



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 October 2026

DIVISION MEMORANDUM

No. 667 s. 2026

IMPLEMENTATION OF COVERAGE OF SOLO PARENTS AND THEIR CHILDREN OR DEPENDENTS TO THE NATIONAL HEALTH INSURANCE PROGRAM (NHIP)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to Philippine Health Insurance Corporation (PhilHealth) Circular No. 2026-0015, titled **"Coverage of Solo Parents and Their Children or Dependents to the National Health Insurance Program (NHIP),"** this Office announces the implementation of the provisions of the said Circular for all concerned personnel of this Division.

2. In accordance with the said Circular, all Filipino solo parents and their children or qualified dependents who are registered with the **Solo Parent Office (SPO) or Solo Parent Division (SPD) of the concerned Local Government Unit (LGU)** shall be automatically covered under the National Health Insurance Program (NHIP). For solo parents in the formal economy, the premium contributions shall be shared equally by the employer and the National Government.

3. **Only those with valid Solo Parent Identification Card (SPIC)** shall be registered or tagged as "Indirect Contributors – Solo Parent." Applicants shall be advised of the importance of **securing first** the SPIC from the SPO of the concerned LGU in order to update their membership record to PhilHealth.

4. **Registration and Updating Process:**

a. The solo parent employee shall personally submit the following documents to the **nearest PhilHealth Office**, subject to the applicable requirements and procedures prescribed under PhilHealth Circular No. 2026-0015:

a.1. One (1) duly accomplished **PhilHealth Member Registration Form (PMRF)**;

Note: The PMRF may be downloaded from the official PhilHealth website under its downloadable forms section.

a.2. One (1) photocopy of the **front and back portions of the valid Solo Parent Identification Card (SPIC)**.

- b. If the transaction is made through an authorized representative, the representative shall comply with the applicable authorization requirements and submit one (1) valid government-issued ID bearing a photograph.
- c. The solo parent employee/authorized representative shall then await the issuance of the **updated Member Data Record (MDR)**.
- d. After completing the PhilHealth registration/updating, the solo parent employee **shall submit** a scanned copy of the following documents to the Personnel Services through:

Email Address: personnel.tayabas@deped.gov.ph

Subject: Solo Parent - PhilHealth

- d.1. Updated Member Data Record (MDR); and
- d.2. Valid Solo Parent Identification Card (SPIC).

5. Upon receipt and verification of the updated MDR and valid SPIC, the Personnel Services shall take the necessary action for the appropriate adjustment of the employee's PhilHealth premium contribution in the payroll, in accordance with PhilHealth Circular No. 2026-0015 and applicable payroll procedures. Employees are hereby advised that the adjustment shall take effect only after the submitted documents have been received, verified, and processed **within the applicable payroll cut-off**.

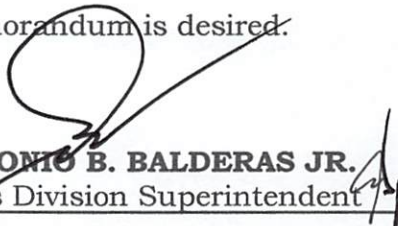
6. While awaiting the issuance of the necessary instructions and the updating of the payroll system in relation to this implementation, the PhilHealth premium contributions of qualified solo parent employees shall be processed through a refund, subject to applicable accounting and payroll procedures.

7. Solo parent employees shall **annually** inform PhilHealth of the renewal of their Solo Parent Identification Card (SPIC) **before the expiration of its validity**. **Failure** to do so shall result in the **automatic reversion** of their membership classification to the applicable co-existing membership subtype **upon the expiration of the SPIC**.

8. Solo parent employees under the plantilla of **Luis Palad Integrated High School (LPIHS)** shall coordinate directly with the school for the submission and processing of documents in accordance with the school's internal procedures.

9. Employees are **strictly prohibited** from submitting falsified, spurious, or fraudulently obtained SPICs, or providing false or misleading information in connection with registration, tagging, premium subsidy, or benefit availment. Any violation may result in appropriate administrative, civil, and/or criminal liability, as well as correction of records and recovery of improperly availed benefits or subsidies, without prejudice to other remedies available under applicable laws, rules, and regulations.

10. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
References: PhilHealth Circular 2026-0015
To be indicated in the Perpetual Index
under the following subjects:

EXPANDED SOLO PARENTS WELFARE ACT

OSDS Personnel Unit – implementation of coverage of solo parents and their children or dependents to the national health insurance program (nhip)
PER3FIFB-003103 /October 12P, 2026