Return for Self-Employed Individuals, Estates and Trusts (Including those with both Business and Compensation Income)
1702Q	July 2008 (ENCS)	Quarterly Income Tax Return for Corporations, Partnerships and Other Non-Individual Taxpayers
1704	May 2001	Improperly Accumulated Earnings Tax Return
1706	July 1999 (ENCS)	Capital Gains Tax Return for Onerous Transfer of Real Property Classified as Capital Asset (both Taxable and Exempt)
1707	July 1999 (ENCS)	Capital Gains Tax Return for Onerous Transfer of Shares of Stock Not Traded Through the Local Stock Exchange
1800	July 1999 (ENCS)	Donor's Tax Return
1801	July 2003 (ENCS)	Estate Tax Return
2000	June 2006 (ENCS)	Documentary Stamp Tax Declaration / Return



# BIR update

Form No.	Latest revision date	Form name
2000-OT	June 2006 (ENCS)	Documentary Stamp Tax Declaration / Return (One-Time Transactions)
2200A	May 2006 (ENCS)	Excise Tax Return for Alcohol Products
2200AN	August 2003 (ENCS)	Excise Tax Return for Automobiles & Non-Essential Goods
2200M	September 2005 (ENCS)	Excise Tax Return for Mineral Products
2200P	September 2005 (ENCS)	Excise Tax Return for Petroleum Products
2200T	May 2006 (ENCS)	Excise Tax Return for Tobacco Products
2550M	February 2007 (ENCS)	Monthly Value-Added Tax Declaration
2550Q	February 2007 (ENCS)	Quarterly Value-Added Tax Return
2551M	September 2005 (ENCS)	Monthly Percentage Tax Return
2551Q	February 2002 (ENCS)	Quarterly Percentage Tax Return
2552	July 1999 (ENCS)	Percentage Tax Return for Transactions Involving Shares of Stock Listed and Traded through the Local Stock Exchange or Through Initial and/or Secondary Public Offering
2553	July 1999 (ENCS)	Return of Percentage Tax Payable Under Special Laws

The package allows taxpayers to accomplish or fill up the forms offline. They can directly encode data, validate, edit, save, delete, view and print the tax returns. It has automatic computations and the capability to validate the information inputted by the taxpayers.

eBIRForms shall be available to all non-Electronic Filing and Payment System taxpayers with or without internet access. Taxpayers with internet access can download the package from the BIR website at [www.bir.gov.ph](http://www.bir.gov.ph), while taxpayers without internet access can download the eBIRForms from BIR e-lounges.

Taxpayers need the following system requirements to install and use the eBIRForms package:

- Supported operating system: Windows 2000/XP/Vista/7
- Hard disk drive space needed: at least 50MB free space
- RAM memory needed: runs best on 2GB or higher ActiveX components via Internet Explorer version 8 or higher

- eBIRForms package is best viewed in 1152 x 864 screen resolution

eBIRForms shall be printed on folio size bond paper (8.5" x 13"), portrait orientation/layout and page set up margins shall be left: 0.146, right: 0.148, top: 0.14, bottom: 0.14 inches.



# DOLE Wage Order

## Wage increase granted in Region VII

The Regional Tripartite Wages and Productivity Boards of Region VII (Central Visayas) adjusted the minimum wage rates of covered private sector workers and employees in the region by issuing Wage Order No. VII-17. The Wage Order granted a P22 basic wage increase per day to all minimum wage workers in the region in all sectors.

Daily Minimum Wage Rates: Region VII, Central Visayas Per Wage Order No. ROVII-17 (Effective December 7, 2012)				
Sector	Minimum Wage Rates			
	Class A	Class B	Class C	Class D
Non-agriculture	P327.00	P307.00	P297.00	P282.00
Agriculture				
Non-sugar	P309.00	P292.00	P277.00	P262.00
Sugar	P277.00	P277.00	P277.00	P277.00
Sugar mills	P297.00	P297.00	P297.00	P297.00
<i>Note:</i> <b>Class A:</b> Cities of Carcar, Cebu, Danao, Lapu-Lapu, Mandaue, Naga, Talisay, and municipalities of Compostela, Consolacion, Cordova, Liloan, Minglanilla, San Fernando and expanded Metro Cebu <b>Class B:</b> Cities of Toledo, Bogo, and rest of municipalities in Cebu Province except Bantayan and Camotes Islands <b>Class C:</b> Cities and municipalities in Bohol and Negros Oriental Provinces <b>Class D:</b> Municipalities in Siquijor Province and municipalities in Bantayan and Camotes Islands				

- Not covered in this Wage Order are household or domestic helpers, persons in the personal service of another, including family drivers, and workers in registered Barangay Micro Business Enterprises (BMBEs) with Certificates of Authority.
- The following may be exempted from the applicability of this Order:
  - a. Distressed establishments
  - b. New business enterprises (NBEs)
  - c. Retail/service establishments that employ not more than 10 workers
  - d. Establishments adversely affected by natural calamities
- All workers paid by results, including those who are paid on piecework or task basis, shall be entitled to receive not less than the prescribed minimum wage rates per eight hours of work a day, or a proportion thereof for working less than eight hours.
- In the case of private educational institutions, the share of covered workers and employees in the increase in tuition fees for School Year (SY) 2012 - 2013 shall be considered as compliance with the increases mandated by the Wage Order. However, payment of any shortfall in the wage increases set forth herein shall be covered starting SY2013- 2014.





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# DOLE Wage Order

Private educational institutions that have not increased their tuition fees for SY2012 - 2013 may defer compliance with the provisions of the Wage Order until the beginning of SY2013 - 2014.

- In the case of contracts for construction projects and for security, janitorial and similar services, the adjustment in the wage rates shall be borne by the principals or clients of the construction/service contractors and the contract shall be deemed amended accordingly. However, if the principals or clients fail to pay the prescribed

increase, the construction/service contractor shall be jointly and severally liable with his principal or client.

- Where the applications of the increases in the wage rates under this Wage Order result in distortions in the wage structure within the entity, the wage distortions may be corrected under Article 124 of the Labor Code of the Philippines.

For the full version of the Wage Order, please refer to the website of the NWPC:

[www.nwpc.dole.gov.ph](http://www.nwpc.dole.gov.ph).

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## PhilHealth updates

### **PhilHealth Advisory on premium contributions remittance and reporting using the ePay facility**

Last October 7, 2012, the Philippine Health Insurance Corporation (PhilHealth) advised that the employer data in the PhilHealth database must be identical to that of the servicing accredited collecting institution to avoid rejections of enrolment and 'misrouted files' in the processing of premium contributions remittances and reporting using the ePay facility.

All employers are requested to immediately report any change in their profile (such as address, business name, etc.) by submitting to the nearest PhilHealth Office a duly accomplished Employer Data Amendment Form (ER-3) together with the applicable supporting documents; and inform the respective servicing banks regarding such changes/amendments.

The ER-3 is downloadable from the official PhilHealth website [www.philhealth.gov.ph](http://www.philhealth.gov.ph).

### **PhilHealth Circular No. 057: Partial deferral of the implementation of PhilHealth premium contribution increases until the end of CY2013**

PhilHealth issued PhilHealth Circular No. 057, s2012 to partially defer the implementation of the premium contribution increases as mandated under PhilHealth Board Resolution No. 1571, s2011 until December 31, 2013.

Specifically, the Circular applies to the following membership categories:

- a. Individually paying and overseas workers sector

Self-employed individuals under the Individually Paying Program shall pay the minimum annual premium contribution of P1,800 effective only from January 2013 to December 2013. Provided that self-employed



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# PhilHealth updates

professionals earning an average monthly income of more than P25,000 shall pay their annual premium contribution of P3,600. Provided further that all valid and effective policy contracts signed prior to this Board Resolution shall remain effective and enforceable until expiration.

Overseas workers under the Overseas Workers Program shall pay the minimum annual premium contribution of P1,200, which is effective from January 2012 to December 2013 only.

## b. Employed sector

The premium contributions for the employed sector, starting January 2013 to December 2013 only, shall be determined using the following premium contribution baselines:

1. Premium rate at 2.5% of the basic monthly salary
2. Use of salary bracket
3. Salary bracket floor shall start at P7,000
4. Salary bracket ceiling shall be at P35,000

- Adjustment Module – facilitates the processing of adjustment in a submitted report
- NGA Premium Reporting Module – designed for the use of the National Government Agencies (NGAs) in reporting premium contributions
- Digitally signed Claim Form (eCF-1)
  - With the eCF-1, employees can now avail of their PhilHealth benefits anytime, without worrying should hospital check-out day fall on a weekend or a holiday when no employers are available to sign/issue a claim form.

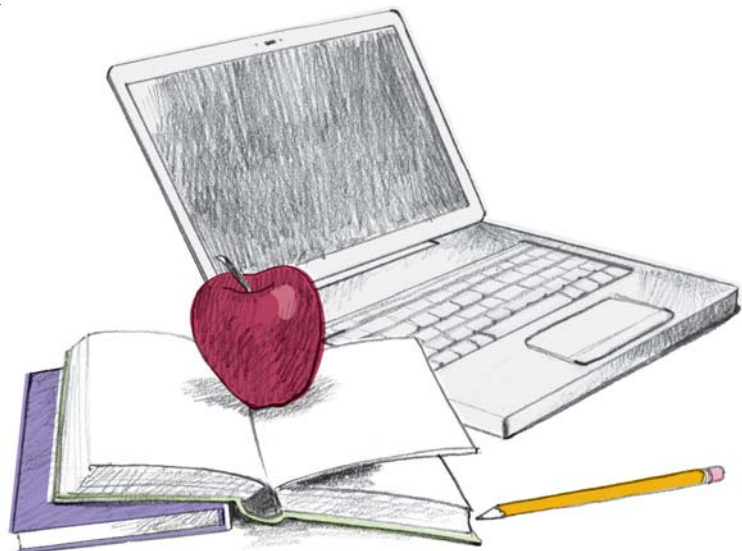
Employers that have not yet adopted the EPRS as their mode of preparation and submission of the Remittance Report are enjoined to register and activate their accounts by filling out the Electronic PhilHealth Online Access Form (ePOAF) via PhilHealth website: [www.philhealth.gov.ph/services](http://www.philhealth.gov.ph/services).

Registrants who are unable to register online and need further assistance must manually fill out the PhilHealth Online Access Form (POAF) and submit it to the nearest PhilHealth office.

## PhilHealth Circular No. 060: Electronic Premium Reporting System version 3.0 (EPRS v.3.0)

PhilHealth issued PhilHealth Circular No. 060, Series 2012, which launched a new version of its web-based reporting system – the Electronic Premium Reporting System v.3.0 (EPRS v.3.0). This version retained all the user friendly features of its previous versions and included the following additional modules:

- Softcopy RF-1 Uploading Module – allows the employer to upload its softcopy RF-1 in comma separated values (.csv) format



# SEC Circular

## SEC Circular No. 7, s. 2012: 2013 schedule of filing of AFS

In this Circular, the Securities and Exchange Commission (SEC) issued the following guidelines to corporations for the filing of their annual financial statements (AFS) in 2013:

1. All corporations, including branch offices, representative offices, regional headquarters and regional operating headquarters of foreign corporations, that file their AFS at the Commission's Head Office, Baguio, Iloilo, Davao and Cebu Extension Offices shall, depending on the last numerical digit of their SEC registration or license number, be governed by the following schedule in the filing period for 2013:

### Filing Period for 2013

April 15, 16, 17, 18, 19	: "1", "2"
April 22, 23, 24, 25, 26	: "3", "4"
April 29, 30, May 2 and 3	: "5", "6"
May 6, 7, 8, 9, 10	: "7", "8"
May 14, 15, 16, 17	: "9", "0"

2. Corporations with fiscal year ending on a date other than December 31, 2012 shall comply with their original filing schedule.
3. Prior to April 15, 2013, all corporations may file their AFS regardless of the last numerical digit of their registration or license number.
4. Late filings shall be accepted starting May 20 and shall be subject to the prescribed penalties, which shall be computed from the date of the last day of filing schedule stated in (1).

5. Any filing made before or after the scheduled dates shall not be accepted unless covered by (2), (3) and (4) above.
6. The AFS, other than the consolidated AFS, shall be stamped "received" by the BIR or its authorized banks, unless the BIR allows an alternative proof of submission for its authorized banks (e.g., bank slips).
7. The basic components as prescribed under Securities Regulation Code (SRC) Rule 68, as amended, shall be presented for pre-screening. Failure to comply with any of the formal requirements under said Rule, including the prescribed qualifications for independent auditors, shall be considered sufficient grounds for the denial of the receipt of the AFS. The Commission's acceptance and receipt of the AFS shall be without prejudice to the fines that may be imposed for any material deficiency or misstatement that may be found upon evaluation of the specific contents thereof.



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# About P&A Grant Thornton Outsourcing, Inc.

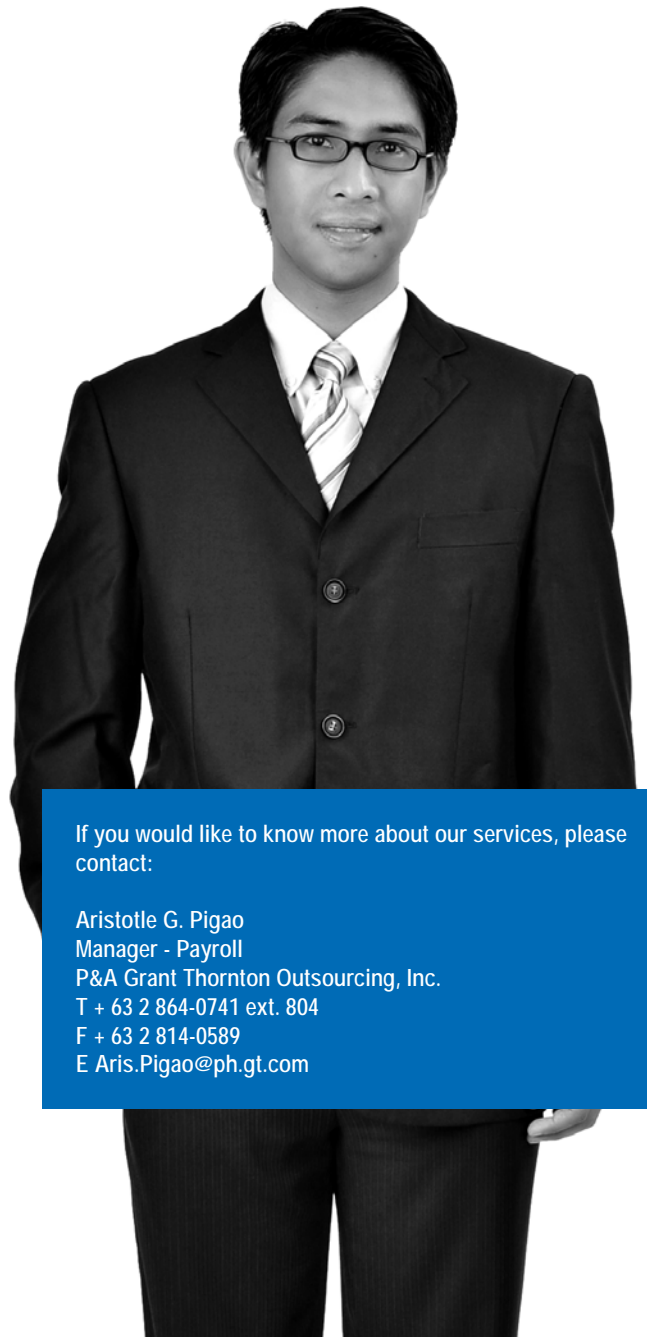
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We see ourselves as your partner: we work steadily and efficiently in the background, enabling you to take center stage and focus on meeting your corporate objectives, goals and targets and drive your business to greater heights.

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