



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