



January 8, 2020

REGIONAL MEMORANDUM

No. 016, s. 2020

SUBJECT: COMPLIANCE WITH THE ISSUANCE OF PAG-IBIG MEMBERSHIP ID (MID) TO ALL DEPED PERSONNEL, BOTH TEACHING AND NON-TEACHING

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
All concerned
This Region

1. As early as October 2019, DepEd Caraga Regional Payroll Services Unit has been 100% compliant with the requirement of issuance of Pag-ibig Membership ID (MID) and as a matter of policy, currently, we are not including in our payroll system all newly hired teaching and non-teaching personnel who does not have Pag-ibig MID Numbers to avoid unposted remittances with the latter.
2. This Office however, has noted that some Schools Division Offices, no longer submit documents of newly hired teaching and non-teaching personnel for inclusion in the RPSU, leaving us uncertain whether there is 100% compliance with the Pag-ibig requirement which includes secondary implementing units (IU's) that may result to unposted Pag-ibig fund collections.
3. In view of the foregoing, Schools Division Offices to include secondary schools (IU's) are directed to validate, review and check the status of compliance of the required issuance of Pag-ibig MID Numbers to ensure 100% compliance with the issuance of Pag-ibig Fund MID Number (both old and newly hired) and to address/provide solutions to the "UNPOSTED COLLECTIONS" as of October 2019 using the standard remittance forms.

Nature of Transactions	Document Title	Document Code
Payment of Membership Savings/Contributions	Member's Savings Remittance Form (MSRF)	HQP – PFF -053
Payment of Short-Term Loans	Short-Term Loan Remittance Form (STLRP)	HQP – PFF -017

4. A status report shall be submitted to this Office on or before January 20, 2020 for consolidation. Please refer to item 4.5 of DepEd Memorandum OUF-2019-0382 for the standard template to be used.
5. For information and guidance.

FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer In-Charge
Office of the Regional Director

ASD/jbr
1/8/2020



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



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(085) 342 - 7347
(085) 341 - 3899



caraga@deped.gov.ph



caraga.deped.gov.ph

DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
29386

By: Date: DEC 10 2019



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

DEPED RO XIII-Records

MEMORANDUM
OUF-2019- 0382

RECEIVED
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0239
10:25

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
DIRECTOR OF BUREAU OF HUMAN RESOURCES AND
ORGANIZATIONAL DEVELOPMENT (BHROD)
DIRECTOR OF INFORMATION COMMUNICATION AND
TECHNOLOGY SERVICE

ATTENTION : Chief Administrative Officers, Regional Administrative Divisions
Administrative Officer V, Division Administrative Units
Heads of Regional Payroll Services Units and Implementing Unit
Secondary Schools
School Heads
Officer-In-Charge, Personnel Division – Central Office
Officer-In-Charge, Solutions Development Division (ICTS)-
Central Office

FROM : **ANNALYN M. SEVILLA**
Undersecretary *he*

SUBJECT : **COMPLIANCE WITH THE ISSUANCE OF PAG-IBIG**
MEMBERSHIP ID (MID) TO DEPED PERSONNEL

DATE : **NOVEMBER 27, 2019**

1. This Office was updated by the Pag-IBIG Fund through Ms. Mary Margaret N. Sanchez, Vice President (VP), Member Services Operation Sector, that the Department of Education has still **381,509 unposted PAG-IBIG Fund collections** representing either monthly contributions or savings deposits deducted from the monthly salaries of DepEd personnel amounting to **Php63,892,863.06** as of **October 2019, from 812,448 unposted collections amounting to Php263,010,835.41 as of July 2019.** Moreover, based on the filled up plantilla positions we provided to them last July 2019, the Fund was able to generate 78.80% MID Compliance or 664,919 DepEd personnel of the total 877,219 filled up positions. We greatly appreciate your cooperation as the Department has accomplished significant results on these matters.

2. Possible reasons for the remaining Php63,892,863.06 unposted collections as discussed with VP Sanchez with regard to the requirement on the issuance of Pag-IBIG Membership ID Numbers of DepEd Personnel, copies attached, are as follows:

2.1 Non-compliance with the three (3) Memoranda sent to your respective offices through e-mail by the Employee Account Management Division (EAMD), as shown below:

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City

Telephone No.: (02) 8633-9342; Fax No.: (02) 8638-3703; Email Address: usec.financebpm@deped.gov.ph



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

- a. No. OUFDA-2018-0003 dated April 2, 2018;
- b. No. OUFDA-2018-0014 dated August 30, 2018; and
- c. No. OUF-2019-0245 dated September 2, 2019

2.2 Non-integration of the Pag-IBIG MID Numbers of the concerned DepEd personnel in the monthly remittances.

3. This Office, through the EAMD, will provide via e-mail all concerned operating units with the list of said unposted collections, for their appropriate action. VP Sanchez added that the list excludes the newly hired DepEd personnel who are not issued Pag-IBIG MID Numbers yet.

4. In view of the foregoing, all concerned offices are hereby instructed to:

- 4.1 Ensure the 100% compliance with the issuance of Pag-IBIG MID Number requirement to all DepEd personnel (both old and newly hired) under your respective jurisdictions. Priority to be completed are those with unposted collections. The concerned DepEd personnel may apply for the Pag-IBIG MID Number on-line or by accomplishing the Pag-IBIG Member's Data Form (MDF) and submit the same to the Pag-IBIG Fund branch indicated in the list to be provided by this Office. The duly filled-out MDFs must be submitted to Pag-Ibig Fund branches who will assist in encoding until the required MID Numbers of DepEd personnel are completed;
- 4.2 Address/provide solutions to the "Unposted Collections as of October 2019" based on the report provided by VP Sanchez' team, which as earlier mentioned will be emailed by the EAMD to the concerned operating units;
- 4.3 Use the standard remittance forms listed below where the Pag-IBIG MID Numbers of DepEd personnel are indicated. These may be downloaded in a spreadsheet format from the Pag-IBIG Fund website thru this link: www.pagibigfund.gov.ph/dlformsprovident.html.

Nature of Transaction	Document Title	Document Code
Payment of Membership Savings/Contributions	Member's Savings Remittance Form (MSRF)	HQP-PFF-053
Payment of Short-Term Loans	Short-Term Loan Remittance Form (STLRF)	HQP-PFF-017

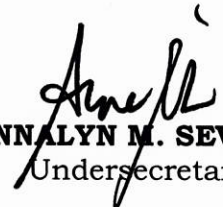
- 4.4 Integrate the MID Numbers of DepEd personnel in your respective payrolls as well as remittances to the Pag-IBIG Fund; and

[Handwritten Signature]



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

- 4.5 Submit the corresponding Status Report to this Office, through the EAMD, for consolidation. Please use the pro-forma template attached to Memorandum No. OUFDA-2018-0014, in this regard.
5. Immediate dissemination of this Memorandum is desired.


ANNALYN M. SEVILLA
Undersecretary

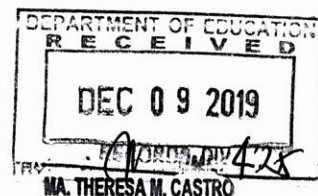
Copy furnished:

1. **AMADO ISABELO I. DIZON III**
Senior Vice President
Member Services Operations Sector
Pag-IBIG Fund (Home Development Mutual Fund)
3/F Westar Bldg., Shaw Blvd., Pasig City
2. **MARY MARGARETTE N. SANCHEZ**
Vice President
Member Services Operations Sector
Pag-IBIG Fund (Home Development Mutual Fund)
3/F Westar Bldg., Shaw Blvd., Pasig City

Enclosures:

1. Memorandum No. OUFDA-2018-0003
2. Memorandum No. OUFDA-2018-0014
3. Memorandum No. OUF-2019-0245; and
4. Letter from Pag-IBIG Fund Senior Vice President Amado Isabelo I. Dizon III

eamd/jac





Republic of the Philippines
Department of Education

406704

Tanggapan ng Pangalawang Kalihim

Office of the Undersecretary for Finance

MEMORANDUM
OUF-20190245

RECEIVED
20288

Date: SEP 06 2019

To : **ALL REGIONAL DIRECTORS**
THE DIRECTOR IV, BUREAU OF HUMAN RESOURCE
ORGANIZATIONAL AND DEVELOPMENT (BHRD)

Attention : Chiefs, Regional Administrative Divisions
Officer-In-Charge, Personnel Division – Central Office
Schools Division Superintendents
School Heads

From : **ANNALYN M. SEVILLA**
Undersecretary

Subject : **COMPLIANCE WITH THE ISSUANCE OF PAG-IBIG MEMBERSHIP ID**
TO DEPED PERSONNEL

Date : September 2, 2019

1. This is to reiterate the compliance of all concerned to the directive contained in Memorandum No. OUFDA-2018-0003 dated April 2, 2018 with subject, "Pag-IBIG Membership ID Numbers of DepEd Personnel", copy attached.

2. This Office was informed by the Pag-IBIG Fund, through Ms. Mary Margaret N. Sanchez, Vice President, Member Services Operation Sector, that a significant amount of Pag-IBIG collections through salary deduction, both for premia and savings (i.e., around P188 Million), remains unposted due to the absence of the concerned members' valid Pag-IBIG Membership ID Number (MID No.). This resulted in the limited provision of Pag-IBIG services and benefits to the affected members, such as granting of Multi-Purpose and Housing Loans, and issuance of Loyalty discount cards, among others.

3. To address the matter, the Pag-IBIG Fund is offering assistance to facilitate completion of 100% issuance of MID Nos. to all DepEd personnel through its regional offices, which will initiate coordination with their DepEd counterparts. Kindly accommodate the Pag-IBIG representatives who will coordinate with the Schools Division Offices under your respective jurisdictions to facilitate the 100% issuance of said MID Nos. to DepEd personnel.

4. Regional Directors, through the Chiefs of Administrative Division, are likewise instructed to:

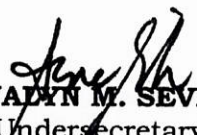
4.1 Verify the status of the MID Nos. of DepEd personnel under "Undistributed Collections" based on the Pag-IBIG Fund's initial report, which will be e-mailed to the respective e-mail addresses of your regions, as registered with the Employee Account Management Division, Finance Service;

4.2 Constantly coordinate with the counterpart Pag-IBIG Fund Regional Offices until 100% compliance is achieved; and

4.3 Monitor the progress of the compliance and submit a consolidated report via e-mail address fs.eamd@deped.gov.ph, on or before **September 13, 2019**.

5. Please be guided with the provisions of Republic Act 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations in handling all personal information.

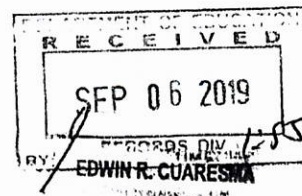
6. Immediate dissemination of this Memorandum is desired.


ANNALYN M. SEVILLA
Undersecretary

Copy furnished:

1. **AMADO ISABELO I. DIZON III**
Senior Vice President
Member Services Operations Sector
Pag-IBIG Fund (Home Development Mutual Fund)
3/F, Westar Bldg., Shaw Blvd., Pasig City
2. **MARY MARGARET N. SANCHEZ**
Vice President
Member Services Operation Sector
Pag-IBIG Fund (Home Development Mutual Fund)
3/F, Westar Bldg., Shaw Blvd., Pasig City

eamd/rod





Republic of the Philippines
Department of Education

363261

Office of the Undersecretary for Finance -
Disbursements and Accounting

DM - OUFDA - 2018 - 0014

August 30, 2018

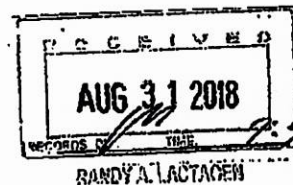
MEMORANDUM

To : **ALL REGIONAL DIRECTORS
THE DIRECTOR IV, BUREAU OF HUMAN RESOURCE
ORGANIZATIONAL AND DEVELOPMENT (BHRD)**

Attention : **Schools Division Superintendents
Chiefs, Regional Administrative Divisions
Officer-In-Charge, Personnel Division, BHRD
School Heads**

From : **VICTORIA L. MEDRANA CATIBOG
Undersecretary**

Subject : **STATUS OF COMPLIANCE OF DEPED PERSONNEL TO SECURE
PAG-IBIG MEMBERSHIP ID (MID) NUMBERS AND SPECIMEN
SIGNATURES OF AUTHORIZED DEPED OFFICERS TO ENDORSE
PAG-IBIG LOANS**



1. This pertains to the Memorandum No. DM-OUFDA-2018-0003 dated April 2, 2018 from this Office, copy attached, with regard the undersigned's directive for DepEd personnel in your respective areas of jurisdictions to secure their respective Home Development Mutual Fund (HDMF) or Pag-IBIG Membership ID (MID) Numbers.
2. Reports that reached this Office with regard to the submissions from DepEd field units reveal the following:
 - a. Some reports were incomplete and not consolidated by the Regional Office (RO). Many reports received through e-mail by the Employee Account Management Division (EAMD), this Office, either came from elementary schools or secondary schools and not consolidated per schools division and region; and
 - b. Some only submitted the list of names of DepEd employees with Pag-IBIG MID numbers and did not follow the required format of the report. Thus, the EAMD still needs to compute each region/schools division/school's percentage of compliance to the said Memorandum.
3. It is therefore reiterated for the Regional Chiefs, Administrative Division to monitor their respective compliance to the said Memorandum and submit monthly consolidated report to this Office, through the EAMD, until 100% compliance is reached. The Officer-In-Charge of Personnel Division is also instructed to comply to the same.

seen
9/2/18

4. Moreover, Ms. Mary Margaret N. Sanchez, Officer-In-Charge, Vice President, HDMF Main Office, is requesting for the specimen signatures of all your DepEd Officers in the central, region, schools divisions and schools authorized to sign and endorse DepEd personnel's Pag-IBIG accomplished loan application forms (e.g. multi-purpose loan, housing loan and others) for their Internal control purposes. The authorized officers of the HDMF branches will approach your offices/schools to secure specimen signatures of their counterpart authorized DepEd officers. It is understood that Republic Act 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations shall be strictly followed in handling all personal information of said DepEd Officers. Hence, this Office suggests for the Regional Director to assign focal officer/s to coordinate with HDMF branches for this purpose. For more information and further clarification, the HDMF may be reached through the hotline (02) 724-4244 or through e-mail address publicaffairs@pagibigfund.gov.ph.

5. Immediate dissemination of this Memorandum is desired.

6. For guidance and compliance.

placated 8/21/18
V. L. M. CATIBOG

Enclosure: HDMF Specimen Signature Form

Copy furnished:

MARY MARGARET N. SANCHEZ
Officer-In-Charge, Vice President
Pag-IBIG Fund (Home Development Mutual Fund)
Member Services Operations -- NCR North East Group
3/F, Westar Bldg., Shaw Blvd., Pasig City

eamd/



SPECIMEN SIGNATURE FORM

HQP-PFF-003
(V06, 04/2018)

INSTRUCTIONS

1. Accomplish this form in one (1) copy.
2. Type or print all entries in BLOCK and CAPITAL LETTERS.
3. Please refer to the table below for the List of Authorized Signatories to certify and/or sign documents in all business transaction with the Fund.
4. Should there be any revocation of the authority of the officials named in this form, secure and submit duly accomplished Employer's Change of Information Form (ECIF, FPF100) and new Specimen Signature Form to any Pag-IBIG Branch.

EMPLOYER/BUSINESS NAME

Pag-IBIG EMPLOYER/HOUSEHOLD
EMPLOYER ID NO.

The following are hereby authorized to certify and/or sign documents in all business transactions of our company/business with the Fund:

AUTHORIZED SIGNATORY/IES

NAME (Last Name, First Name, Name Extension, Middle Name)	NAME (Last Name, First Name, Name Extension, Middle Name)	NAME (Last Name, First Name, Name Extension, Middle Name)
OFFICIAL DESIGNATION	OFFICIAL DESIGNATION	OFFICIAL DESIGNATION

SPECIMEN SIGNATURES

1.	1.	1.
2.	2.	2.
3.	3.	3.

PERSON GRANTING AUTHORITY

DATE AUTHORITY GRANTED

SIGNATURE OVER PRINTED NAME

DESIGNATION/POSITION

LIST OF SIGNATORIES FOR PERSON GRANTING AUTHORITY

1. For Single Proprietorship – Owner
 2. For Partnership – Managing Partner
 3. For Corporation – President, Chairman or Corporate Secretary
 4. For Cooperative – Chairman or Corporate Secretary
 5. For Trade Association – President or Chairman of the Board
 6. For Household Employer – Any immediate members of the family, 18 years old and above or occupants of the house who are directly and regularly provided service by the Kasambahay.
- NOTE: In case the signatory shall be other than the specified signatory/ies, a supporting document designating the authorized representative to sign the document (i.e. SPA, Authorization Letter, etc.) shall be attached to the SSF.

THIS FORM MAY BE REPRODUCED. NOT FOR SALE.



Republic of the Philippines
Department of Education

349092

**Office of the Undersecretary for Finance
Disbursements and Accounting**

DM - OUFDA - 2018 - 0003

MEMORANDUM

To : **ALL REGIONAL DIRECTORS**

Attention : **Schools Division Superintendents
Chiefs, Regional Administrative Divisions
School Heads**

From : **VICTORIA L. MEDRANA CATIBOG**
Undersecretary

Subject : **PAG-IBIG MEMBERSHIP ID NUMBERS OF DEPED PERSONNEL**

Date : **April 2, 2018**

The Home Development Mutual Fund (HDMF), also known as the Pag-IBIG Fund, is requesting all DepEd employees who have not yet secured their respective Pag-IBIG Membership ID (MID) Numbers to do so. The compliance to this requirement is essential for the migration of HDMF to its new system as it aims to integrate into one database the recording of transactions to better serve its members.

To facilitate the compliance hereof, Regional Directors are hereby directed to inform all concerned DepEd teaching and non-teaching personnel and Heads of Offices/Schools to do the following:

- a. Obtain a Pag-IBIG MID Number by either submitting the duly accomplished Member's Data Form to any Pag-IBIG Fund Branch, or registering online through the Pag-IBIG Fund Online Services accessible via www.pagibigfund.gov.ph; and
- b. Furnish a copy of their Pag-IBIG MID to their respective Head of Office/School, who will then prepare the Inventory of DepEd personnel with Pag-IBIG MID Numbers, to be submitted to the Regional Chief, Administrative Division.

To monitor the progress of compliance to this Memorandum, the Regional Chiefs, Administrative Division, are required to submit a report to this Office, through the Employee Account Management Division, via e-mail address fs.eamd@deped.gov.ph, **on or before May 11, 2018**, following the template below.

Summary of DepEd Employees with Pag-IBIG MID Number

DepEd Region _____

As of May ___, 2018

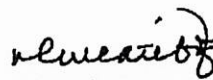
Particulars	Total No. of Employees (a)	Total No. of Employees with Pag-IBIG MID Number(b)	% Compliance (c = b / a)
Regional Office Proper			
Schools Division of _____ *			
Schools Division of _____ *			
...			
Total			

* The figures for each schools division should include teaching and non-teaching personnel in the schools division office proper and all elementary and secondary schools in that schools division.

For more information and further clarification, the HDMF may be reached through the hotline (02) 724-4244 or through e-mail address publicaffairs@pagibigfund.gov.ph.

Immediate dissemination of this Memorandum is desired.

For guidance and compliance.


V.L.M. CATIBOG

Copy furnished:

MARY MARGARET N. SANCHEZ
OIC-Vice President
Pag-IBIG Fund (Home Development Mutual Fund)
Member Services Operations - NCR North East Group
3/F, Westar Bldg., Shaw Blvd., Pasig City

/eamd



Pag-IBIG Fund

(Home Development Mutual Fund)

Office of
Usec. For Finance
Received By: TMM
Date: 23 OCT 2019
Time: 10:10am

01 October 2019

MS. ANNALYN M. SEVILLA
Undersecretary for Finance
Department of Education
DepEd Complex, Meralco Avenue
Pasig City

Dear Undersecretary Sevilla:

Warm greetings!

May we express our sincerest gratitude to the leadership of the Department of Education (DepEd) for its directive to all its regional directors to ensure compliance with Pag-IBIG Membership ID (MID) Number requirement per your Memorandum OUF-2019-0245 dated 02 September 2019. Accordingly, our operating units have been directed to coordinate with their counterpart division school heads and DepEd regional offices for MID-matching based on latest databases.

Further on this campaign, may we again seek your assistance for the dissemination among the concerned DepEd payroll officers/personnel the use of the following standard remittance forms where the MID of the employee-member is indicated; to wit:

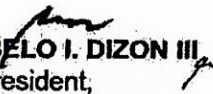
NATURE OF TRANSACTION	DOCUMENT TITLE	DOCUMENT CODE
Payment of Membership Savings/Contributions	Member's Savings Remittance Form (MSRF)	HQP-PFF-053
Payment of Short-Term Loans	Short-Term Loan Remittance Form (STLRF)	HQP-PFF-017

These forms may also be accessed/downloaded in MS Excel file from the Pag-IBIG Fund website thru this link: <https://www.pagibigfund.gov.ph/dlformsprovident.html>

We have assigned Ms. Mary Margaret N. Sanchez, Vice President, Member Services Operations, NCR North East Group to coordinate with you on the matter. VP Sanchez may be reached thru her email account at mnsanchez@pagibigfund.gov.ph.

Again, thank you for your continued support to the Pag-IBIG Fund.

Very truly yours,


AMADO ISABELO I. DIZON III
Senior Vice President,
Member Services Operations Sector

CORPORATE HEADQUARTERS
43rd Floor, Petron MegaPlaza Building
358 Senator Gil J. Puyat Avenue, Makati City, Philippines

