



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
City of Tagbilaran



April 17, 2018

DIVISION MEMORANDUM
NO. 221, s. 2018

SUBMISSION OF PAG-IBIG MEMBERSHIP ID NUMBERS OF DEPED PERSONNEL

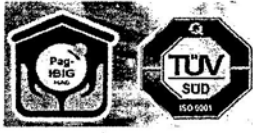
To: Chiefs/Heads of CID, SGOD & OSDS
All Teaching, Teaching-Related and Non-Teaching Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. 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.
2. In this regard, this Office hereby orders all members of the Fund to secure their permanent membership identification (MID) numbers either thru online membership registration facility available at their website www.pagibigfund.gov.ph or simply fill-up the Members Data Form (MDF) and submit to their branch for encoding. For more details, attached are the DepEd Memorandum from the Office of the Undersecretary for Finance Disbursements and Accounting and the letter from Pag-ibig Fund Tagbilaran Branch Head.
3. The list of all teaching and non-teaching employees with or without MID numbers shall be submitted to this Office through School Governance and Operations Division (SGOD) **on or before April 30, 2018** for consolidation. Use the template below.

NAME OF SCHOOL		
NAME OF EMPLOYEE	MID NUMBER	REMARKS

4. Immediate and wide dissemination of this Memorandum is desired.

for. *B. Luja*
VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent *[Signature]*



Pag-IBIG FUND
(Home Development Mutual Fund)



April 16, 2018

DR. VIRGINIA C. ZAPANTA, CESO V
Schools Division Superintendent
Department of Education – City Division
Old City Hall Building, Poblacion 2
6300 Tagbilaran City, Bohol

DEPARTMENT OF EDUCATION
TAGBILARAN CITY SCHOOLS DIVISION
SDS OFFICE
RECEIVED
BY: [Signature] TIME: 2:25 PM
DATE: 4/16/18 CTR #: _____

Dear Dr. Zapanta:

Easter Greetings!

We are pleased to inform that the migration of our Member Services Ops Cluster to the Integrated Information Systems Program (IISP) or nationwide integration was completed last November 2017. The IISP will usher in faster and more efficient services to our members. It gives us a single database that shall allow us to process our members' Multi-Purpose and Calamity Loans within a shorter period of time, release Provident Benefit Claims at the shortest time, access our members' records anywhere, anytime without the need for cumbersome transfers, and receive loan applications anywhere, and everywhere.

Prior to the integration, we have implemented the Pag-IBIG Fund Circular No. 355 wherein all government and private employers are mandated to remit membership savings (MS) and loan amortizations through electronic payment and collection facilities (EPCF) with our accredited partner banks starting July 2016.

However, despite the ample time provided to comply with the Circular, the Department of Education – Tagbilaran City Division still remains unable to utilize the EPCF and several of our members under your agency do not have MID numbers as of December 31, 2017. This may have cause undue delay of migrating their records to our new systems and prolonged our process of database clean-up drive.

Relative to this, we seek the assistance from office in mandating all members of the Fund working under the Department of Education – Tagbilaran City Division to secure their permanent membership identification (MID) number either thru our online membership registration facility available at our website www.pagibigfund.gov.ph or simply fill-up the Members Data Form (MDF) and submit to our branch for encoding. Loyalty card holders are considered MID compliant.

We would like also to explore the possibility of asking the assistance of your ICT Coordinators per district to gather their MID numbers and submit the same to the regional office for their appropriate action. Hence, we seek your permission and approval to allow our staff to set-in during the regular schedule of meeting with your ICT Coordinators.

We have the Marketing & Sales Section look for Mr. Leonardo Cirujales, whom you can contact at the telephone numbers below or via email at tagbilaran.me@pagibigfund.gov.ph to coordinate with your office regarding this matter.

Thank you and we look forward to a fruitful cooperation on this endeavor.

Very truly yours,

[Signature]

FELIX A. GARAN
Branch Head



TBO/lcc

TAGBILARAN BRANCH
2nd Floor Galleria Luisa, Gallares Street, Tagbilaran City
Tel. No. 235-4065, 501-8455



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