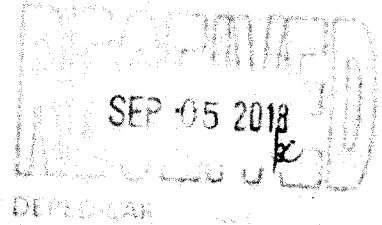




Republic of the Philippines
Department of Education



363761

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

DM - OUFDA - 2018 - 0014

August 30, 2018

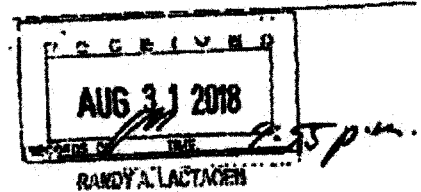
MEMORANDUM

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

**Attention : Schools Division Superintendents
Chiefs, Regional Administrative Divisions
Officer-In-Charge, Personnel Division, BHROD
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.

*boxed +
emailed 9/5/2018*

*new
9/1/18*

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.

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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

ccmd/



SPECIMEN SIGNATURE FORM

HOP-PFF-003
(V08, 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, FFP100) and new Specimen Signature Form to any Pag-IBIG Branch.

EMPLOYER/BUSINESS NAME	Pag-IBIG EMPLOYER/HOUSEHOLD EMPLOYER ID NO.
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The following are hereby authorized to certify and/or sign documents in all business transactions of our company/business with the Fund:

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
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 see directly and regularly provided service by the Household.
- 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
V.L.M. CATIBOG

Copy furnished:

MARY MARGARET N. SANCHEZ
CIC-Vice President
Pag-IBIG Fund (Home Development Mutual
Member Services Operations - MCR North E
3/F, Westar Bldg., Shaw Blvd., Pasig City

/s/

	Republic of the Philippine DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangan La Trinidad, Benguet	
September 5, 2018		
To: Schools Division Superintendents Division Office Personnel Officers School Heads		
For information and guidance.		
 EDGARDO T. ALOS Chief Administrative Officer Administrative Division		
ADMINETA/rmp		