

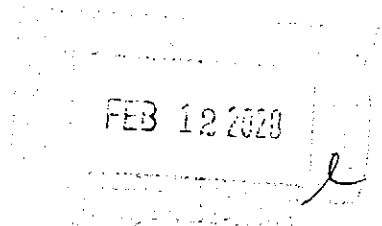
	<p style="text-align: center;">Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501</p>		<p>Document Code: SDO-GQF-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p>DIVISION MEMORANDUM NO. <u>040</u></p>		<p>Name of Office: OSDS - ADMIN</p>	

To: Public Schools District Supervisors / District Heads
 All Secondary and Elementary School Heads / TICs / Teachers
 All Other Personnel Concerned

From: 
BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC / Office of the Schools Division Superintendent

Subject: **EMPLOYEES WITH UNREMITTED PAG-IBIG PREMIUMS**

Date: February 11, 2020



1. This office received a list from the Regional Payroll Services Unit of unremitted PAG-IBIG Premiums due to inconsistent records of personnel.
2. Concerned employees are advised to update their records at PAG-IBIG Office – Baguio Branch. Personal appearance is **NOT** necessary but Authorization Letter is needed when a third party will transact on the employee's behalf.
3. Employees with remarks with the word "under" will be using the Member's Change of Information Form (MCIF) while the rest will be using the Member's Data Form (MDF). Forms are downloadable at www.pagibigfund.gov.ph.
4. Attached are the list of employees with unremitted PAG-IBIG Premiums, sample Authorization Letter, Member's Change of Information Form (MCIF) and Member's Data Form (MDF) for references. Requirements under the MCIF are already encircled.
5. For information, guidance and strict compliance.

**EMPLOYEES WITH UNREMITTED PAG-IBIG PREMIUMS
DIVISION OF BENGUET**

A. WITHOUT MID

ELEMENTARY

NAME OF EMPLOYEE			
LAST NAME	FIRST NAME	NAME EXTN	MIDDLE NAME

B. FOR UPDATING OF RECORDS

ELEMENTARY

NAME OF EMPLOYEE					REMARKS	
MID	LAST NAME	FIRST NAME	NAME EXTN	MIDDLE NAME		
1	121098813551	ABUAN	CHARINE		SUMAYAO	UNDER "SUMAYAO, CHARINE TIOTIO"
2	121145022729	AGMALIW	AGUSTINA		APIDOS	UNDER "AGMALIW, AUGUSTINA APIDOS"
3	129000043509	ALAM-AM	MARIA JUNIA		BATATAS	UNDER "ALAM-AM, MA JUNIA BATATAS"
4	121027599145	ALBO	JANICE		MANES	UNDER "CAYAT, JANICE ALBO"
5	129000043809	AMSIWEN	CONCEPCION		NAY-OSAN	UNDER "AMSIWEN, CONCEPTION NAY-OSAN"
6	121226792305	ANASAN	OFELIA		AYAN	UNDER "AYAN, OFELIA CALSE"
7	121095723897	ANIBAN	MARICAR		MARTIN	UNDER "MARTIN, MARICAR ASIM"
8	129000421113	ANICETO	SHENTAL		MERINO	UNDER "MERINO, SHENTAL TORREN"
9	121156723699	ANSELMO	JOAN		CARINO	MID # NOT FOUND-DOUBLE ENTRY OF NAME
10	129000091936	BACYAWAN	JANETA		GILLAYAN	FOR COMPLETION-TO FILL OUT MDF
11	121173010071	BALISTO	ARIANNE		CALIGING	MID# UNDER "BALONG-ANGEY, ARIANNE BALISTO"
12	121083864929	BALLASIW	VIVIAN		MADINO	UNDER "LANG-AY, VIVIAN BALLASIW"
13	121050013610	BAS ILAN	LANIE		BASILIO	UNDER "BASILIO, LANIE GUILANDA"
14	129000090615	BEDSO	ARDESHIR		AWAS	FOR COMPLETION-TO FILL OUT MDF
15	129000078169	BINLAYAN	MARILYN		SADEY	FOR COMPLETION-TO FILL OUT MDF
16	121158615943	BUNNAG	LEA		SAGUID	UNDER "BUNNAG, LEAH SAGUID"
17	121022980314	BUNOY	MADONNA		TUPENG	UNDER "TUPENG, MADONNA GUMNAD"

18	121011013060	BUYAGAN	FRESCA		WANCE	UNDER "WANCE, FRESCA AMAYAG"
19	121117392209	CABBIGAT	JANET		MARTIN	UNDER "CABIGAT, JANE MARTIN"
20	121028966881	CAFAY	MINALYN		SATURNINO	UNDER "SATURNINO, MINALYN ALFREDO"
21	121143883422	CALADING	ARLENE		DALES	UNDER "DALES, ARLENE SALMING"
22	129000088737	CALASAN	SATURNINO		SACLEY	FOR COMPLETION-TO FILL OUT MDF
23	121162559180	CALASIAO	LUISA		DIAZEN	UNDER "DIAZEN, LUISA KISWA"
24	121096111733	CAL-IS	SAFERA		MARCELO	NO RECORD FOUND
25	121013515507	CARPIO	JONNALYN		BAGULING	NAME FOR VERIFICATION
26	121100267497	CAYAO	MARJORIE		SALAS	UNDER "SALAS, MARJORIE FERNANDO"
27	129000077993	DACSIG	ELIZABETH		CAMILO	FOR COMPLETION-TO FILL OUT MDF
28	129000039468	DASDAS	ZENAIDA		SUMALI	UNDER "DASDAS SUMALI, ZENAIDA SUMALI"
29	121029294771	DAWAL	CLEOFEE DEE		TUYOK	UNDER "AMUASEN, CLEOFEE DEE TUYOK"
30	121017622116	DE LA CRUZ	JUNESA		PALENG	UNDER "PALENG, JUNESA ALAM-AM"
31	129000044877	DICTAAN	ONOFRE	JR	BANTO	ONLINE WITHOUT "JR"
32	121065758369	DOGAONG	WILMA		MENDOZA	UNDER "MENDOZA, WILMA SAMA"
33	129000028309	DOLO	JACQUELINE		MIGUEL	UNDER "DOLO, JACQUILINE MIGUEL"
34	129000075427	DOMAN	ALLAN		MENDOZA	FOR COMPLETION-TO FILL OUT MDF
35	129000063159	DOMIS	SARAH		COLAS	FOR COMPLETION-TO FILL OUT MDF
36	129000047839	EDER	CLARITA		ROSENDO	UNDER "ROSENDO, CLARITA DELOSO"
37	129000079756	ESCANO	STEPHANIE RUSSEL		COLANSONG	FOR COMPLETION-TO FILL OUT MDF
38	121042857951	ESTAM	MARILOU		SALBINO	FOR COMPLETION-TO FILL OUT MDF
39	121003579654	ESTOLE	LEILANI		UNOS	UNDER "ALCARAZ, LEILANI UNOS"
40	121050402970	GAYASO	RAQUEL		DIONISIO	UNDER "DIONISIO, RAQUEL LAO-ANES"
41	121023856910	GONSODEN	KRIS COLEEN		PEDRO	UNDER "PEDRO, KRIS COLLEN AGUINSOD"
42	121178628016	GUANZON	JOY		SACYAEN	TRIPLE ENTRIES?
43	121149248899	LADUAN	ANNIE CLAIRE		LATUS	NAME FOR VERIFICATION
44	129000081379	LAGUIWEY	ROWENA		BUYAGAN	FOR COMPLETION-TO FILL OUT MDF
45	121018414620	LANGBIS	FRANZMARIE		LESINO	LESINO, FRANZMARIE CALUBANDI"
46	129000079868	LANGBIS	OFELIA		MARIANO	FOR COMPLETION-TO FILL OUT MDF
47	129000091771	LARANANG	CHERRY ANN		SARANO	FOR COMPLETION-TO FILL OUT MDF
48	129000045798	LAWAGAN	ANNABELLE		PALACI	UNDER "LAWAGAN, ANABELLE PALACI"
49	129000080269	LAWANGEN	FLORDELIZA		LAO-E	UNDER "LAWANGEN, FLORDILIZA LAO-E"
50	129000088415	MARTIN	MANUEL	JR	COILAN	FOR COMPLETION-TO FILL OUT MDF
51	121101372275	MATEO	JOHANNA		MANGOSAN	UNDER "MANGOSAN, JOHANNA DIAUS"

52	121071563404	MELIS	MARGO	MURILLO	UNDER "MURILLO, MARGO MERIALES
53	121156368001	MODI	ZENY	TAMPOC	UNDER "TAMPOC, ZENY ATIWAG
54	129000089758	MODI	ELENOR	CABANGDI	FOR COMPLETION-TO FILL OUT MDF
55	129000083554	NOOG	SABEL	SALDA	FOR COMPLETION-TO FILL OUT MDF
56	129000069798	OLSIM	FRANCISCA	MUGAL	UNDER "MUGAL, FRANCISCA ELISIO"
57	121211232575	PACKIT	JASMIN	SINDUEN	UNDER "MOLINA, JASMIN PACKIT"
58	129000085697	PADSUYAN	MARETES	NGISLAWAN	UNDER "PADSUYAN, MARETESS NGISLAWAN"
59	121152518172	PAGDALUGAN	ROSE	GAVIN	UNDER "PANDALUGAN, ROSE GAVIN
60	121124383285	PAGNAS	CAROLINE	DUENES	UNDER "DAUS,CAROLINE DUENES"
61	129000039434	PARAN	MA ANGELITA	WAKIT	UNDER "PARAN, ANGELITA MARING WAKIT"
62	121027208942	PARAN	MARIEL	PADAWAG	UNDER "PADAWAG, MARIEL ALBIN
63	121026859574	PASCUAL	SHERYLL ANN	PAICO	UNDER "PAICO, SHERYLL ANN PATANGAN"
64	129000078424	PAYDO-AN	MARIA WILMA	PARAN	UNDER "PAYDO-AN, MA WILMA PARAN"
65	121258752637	PICPICAN	GLENDA	SUKIL-UP	UNDER "PICDICAN, GLENDA SUKIL-AP"
66	121149628721	PILAYEN	FELIROSE	TANGGAAN	UNDER SADCA, FELIROSE PILAYEN"
67	121183660470	RODEROS	COLUMBIA	COPERO	UNDER "RODEROS, COLOMBIA COPERO"
68	121027178071	SARAPAO	YOLLY	OLANOS	UNDER "OLANOS, YOLLY MOTAL"
69	129000407623	SATUR	ROSEVELLE	CABINTA	UNDER "CABINTA, ROSEVELLE POCLIS"
70	121077559005	SINGGANGAN	NOVER	BANG-OTAN	ONLINE WITHOUT "JR"
71	129000092870	SUGNAD	CAROLINE	GUISDAN	FOR COMPLETION-TO FILL OUT MDF
72	129000076172	TAMAS	CARINO	CALABIAS	FOR COMPLETION-TO FILL OUT MDF
73	129000044020	TAPOC	MARIA DELINA	NGOSLAB	UNDER "TAPOC, MA DELINA NGOSLAB
74	121036873105	TAYNAN	BERNADETTE	SEN OT	UNDER "SEN-OT, BERNADETTE BAY-AN"
75	121150575309	TIAGO	TETCHIE	DE LA CRUZ	UNDER "TUKAW, TETCHIE TIAGO"
76	121026075373	TINAZA	GERALDINE	PACITENG	UNDER "PACITENG, GERALDINE LETE
77	121130249676	TORRES	SALVACION	PUCAY	UNDER "TORRES, SALVACION BASKIAL"
78	121011305158	ULBAN	EVERLY	KUDAN	UNDER "KUDAN, EVERLY ORTIN"
79	121152799848	VENTURA	ROXAN JOY	LODIAS	UNDER "LODIAS, ROXAN JOY WACLIN"
80	121156717976	WALLAY	LILY	LAOAGUEY	UNDER "LAOAGUEY, LILY BALONG"

SECONDARY

MID	NAME OF EMPLOYEE				REMARKS
	LAST NAME	FIRST NAME	NAME EXTN	MIDDLE NAME	
1 129000437731	ALBINO	MAE LIZA		DOMIS	FOR COMPLETION-TO FILL OUT MDF

2	129000454896	ALUMNO	AGUSTA	BANDOS	UNDER "ALUMNO, AGUSTA B"
3	121261394984	APOLONIO	SIMON	GUINID	UNDER GUINID, SIMON APOLONIO II"
4	1211C2572932	BACDAYAN	SATUR	CABAY	ONLINE WIT "JR"
5	121059582035	BACONA	HARLENE	SAYTO	UNDER "BADIVAL, HARLENE SAYTO"
6	121026694220	BADIVAL	MARIE CHRIS	WAYAN	UNDER "WAYAN, MARIE CRIS SUTIL"
7	121042010937	BANGLOT	OSCAR	DESIERTO	ONLINE WIT "JR"
8	121153105722	BATLEO	ROSEMARIE	SAMSON	UNDER "BALTEO, ROSEMARIE SAMSON"
9	134000680315	BOGUILTE	REMA	PASIAN	UNDER "PASIAN, REMA INCIONG"
10	129000171368	CABA-OT	KAREN	PIS OY	UNDER "PIS-OY, KAREN BOLLA"
11	121093705590	CASI	JULIA	DANAO	UNDER "DANAO, JULIA CAYAT"
12	121143268171	CUBANGAY	JESERLYNE	WAY-ET	UNDER "WAY-ET, JESERLYNE TINDO"
13	129000072598	DACAY	JERRY	DOMIGSI	FOR COMPLETION-TO FILL OUT MDF
14	129000059239	DACWAYAN	MILAGROS	PACIO	FOR COMPLETION-TO FILL OUT MDF
15	121019984722	DAMADAM	MARSOLITA	LIPADAN	UNDER "ORENCIA, MARSOLITA LIPADAN"
16	121009291953	DOMEREZ	TENBER	NATO	ONLINE WIT "I"
17	129000085352	FIANZA	LOURDES	ESTOQUE	FOR COMPLETION-TO FILL OUT MDF
18	129000292995	KUDAN	MERVE	PETER	UNDER "PAATAN, MERVE P"
19	129000092292	LAMSIS	ZORAIDA	WENDO	FOR COMPLETION-TO FILL OUT MDF
20	121055823235	MADUGAY	CAROLINE	GABOL	UNDER "GANASI, CAROLINE GABOL"
21	121070384139	MALAFU	JOY	BUYATAN	UNDER "MONTES, JOY BUYATAN"
22	129000172609	MANGILI	SIEPREN	BILLY	UNDER "OGUES, SIEPREN BILLY"
23	121097134623	MARCELINO	JANE ROSE	OLSIM	UNDER "LAOYAN, JANE ROSE OLSIM"
24	121158975574	METWA	ABEGAIL	SUMIMSIM	UNDER "SUMIMSIM, ABEGAIL MANTILES"
25	129000059296	MORENZO	RHEALINDA	ALAMAR	FOR COMPLETION-TO FILL OUT MDF
26	129000072619	PACSI	ROGELIO	SAB-IT	FOR COMPLETION-TO FILL OUT MDF
27	121067939030	PANDALOGAN	ANALYN	CALUBANDE	UNDER "GOLINGOY, ANALYN CALUBANDE"
28	129000033706	PILAY	LEONIDA	WALISAN	WALISAN, LEONIDA SAB-IT"
29	121067929728	POCLAN	VERGINIA	SANTIBAN	UNDER "PILAY, VERGINIA SANTIBAN"
30	121106938507	PUCAY	CRISTIANA	POLON	UNDER "PUCAY, CHRISTIANA POLON"
31	129000089046	SAD AYAN	GINA	ACYADAN	FOR COMPLETION-TO FILL OUT MDF
32	129000081756	SALDA	GERALD	AMPAGUEY	FOR COMPLETION-TO FILL OUT MDF
33	121156423197	SESET	FRECHETTE	CALYA-EN	NO RECORD FOUND
34	121106353934	SINONG	AIREEN	PELPELIN	UNDER "LOMASOC, AIREEN SINONG"
35	121198529934	SUAKING	MILDRED	KILEN	UNDER "BALONG, MILDRED KILEN"

36	129000092301	TADEO	LANI	MEDINA	FOR COMPLETION-TO FILL OUT MDF UNDER "DANGPA, JONALYN DENESIA" UNDER "TOTANES, SHIRLEY BULAY" UNDER "DOMINGO, GERALDEN CRISPE" FOR COMPLETION-TO FILL OUT MDF UNDER "GACAD, NILDA PERAZO"
37	121125919723	TODYOG	JONALYN	DENESIA	
38	129000168179	TCTANES	SHIRLEY	DALANG	
39	121094639735	VICENTE	GERALDEN	CRISPE	
40	129000071743	WAKIT	FAMILA	DEPOLIO	
41	129000060229	WALLIT	NILDA	PERAZO	

C. LOANS FOR VERIFICATION

MID	LAST NAME	NAME OF EMPLOYEE			REMARKS
		FIRST NAME	NAME EXTN	MIDDLE NAME	

AUTHORIZATION LETTER

(Date)

TO WHOM IT MAY CONCERN:

This is to authorize Mr./Ms. _____ to submit my _____ (MCIF/MDF) _____. I regret that I cannot do it myself due to work schedules.

(Signature Over Printed Name of Employee)

(Note: The one you authorized needs to present a valid ID of yours and kindly attach a photocopy of it in this authorization letter)



MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID NUMBER											
HOUSING ACCOUNT NUMBER (if applicable)											

INSTRUCTIONS: PLEASE READ LIST OF SUPPORTING DOCUMENTS AT THE BACK. ACCOMPLISH AND SUBMIT THIS FORM IN ONE (1) COPY, PRINT ALL ENTRIES IN BLOCK OR CAPITAL LETTERS.

CHECK THE APPROPRIATE BOX AND ACCOMPLISH ONLY THE APPLICABLE PORTION/S TO BE CHANGED/UPDATED

<input type="checkbox"/> Change of Membership Category	<input type="checkbox"/> Change of Marital Status	<input type="checkbox"/> Updating of Heirs
<input checked="" type="checkbox"/> Change/Correction of Name	<input type="checkbox"/> Change of Address/Contact Details	<input type="checkbox"/> Others (Please specify)
<input type="checkbox"/> Correction of Date of Birth	<input type="checkbox"/> Change of Employment Details	

LAST NAME	FIRST NAME	NAME EXTENSION (e.g., Jr., II)	MIDDLE NAME
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1. CHANGE OF MEMBERSHIP CATEGORY

FROM	TO
------	----

2. CHANGE/CORRECTION OF NAME (Last Name, First Name, Name Extension, Middle Name)

FROM	TO
------	----

3. CORRECTION OF DATE OF BIRTH

FROM (mm/dd/yyyy)	TO (mm/dd/yyyy)
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4. CHANGE OF MARITAL STATUS

FROM	TO
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SPOUSE (For Married Status)	Last Name	First Name	Name Extension	Middle Name	No Middle Name <input type="checkbox"/>	DATE OF BIRTH (mm/dd/yyyy)
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5. CHANGE OF ADDRESS/CONTACT DETAILS (Please accomplish portions to be changed only)

PRESENT HOME ADDRESS							(Indicate country code if abroad) COUNTRY-AREA CODE TELEPHONE NUMBER	
Unit/Room No.	Floor Bldg. Name	Lot No.	Block No.	Phase No.	House No.	Street Name	Subdivision	Home
Barangay		Municipality/City		Province/State/Country (if abroad)			Zip Code	Telephone
PERMANENT HOME ADDRESS							Business (Direct Line)	
Unit/Room No.	Floor Bldg. Name	Lot No.	Block No.	Phase No.	House No.	Street Name	Subdivision	Business (Trunk Line)
Barangay		Municipality/City		Province/State/Country (if abroad)			Zip Code	Email Address
PREFERRED MAILING ADDRESS								
<input type="checkbox"/> Present Home Address		<input type="checkbox"/> Permanent Home Address		<input type="checkbox"/> Employer/Business Address				

6. CHANGE OF EMPLOYMENT DETAILS

EMPLOYER/BUSINESS NAME							
EMPLOYER/BUSINESS ADDRESS							
Unit/Room No., Floor	Building Name		Lot No.	Block No.	Phase No.	House No.	
Street Name	Subdivision	Barangay	Municipality/City	Province	Zip Code		

7. UPDATING OF HEIRS (Please use separate sheet, if necessary)

LAST NAME	FIRST NAME	NAME EXTENSION (e.g., Jr., II)	MIDDLE NAME	NO MIDDLE NAME (Check if applicable only)	RELATIONSHIP	DATE OF BIRTH (mm/dd/yyyy)	ADDITION/DELETION
				<input type="checkbox"/>			
				<input type="checkbox"/>			

8. OTHERS (Please specify)

FROM	TO
------	----

CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

Signature over Printed Name of Member

Date

THIS PORTION IS FOR Pag-IBIG USE ONLY

RECEIVED BY	DATE	APPROVED BY	DATE
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CHECKLIST OF REQUIREMENTS

BASIC REQUIREMENTS

- 1 Member's Change of Information Form (MCIF, HQP-PFF-049)
- 2 At least two (2) valid IDs
The following are the primary IDs acceptable to the Fund:
 - Company ID
 - Passport, issued by the Philippine or Foreign Government
 - Driver's License
 - Professional Regulation Commission (PRC) ID
 - Social Security System (SSS) Card/UMID Card
 - Government Services Insurance System (GSIS) e-card
 - Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)
 - Integrated Bar of the Philippines (IBP) ID
 - Senior Citizen Card
 - Overseas Workers Welfare Administration (OWWA) ID
 - Overseas Filipino Worker (OFW) ID
 - Seafarer's Identification and Record Book (SIRB)
 - Postal ID
 - Voter's ID

ADDITIONAL REQUIREMENTS

A. CHANGE/CORRECTION OF NAME

For change in name due to marriage:

1. Marriage Contract with Registry Number issued by Philippine Statistics Authority (PSA)

For change in name (for reason other than marriage):

1. Birth Certificate issued by PSA
2. Court Order granting petition for change of name.

B. CORRECTION OF DATE OF BIRTH

1. Birth Certificate issued by PSA

C. CHANGE OF MARITAL STATUS

For single to married:

- Marriage Contract with Registry Number issued by PSA

For married to single (legally married to reported spouse)

- Court Order

For married to single (due to erroneous encoding)

- Certificate of No Marriage (CENOMAR) issued by PSA

For married to widowed

- Death Certificate of deceased spouse issued by PSA)

D. CORRECTION OF PLACE OF BIRTH/MOTHER'S MAIDEN NAME/GENDER (Due to erroneous encoding)

1. Birth Certificate issued by PSA

NOTES:

- a. In case the PSA Certificate is not available, the certificate issued by the Local Civil Registry Office (LCRO) and duly authenticated by PSA, may be submitted.
- b. Please submit photocopy of the documents depending on the information to be changed/updated. The original or Certified True Copy of the said documents shall be presented for authentication.
- c. If filing thru Authorized Representative, please submit the following:
 - At least two (2) valid IDs of Representative
 - At least two (2) valid IDs of Member
 - Authorization Letter



MEMBER'S DATA FORM (MDF)

Pag-IBIG MID NUMBER											
REGISTRATION TRACKING NUMBER											

INSTRUCTIONS

1. Accomplish this form in one (1) copy only. If registration is thru online, the form should be printed back to back on one single sheet of paper.
2. Type or print all entries in BLOCK or CAPITAL LETTERS.
3. All fields marked with asterisk (*) are mandatory.
4. On the "OCCUPATIONAL STATUS" portion, if without employment or purpose is pre-employment or never been employed, select "UNEMPLOYED/NOT YET EMPLOYED".
5. The "NAME EXTENSION" shall refer to JR., II, III and the like.
6. Indicate the full name of your FATHER and MOTHER as they appear in your birth certificate.
7. On the "OCCUPATION" portion, indicate your job, profession, or type of work to earn a living.
8. On the "HEIRS" portion, the provision on the Laws on Succession, as provided in the New Civil Code of the Philippines, as amended by the New Family Code, shall be observed.
9. For any subsequent change of information, please secure and accomplish Member's Change of Information Form (MCIF, HQP-PFF-049) and submit to any Pag-IBIG Branch nearest you.

*OCCUPATIONAL STATUS		<input type="checkbox"/> EMPLOYED		<input type="checkbox"/> UNEMPLOYED/NOT YET EMPLOYED																									
MEMBERSHIP CATEGORY																													
MANDATORY			VOLUNTARY																										
<input type="checkbox"/> EMPLOYED PRIVATE		<input type="checkbox"/> SELF-EMPLOYED (SE)		<input type="checkbox"/> EMPLOYED FOREIGN GOVERNMENT																									
<input type="checkbox"/> EMPLOYED GOVERNMENT		<input type="checkbox"/> PROFESSIONAL/BUSINESS OWNER		<input type="checkbox"/> BARANGAY OFFICIAL/EMPLOYEE																									
<input type="checkbox"/> OVERSEAS FILIPINO WORKER (OFW)		<input type="checkbox"/> JOB ORDER PERSONNEL		<input type="checkbox"/> NON-WORKING SPOUSE																									
		<input type="checkbox"/> OTHER EARNING GROUPS (OEGs)		<input type="checkbox"/> MEMBER OF RELIGIOUS GROUP																									
				<input type="checkbox"/> PENSIONER/INVESTOR/LESSOR																									
				<input type="checkbox"/> MEMBER OF COOPERATIVE/TRADE UNION																									
				<input type="checkbox"/> OVERSEAS FILIPINO IMMIGRANT																									
				<input type="checkbox"/> OTHERS, Please specify																									
PERSONAL DETAILS																													
NAME		LAST NAME		FIRST NAME																									
				NAME EXTENSION <i>(e.g. Jr., II)</i>																									
				MIDDLE NAME																									
				NO MIDDLE NAME <i>(check if applicable only)</i>																									
<input checked="" type="checkbox"/> *MEMBER				<input type="checkbox"/>																									
<input checked="" type="checkbox"/> *FATHER				<input type="checkbox"/>																									
<input checked="" type="checkbox"/> *MOTHER <i>(Maiden Name)</i>				<input type="checkbox"/>																									
<input checked="" type="checkbox"/> *SPOUSE <i>(If Married)</i>				<input type="checkbox"/>																									
<input checked="" type="checkbox"/> MEMBER'S NAME AS APPEARING IN THE BIRTH CERTIFICATE				<input type="checkbox"/>																									
<input checked="" type="checkbox"/> *DATE OF BIRTH		<input checked="" type="checkbox"/> *MARITAL STATUS		<input checked="" type="checkbox"/> *TAXPAYER IDENTIFICATION NUMBER (TIN)																									
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td><i>m</i></td><td><i>m</i></td><td><i>d</i></td><td><i>d</i></td><td><i>y</i></td><td><i>y</i></td><td><i>y</i></td><td><i>y</i></td> </tr> </table>										<i>m</i>	<i>m</i>	<i>d</i>	<i>d</i>	<i>y</i>	<i>y</i>	<i>y</i>	<i>y</i>	<input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Widower <input type="checkbox"/> Annulled <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated		<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>									
<i>m</i>	<i>m</i>	<i>d</i>	<i>d</i>	<i>y</i>	<i>y</i>	<i>y</i>	<i>y</i>																						
<input checked="" type="checkbox"/> *PLACE OF BIRTH <i>(City/Municipality/Province/Country)</i> <i>(Please indicate country if born outside the Philippines)</i>		<input checked="" type="checkbox"/> *CITIZENSHIP		<input checked="" type="checkbox"/> *SSS/GSIS NUMBER																									
				<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																									
<input checked="" type="checkbox"/> *SEX		HEIGHT		WEIGHT																									
<input type="checkbox"/> Male <input type="checkbox"/> Female		_____ (cm)		_____ (kg)																									
		PROMINENT DISTINGUISHING FACIAL FEATURES <i>(Ex. Moles, Scars, etc.)</i>		EMPLOYEE NUMBER																									
				<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																									
COMMON REFERENCE NUMBER (CRN) <i>(If Available)</i>		FREQUENCY OF MEMBERSHIP SAVINGS (MS) PAYMENT <i>(If payment of MS is not thru payroll deduction)</i>		<i>For AFP/PNP Employee, Serial/Badge No.</i>																									
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>										<input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																	
				<i>For DepEd Employee, Division Code-Station Code</i>																									
ADDRESS AND CONTACT DETAILS																													
<input checked="" type="checkbox"/> *PERMANENT HOME ADDRESS					<i>(Indicate country code if abroad)</i>																								
Unit/Room No., Floor		Building Name		Lot No., Block No., Phase No. House No. Street Name																									
				COUNTRY + AREA CODE TELEPHONE NUMBER																									
Subdivision		Barangay		Municipality/City Province/State/Country <i>(if abroad)</i> ZIP Code																									
				Home																									
				<input checked="" type="checkbox"/> Cell Phone																									
				Business (Direct Line)																									
				Business (Trunk Line) Local																									
				Email Address																									
<input checked="" type="checkbox"/> *PRESENT HOME ADDRESS																													
Unit/Room No., Floor		Building Name		Lot No., Block No., Phase No. House No. Street Name																									
				COUNTRY + AREA CODE TELEPHONE NUMBER																									
Subdivision		Barangay		Municipality/City Province/State/Country <i>(if abroad)</i> ZIP Code																									
				Home																									
				<input type="checkbox"/> Cell Phone																									
				Business (Direct Line)																									
				Business (Trunk Line) Local																									
				Email Address																									
<input checked="" type="checkbox"/> *PREFERRED MAILING ADDRESS																													
<input type="checkbox"/> Present Home Address		<input type="checkbox"/> Permanent Home Address		<input type="checkbox"/> Employer/Business Address																									

PRESENT EMPLOYMENT DETAILS (If you have more than one (1) employer, use separate sheet and follow format for e.)

OCCUPATION	EMPLOYMENT STATUS			TYPE OF WORK (For OFW only) (Pls. specify country of assignment)	
	<input type="checkbox"/> Permanent/Regular <input type="checkbox"/> Casual	<input type="checkbox"/> Contractual <input type="checkbox"/> Project-based	<input type="checkbox"/> Part-time/ Temporary	<input type="checkbox"/> Land-based _____ <input type="checkbox"/> Sea-based _____	
EMPLOYER/BUSINESS NAME (For Formally Employed, OFW and Self-employed Professionals/Business Owner)				MONTHLY INCOME	
EMPLOYER/BUSINESS ADDRESS (For Formally Employed, OFW and Self-employed Professionals/Business Owner) Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No.				Basic _____	
				Allowances/Others _____	
				Total Mo. Income _____	
Street Name	Subdivision	Barangay		OFFICE ASSIGNMENT	
Municipality/City	Province	State/Country (If abroad)	ZIP Code	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch _____	
				DATE EMPLOYED (Month, Year)	

PREVIOUS EMPLOYMENT FROM DATE OF Pag-IBIG Fund MEMBERSHIP (Use another sheet if necessary.)

EMPLOYER/BUSINESS NAME	OFFICE ASSIGNMENT
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch _____
EMPLOYER/BUSINESS ADDRESS	FROM TO
	m m y y y y m m y y y y
EMPLOYER/BUSINESS NAME	OFFICE ASSIGNMENT
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch _____
EMPLOYER/BUSINESS ADDRESS	FROM TO
	m m y y y y m m y y y y
EMPLOYER/BUSINESS NAME	OFFICE ASSIGNMENT
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch _____
EMPLOYER/BUSINESS ADDRESS	FROM TO
	m m y y y y m m y y y y

HEIRS (In case of death, Fund benefits shall be divided among the member's heirs in accordance with the New Civil Code as amended by the New Family Code. Use another sheet if necessary.)

LAST NAME	FIRST NAME	NAME EXTENSION	MIDDLE NAME	NO MIDDLE NAME (Check only if applicable)	RELATIONSHIP	DATE OF BIRTH
				<input type="checkbox"/>		m m d d y y y y
				<input type="checkbox"/>		m m d d y y y y
				<input type="checkbox"/>		m m d d y y y y
				<input type="checkbox"/>		m m d d y y y y

I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

SIGNATURE OF MEMBER DATE

FOR Pag-IBIG FUND USE ONLY

RECEIVED BY	DATE
_____ Signature over Printed Name	_____ Date
_____ Designation/Position	_____ Branch/Unit

DISCLAIMER

Membership registration with the Fund does not automatically qualify a Pag-IBIG member to avail of the Fund's various loan programs. A Pag-IBIG member must satisfy the eligibility requirements and comply with the documentary requirements, which is subject to verification and approval.