



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

11325016

January 10, 2025

DIVISION MEMORANDUM

No. 08, s. 2025

ENROLLMENT TO VIRTUAL PAG-IBIG AND LOYALTY CARD PLUS

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Elementary/Secondary School Heads
All Unit/Section Heads
All Others Concerned

1. In accordance with the E-services of the Home Development Mutual Fund (PAG-IBIG), all SDO teaching and non-teaching personnel are required to enroll in Virtual Pag-IBIG and the Loyalty Card Plus for safe and convenient access to Pag-IBIG Fund services.
2. With Virtual Pag-IBIG, you can:
 - a. Register as a Pag-IBIG Fund member and get your Membership ID (MID) number.
 - b. Open a Modified Pag-IBIG II (MP2) Savings Account.
 - c. Apply for different types of loans, such as Multi-Purpose Loans (MPL), Calamity Loans, and Housing Loans.
 - d. View the status of your loans and savings.
 - e. Make online payments for your contributions and loans.
 - f. Chat with a Lingkod Pag-IBIG service officer for assistance
3. This office will request the Home Development Mutual Fund (PAG-IBIG) to facilitate the application for the PAG-IBIG Loyalty Card Plus for all SDO personnel. Therefore, all personnel without the Loyalty Card Plus are encouraged to submit the filled-out Pag-IBIG Loyalty Card Plus Application Form (HQP-PFF-108) along with a photocopy of a valid ID to the Human Resource Management Office on or before January 24, 2025.
4. Attached are the process and procedures in enrolling in Virtual Pag-IBIG and the Pag-IBIG Loyalty Card Plus Application Form (HQP-PFF-108).
5. For information, guidance and compliance of all concerned.

NYMPHAD. GUEMO
Schools Division Superintendent



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Enrolling in Virtual Pag-IBIG is a straightforward process. Here are the steps you need to follow:

- 1. Visit the Virtual Pag-IBIG website:** Go to [Virtual Pag-IBIG](#).
- 2. Create an account:**
 - Click on "Create Account" and then "Continue."
 - Select "Create your account online and activate at the nearest Pag-IBIG Fund Branch."
- 3. Provide your details:**
 - Enter your Pag-IBIG Membership ID (MID) number.
 - Verify your identity by entering the One-Time Password (OTP) sent to your mobile number.
 - Fill in your email address, answers to three security questions, your mother's maiden name, and your birthplace.
- 4. Upload required documents:**
 - Upload two valid IDs and a selfie holding one of the IDs.
- 5. Submit your application:**
 - Review the information, check the certification box, and submit your application.
- 6. Activate your account:**
 - Wait for an email confirmation with a temporary password.
 - Log in using the temporary password and create a new password.

Once your account is activated, you can conveniently access various Pag-IBIG Fund services online



LOYALTY CARD PLUS APPLICATION FORM

Pag-IBIG MID NUMBER

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ISSUING PARTNER-BANK

INSTRUCTIONS

1. Accomplish this form in one (1) copy.
2. Present at least one (1) valid ID acceptable to the Pag-IBIG Fund.
3. Type or print all entries in BLOCK or CAPITAL LETTERS.
4. The "NAME EXTENSION" shall refer to JR., II, III and the like
5. Accomplish only the "PRESENT HOME ADDRESS" if it is different from the "PERMANENT HOME ADDRESS"
6. On "CONTACT DETAILS" portion, indicate at least one (1) contact number.
7. All fields which are marked with asterisk (*) are mandatory

MEMBERSHIP CATEGORY

MANDATORY

- ☐ EMPLOYED (PRIVATE)
☐ EMPLOYED (GOVERNMENT)
☐ EMPLOYED PRIVATE HOUSEHOLD
☐ OVERSEAS FILIPINO WORKER (OFW)
- ☐ SELF-EMPLOYED
☐ PROFESSIONAL/BUSINESS OWNER
☐ JOB ORDER PERSONNEL
☐ OTHER EARNING GROUPS (OEG)

VOLUNTARY

- ☐ EMPLOYED (FOREIGN GOVERNMENT)
☐ BARANGAY OFFICIAL/EMPLOYEE
☐ NON-WORKING SPOUSE
☐ MEMBER OF RELIGIOUS GROUP
☐ PENSIONER/INVESTOR/LESSOR
- ☐ MEMBER OF COOPERATIVE/TRADE UNION
☐ OVERSEAS FILIPINO IMMIGRANT
☐ OTHERS, Please specify _____

MEMBER'S PERSONAL DETAILS

*LAST NAME *FIRST NAME *NAME EXT. (e.g., Jr., II) *MIDDLE NAME *MAIDEN NAME (For married women)

*DATE OF BIRTH

m	m	d	d	y	y	y	y												

*CITIZENSHIP

*MARITAL STATUS

- ☐ Single/Unmarried
☐ Married
☐ Widow/er
☐ Annulled
☐ Legally Separated

TAXPAYERS IDENTIFICATION NUMBER (TIN)

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SSS/GSIS NUMBER

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EMPLOYEE NUMBER

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For AFP/PNP Employee, Serial/Badge No.

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For DepEd Employee, Division Code-Station Code

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COMMON REFERENCE NUMBER (CRN)

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*PLACE OF BIRTH

(City/Municipality/Province/Country)
(Please indicate country if born outside the Philippines)

*SEX

- ☐ Male
☐ Female

*MOTHER'S MAIDEN NAME

*NAME OF SPOUSE (if married) (Last Name, First Name, Name Ext., Middle Name)

ADDRESS AND CONTACT DETAILS

*PERMANENT HOME ADDRESS

Unit/Room No., Floor Lot No., Block No., Phase No. House No. Street Name Subdivision

Barangay

Municipality/City

Province/State/Country
(if abroad)

ZIP Code

(Indicate country code if abroad)

COUNTRY + AREA CODE + TELEPHONE NUMBER

Home

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*Cell Phone

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Business (Direct Line)

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Business (Trunk Line)

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Local

*Email Address: _____

PRESENT EMPLOYMENT DETAILS (If with more than (1) employer, use separate sheet and follow format below)

*EMPLOYER/BUSINESS NAME

Monthly Income Range

- ☐ Less than P5,000
☐ P5,000 to less than P15,000
☐ P15,000 to less than P25,000
☐ P25,000 to less than P35,000
☐ P35,000 to less than P50,000
☐ P50,000 or more

*EMPLOYER/BUSINESS ADDRESS

Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No.

Street Name

Subdivision

Barangay

Municipality/City

Province

*State/Country (if abroad)

ZIP Code

*OCCUPATION

*NATURE OF WORK/ BUSINESS/ SOURCE OF FUNDS

*EMPLOYMENT STATUS

- ☐ Permanent/Regular ☐ Casual ☐ Contractual ☐ Project-Based ☐ Part-Time/Temporary

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

EMPLOYER/BUSINESS NAME

1 EMPLOYER/BUSINESS ADDRESS

FROM

m	m	d	d	y	y	y	y												

TO

m	m	d	d	y	y	y	y												

EMPLOYER/BUSINESS NAME

2 EMPLOYER/BUSINESS ADDRESS

FROM

m	m	d	d	y	y	y	y												

TO

m	m	d	d	y	y	y	y												

***OTHER INFORMATION**

STATUS OF HOME OWNERSHIP ☐ Owned ☐ Renting ☐ Living with Parents/Relatives ☐ Mortgaged ☐ Pag-IBIG Fund ☐ Banks and Other Financial Institution If mortgaged with Bank or other Financial Institution, are you interested to transfer your Loan to Pag-IBIG Fund? Yes No		FUTURE PLANS ON HOME OWNERSHIP ☐ Purchase a Residential Unit through Personal Fund ☐ Avail of a Loan for Purchase of Residential Unit or Construction of House ☐ Renovate the current house through availment of loan ☐ Continue to rent ☐ Continue to live with parents/relatives
DESIRED LOAN AMOUNT (IF INTERESTED WITH PAG-IBIG FUND FINANCING) ☐ Less than P750,000 ☐ P750,000 up to P1,700,000 ☐ Above P1,700,000 up to P3,000,000 ☐ Above P3,000,000 up to P6,000,000	HOW MUCH CAN YOU AFFORD IN TERMS OF MONTHLY PAYMENT FOR HOUSING LOAN? ☐ Less than P5,000 per month ☐ P5,000 to less than P10,000 per month ☐ P10,000 to less than P15,000 per month ☐ P15,000 and above per month	EDUCATIONAL ATTAINMENT ☐ Elementary ☐ High School ☐ College/Bachelor's Degree ☐ Master's/Doctoral Degree ☐ Vocational
NO. OF CHILDREN/DEPENDENTS STILL STUDYING	NO. OF VEHICLES OWNED	ESTABLISHMENT YOU WISH TO BE A Pag-IBIG LOYALTY CARD PARTNER

AGREEMENT

I hereby certify that the information given and all statements made herein are true and correct. I agree that the information I have provided may be used or shared with third parties conducting surveys, marketing activities or promotional offers of Pag-IBIG Fund and its partners. Any promotional offer of Pag-IBIG Fund may be emailed to me at the provided email address. Any telephone calls I make to Pag-IBIG Fund may be monitored and recorded for the purpose of providing quality customer service. In case of falsification, misrepresentation or any similar acts committed by the applicant Pag-IBIG Fund shall automatically suspend the benefits that can be secured through this card indefinitely.

I hereby agree to abide with the terms and conditions of this card program, including the terms and conditions of the card and the privacy policy of the accredited Partner-Bank. In the event that I do not abide with the terms and conditions of this program, the Pag-IBIG Fund has the right to deny me of any benefit under this card program.

I hereby authorize the Pag-IBIG Fund, its agents and representatives, upon application for any benefit relating to or under this card program, to conduct investigation deemed appropriate to ascertain my credit standing and financial capability in evaluating availment of such benefit; including but not limited to, request consumer reporting or reference agencies for consumer reports of my credit history and to disclose, submit, share or exchange any of my account information and reports to consumer reporting or reference agencies, government regulatory agencies, other banks, merchant partners or third party. The Credit information may also be transferred to service providers such as TransUnion (TU), Bankers Association of the Philippines - Credit Bureau, Credit Information Corporation, etc. Likewise, I hereby authorize the Fund, to disclose, submit or share my account information to the accredited Partner-Bank for the purpose of account opening and other bank transactions and in compliance with the Know-Your-Client requirements of the Bangko Sentral ng Pilipinas (BSP) and R.A. No. 10173 (Data Privacy Act of 2012). I agree to advise the Partner-Bank in writing of any change in the above information.

I hereby agree to the disclosures to be made by Pag-IBIG Fund in connection with this Agreement, provided the same are not contrary to law and public policy.

SIGNATURE OF MEMBER

DATE

NOTES:

- If you do not wish to receive emails containing promotional offers or find any incorrect information, you may send an email at contactus@pagibigfund.gov.ph or call Tel. (02) 8724-4244.
- Your Pag-IBIG Loyalty Card Plus is not a government-issued I.D., but may be used in all Pag-IBIG Fund transactions.
- If your mode of payment is through Deduction from Loan Proceeds, no cash payment shall be collected.

THIS PORTION IS FOR Pag-IBIG FUND LOYALTY CARD ENROLLMENT KIOSK ONLY**RECEIPT OF APPLICATION**

MODE OF PAYMENT ☐ CASH ☐ DEDUCTION FROM LOAN PROCEEDS	APPLICATION THRU ☐ INDIVIDUAL ☐ EMPLOYER	TYPE OF ID PRESENTED
RECEIVED BY	DATE	REMARKS

LIST OF VALID IDs ACCEPTABLE TO THE Pag-IBIG FUND/BANKS

1. Passport 2. Driver's License 3. Professional Regulation Commission (PRC) ID 4. National Bureau of Investigation (NBI) Clearance 5. Police Clearance 6. Postal ID 7. Voter's ID 8. Barangay Certificate or Barangay IDs or similar documents bearing picture of the Member 9. Government Services Insurance System (GSIS) e-Card	10. Social Security System (SSS) Card 11. Senior Citizen Card 12. Overseas Workers Welfare Administration (OWWA) ID 13. Overseas Filipino Worker ID 14. Seaman's Book or Seafarer's Identification and Record Book (SIRB) 15. Alien Certification of Registration/Immigrant Certificate of Registration 16. Government Office and GOCC ID, e.g. AFP ID Pag-IBIG Fund Loyalty Card and Loyalty Card Plus (in case of recording)	17. Certification from the National Council for the Welfare of Disabled Persons (NCWPD) 18. Department of Social Welfare and Development (DSWD) Certification 19. Integrated Bar of the Philippines ID 20. Philippine Identification (PhilID) Card 21. Company ID issued by Private Entities or Institutions Registered with or supervised or regulated either by the BSP, SEC or IC
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