

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	MEMBERSHIP REGISTRATION – SSS,PHILHEALTH,PAG IBIG AND BIR	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-015
TO :	BRANCH MANAGER, CASHIER, ASST. CASHIER, CREDIT SUPERVISOR, ACCOUNT COUNSELOR, MARKETING ASSISTANT, BRANCH MECHANIC	JANUARY 05, 2016

OBJECTIVE:

1. Ensure that all employees are registered and have their government identification number for the postings of their contributions with government agencies- SSS, Philhealth and Pag-ibig
2. To ensure payment of withholding tax and issuance of Income Tax Return

POLICY:

1. All employees must submit their government mandated identification number to HR department upon hiring for contractual and probationary status; trainees are given a one-month period to submit these requirements, otherwise their employment will be terminated.
2. All documents submitted to Human Resources Department should be valid. Tampering and/or concealing required information shall be dealt accordingly based on the existing policies.

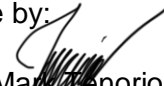

PROCEDURE:

1. PHILHEALTH

1.1. PHILHEALTH ENROLLMENT

(Newly Hired employees without Philhealth Number)

- 1.1.1 Go to nearest Philhealth transaction office
- 1.1.2 Acquire and accomplish (from the Information Section) the Philhealth Membership Registration Form (PMRF)
- 1.1.3 Attach the following documents to the PMRF:
 - 1.1.3.1 Birth certificate of enrollee
 - 1.1.3.2 Birth Certificate of the following dependents (if any):
 - 1.1.3.2.1 Spouse, if legally married
 - 1.1.3.2.2 Children below 21 years old
 - 1.1.3.2.3 Parents who are 60 years old and above
 - 1.1.3.2.4 Marriage certificate, if legally married

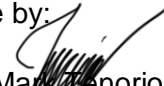

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- 1.1.4 Look for membership section and submit duly accomplished/signed PMRF with attached necessary documents to get a Philhealth number.
- 1.1.5 Note – Philhealth number can be secured in just one (1) day.
- 1.1.6 Submit your Members Data Record (MDR) to MMPI head office care of t HR Associate–Onboarding
- 1.1.7 Company will endorse the newly hired employee using ER2 (Philhealth Report of Employee – Member)

**1.2 PHILHEALTH ENROLLMENT
(Old employees without Philhealth Number)**

- 1.1.1. Request Soft Copy of Philhealth Membership Registration Form (PMRF) from HR Associate -Benefit at MMPI Head Office
- 1.1.2. HR Associate -Benefit shall send to the requesting employee the PMRF form via Zimbra web mail.
- 1.1.3. Attach the following documents to the PMRF:
 - 1.1.3.1. Birth certificate of enrollee
 - 1.1.3.2. Birth Certificate of the following dependents:
 - 1.1.3.2.1. Spouse, if legally married
 - 1.1.3.2.2. Children below 21 years old
 - 1.1.3.2.3. Parents who are 60 years old and above
 - 1.1.3.3. Marriage Certificate, if legally married
- 1.1.4. Accomplished PMRF with attached necessary documents must be sent through transmittal to the HR Associate -Benefits at MMPI Head office.
- 1.1.5. HR Associate - Benefit shall process the documents to acquire a Philhealth number within one week.

2. PAG-IBIG

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2.1 PAG-IBIG ENROLLMENT

(Newly Hired employees with or without Pag-ibig Number)

- 2.1.1 Go to web site of Pag-Ibig fund www.pagibigfund.gov.ph
- 2.1.2 Go to E-services
- 2.1.3 Click membership registration
- 2.1.4 Fill up the details needed as per instruction of pag-ibig web site
- 2.1.5 Print the Members Data Form
- 2.1.6 Submit the Members Data Form to HR Benefits personnel In charge (If regular employee) or submit to HR Recruitment personnel (If newly hired)
 - 2.1.6.1 HR benefit personnel will request an ID from pag-Ibig fund for a least a month.
- 2.1.7 Upon receipt of ID, HR Benefit section will coordinate with the enrolled employee.

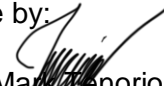

3. SOCIAL SECURITY SYSTEM (SSS)

3.1 SSS ENROLLMENT

(Newly Hired Employees without previous employment)

- 3.1.1 Go to any SSS branch,
- 3.1.2 Bring Original copy and one (1) photocopy of your NSO Certified birth certificate
- 3.1.3 Ask for an E1 form (Social Security System Personal Record) then fill up all required details
- 3.1.4 Get queuing number or fall in line
- 3.1.5 Submit the E1 to the teller together with original and Xerox copy of your NSO certified birth certificate
- 3.1.6 The teller will encode your details on the database and write your SSS number on the E1 form.
- 3.1.7 Processing takes 1 day.

3.2 SSS IDENTIFICATION (ID)

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- 3.2.1 An employee who has at least one (1) contribution payment with the SSS can already request for an ID
- 3.2.2 Secure E6 form (Application for SSS ID) from any SSS branch.
- 3.2.3 The form is free of charge. Fill up and submit to the counter for process
- 3.2.4 Processing of ID is within 2-3 months. It will be delivered to the mailing address of the employee

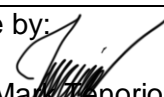
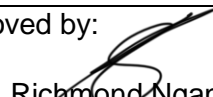
4 TAX IDENTIFICATION NUMBER

4.1 NEWLY HIRED WITH NO PREVIOUS EMPLOYMENT

- 4.1.1 Fill up BIR form 1902
- 4.1.2 Attach the following:
 - 4.1.2.1 Birth certificate of the enrollee
 - 4.1.2.2 Birth certificate of dependents:
 - 4.1.2.2.1 Spouse, if legally married
 - 4.1.2.2.2 Children 21 years old and below (up to 4th child only)
- 4.1.3 Submit this to the recruitment group for online registration.
- 4.1.4 This requires a one-day processing.
- 4.1.5 Recruitment group will forward the online registration together with the 1902 form and attachment to HR Associate - Benefit for the ID processing
- 4.1.6 HR Associate -Benefit will send the TIN card to the branch after one week.

4.2 NEWLY HIRED WITH PREVIOUS EMPLOYMENT

- 4.2.1 Submit a copy of BIR form 2316 from your previous employer and a photocopy of your TIN card to HR Associate – Recruitment.

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