



ACCOUNTING DEPARTMENT

Internal Services

6. ISSUANCE OF CERTIFICATE OF EMPLOYEES CONTRIBUTION					
Certification of deductions and remittances of employee's contributions					
Office or Division:		DISBURSEMENT CONTROL DIVISION (DCD)			
Classification:		Complex			
Type of Transaction:					
Who may avail:		NHA Main Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
PhilHealth					
1. CF1/CSF Form - 1 original copy		Hospital or DCD - Payroll Section			
2. Members Data Record (if dependent is the user) -1 original copy and 1 photocopy		HRMD			
Note: Payment of at least 9 mos. Contributions prior to confinement					
GSIS					
1. Latest Service Record - -1 original copy and 1 photocopy		HRMD			
2. Statement of Premiums and Arrears -1 original copy and 1 photocopy		GSIS			
HDMF					
1. Letter of Request - 1 original copy and 1 photocopy		From the Employee			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	PhilHealth Submit duly accomplished CF1/CSF form and/or MDR	1.1 Evaluate and process the request	None	3 days	Payroll Section
	GSIS Submit the service records certified by HRMD and Statement of Premium and Arrears from GSIS				
	HDMF Submit Letter of Request and Statement of Premium from HDMF	1.2 Issue Certificate			
TOTAL			None	3 days	