



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

February 2, 2021

DIVISION MEMORANDUM
No. 037, s. 2021

ISSUANCE OF PAG-IBIG FUND LOYALTY CARD PLUS

To: Assistant Schools Division Superintendent
Chiefs of Divisions & Heads of Sections/Units
Education Program Supervisors
Public Elementary and Secondary School Heads
Teaching, Teaching-Related and Non-Teaching Personnel
All Others Concerned

1. For the convenience of all members especially this time of pandemic, the Pag-IBIG Fund has improved its system by providing electronic or online services. To facilitate your transactions easier and faster, Loyalty Card Plus (LCP) is now available. It serves as your proof of membership to the Fund which can be used as Transaction Card in any Pag-IBIG Fund branches nationwide.
2. DepEd personnel who are interested to apply for the Loyalty Card Plus will fill out the Application Form and submit the same together with the required documents **on or before February 16, 2021** for validation through **Mr. Reyrusty B. Galan**, Division Pag-IBIG Fund coordinator.
3. After validation of application documents submitted, Pag-IBIG Tagbilaran Branch will set a schedule for actual issuance of LCP ID in the schools and the division office. Since their branch caters to a minimum of 30 applicants, there shall be clustering of schools.
4. Attached are the Pag-IBIG Forms and other information for your reference.
5. Immediate and wide dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/MKP/ADMIN/atm



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph

*OTHER INFORMATION		
STATUS OF HOME OWNERSHIP <input type="checkbox"/> Owned <input type="checkbox"/> Renting <input type="checkbox"/> Living with Parents/Relatives <input type="checkbox"/> Mortgaged <input type="checkbox"/> Pag-IBIG Fund <input type="checkbox"/> 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 <input type="checkbox"/> Purchase a Residential Unit through Personal Fund <input type="checkbox"/> Avail of a Loan for Purchase of Residential Unit or Construction of House <input type="checkbox"/> Renovate the current house through availment of loan <input type="checkbox"/> Continue to rent <input type="checkbox"/> Continue to live with parents/relatives
DESIRED LOAN AMOUNT (IF INTERESTED WITH PAG-IBIG FUND FINANCING) <input type="checkbox"/> Less than P750,000 <input type="checkbox"/> P750,000 up to P1,700,000 <input type="checkbox"/> Above P1,700,000 up to P3,000,000 <input type="checkbox"/> Above P3,000,000 up to P6,000,000	HOW MUCH CAN YOU AFFORD IN TERMS OF MONTHLY PAYMENT FOR HOUSING LOAN? <input type="checkbox"/> Less than P5,000 per month <input type="checkbox"/> P5,000 to less than P10,000 per month <input type="checkbox"/> P10,000 to less than P15,000 per month <input type="checkbox"/> P15,000 and above per month	EDUCATIONAL ATTAINMENT <input type="checkbox"/> Elementary <input type="checkbox"/> High School <input type="checkbox"/> College/Bachelor's Degree <input type="checkbox"/> Master's/Doctoral Degree <input type="checkbox"/> Vocational
NO. OF CHILDREN/DEPENDENTS STILL STUDYING	NO. OF VEHICLES OWNED	ESTABLISHMENT YOU WISH TO BE A Pag-IBIG LOYALTY CARD PARTNER

AGREEMENT	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
_____ SIGNATURE OF MEMBER	_____ DATE

NOTE:

- 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 <input type="checkbox"/> CASH <input type="checkbox"/> DEDUCTION FROM LOAN PROCEEDS	APPLICATION THRU <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> 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 recarding) 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. Company ID issued by Private Entities or Institutions Registered with or supervised or regulated either by the BSP, SEC or IC

Pag-IBIG FUND
TAGBILARAN BRANCH
 2nd Floor, Galleria Luisa Building, Gov. Celestino Gallares Street,
 6300 Tagbilaran City, Bohol, Philippines
 Tel. No. 501-8455 , 235-4065

FREQUENTLY ASKED QUESTIONS ABOUT Pag-IBIG LOYALTY CARD PLUS

1. What is



Answer: Pag-IBIG Loyalty Card Plus (LCP) is an upgraded version of the Pag-IBIG Loyalty Card Program launched in 2015 to offer the following:

Loyalty Card



Discount Card



Tool for data clean-up



Transaction Card



P100.00

2. What are the feature upgrades of this Pag-IBIG Loyalty Card Plus?

Answer: As our response to the increasing demand from our members who would like to experience the automated transactions via online services, the LCP now has these functions:

Loyalty Card Plus



Discount Card



Disbursement Tool



Transaction Card



Debit Card



Tool for data clean-up




Tool for e-Pag-IBIG transactions



P125.00

New functionalities as an upgrade includes:

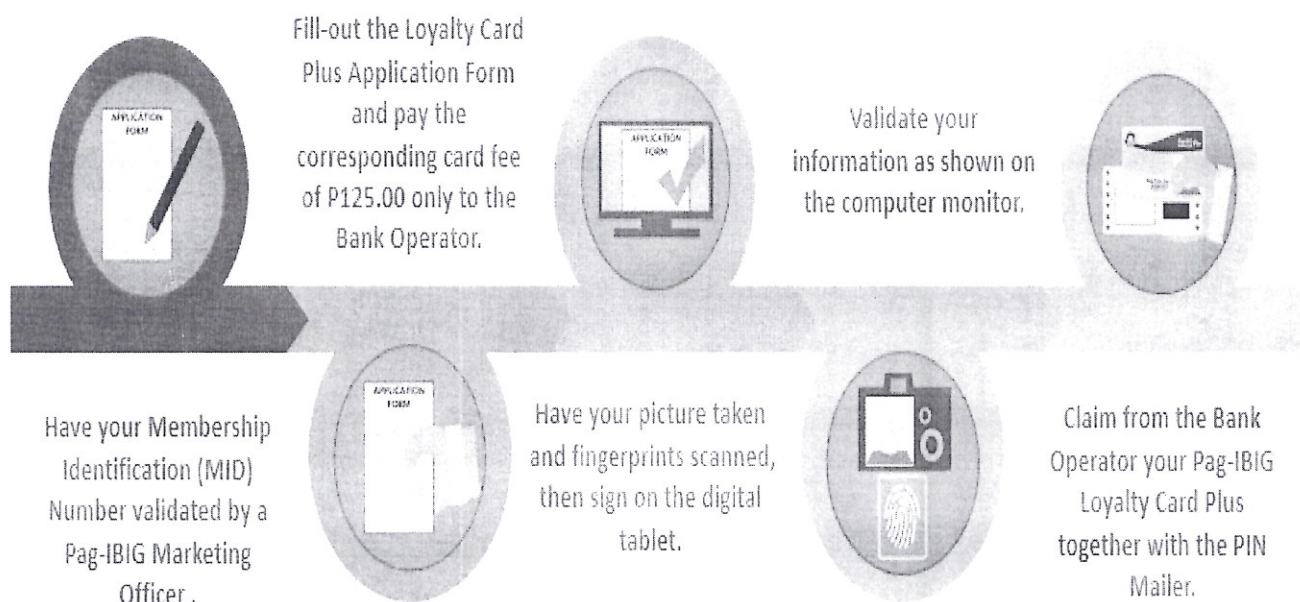
- ✓ Disbursement Tool – the LCP has the function of a “Cash Card” where the proceeds of your Multi-Purpose Loan (MPL) or Calamity Loan can be deposited thru our partner bank in Bohol which is  located at M.H. Del Pilar St., Tagbilaran City
- ✓ Debit Card – after the loan proceed was credited to your account, you can use the card in any POS machine when you go shopping or buying commodities.
- ✓ Tool for e-Pag-IBIG transactions - the LCP will serve as your tool to create your own Virtual Pag-IBIG account where you can view your record online and enjoy our electronic services anytime, anywhere.

Card Design



3. How to apply?

- A. For walk-in applicants at the Branch office where it is available every day during office hours, just follow the following steps.



B. For employer kiosk deployment, please follow these steps.


1. Download the forms from our website at www.pagibigfund.gov.ph or send email request for the forms to tagbilaran.me@pagibigfund.gov.ph or you may visit our branch office to secure the forms needed such as:
 - a. Loyalty Card Plus application form
 - b. Request for Loyalty Card Enrollment Kiosk
 - c. List of Employees with Intent to avail of the Pag-IBIG Loyalty Card Plus
2. Provide all interested applicants with the LCP application form. Make sure to completely fill-up the mandatory data (those with asterisk *) in the form. Require from each applicant to attach a photocopy of 1 valid identification card to comply the requirement with the bank in opening your new Cash Card account.

Give us ample time to validate all the entries in the LCP form if consistent with data encoded during online registration. If with consistencies, we may require additional requirements to correct the erroneous data entry such as follows:

- a. Member's Change of Information Form;
- b. Photocopy of Birth Certificate and/or Marriage Contract, if necessary; and
- c. Photocopy of any 1 valid ID.

3. Fill up the Request for Loyalty Card Enrollment Kiosk form (see sample form shown below). Give us the proposed date when to conduct the enrollment in your company premises subject for confirmation if the date is available.

HQP-PFF-123
(V03, 10/2019)

Request for Loyalty Card Enrollment Kiosk									
		Preferred Card Issuing Bank:							
		Preferred Date of Kiosk Deployment:							
Employer/Business Name		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Month</th> <th style="width: 50%;">Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____ to _____ 20</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____ to _____ 20</td> </tr> </tbody> </table>		Month	Date	_____	_____ to _____ 20	_____	_____ to _____ 20
Month	Date								
_____	_____ to _____ 20								
_____	_____ to _____ 20								
Employer/Business Address		No. of Employees							
Authorized Representative/Contact Person		Telephone Number							
Telephone Number		Email Address							
Requested by:									
_____		_____	_____						
Head of Office/Authorized Representative Signature over Printed Name		Designation/Position	Date						
Agreement									
This office agrees to collect the corresponding Loyalty Card Plus Fee of its employees, applying for Pag-IBIG Loyalty Card Plus through the Enrollment Kiosk to be deployed at our office and to pay outright the said amount to the Accredited Pag-IBIG Partner-Bank.									
Certified by:									
_____		_____	_____						
Head of Office/Authorized Representative Signature over Printed Name		Designation/Position	Date						
For Pag-IBIG Fund Use Only									
Kiosk Deployment Approved by	No. of Kiosk for Deployment	No. of Confirmed Applicants	Approved Date of Kiosk Deployment						

4. Accomplish the List of Employees with Intent to avail of the Pag-IBIG Loyalty Card Plus form. Enumerate all applicants in the list because this will serve as transmittal document when submitting application forms subject for validation.

HRP-IBIG-2011
(0901, 1000/10)

LIST OF EMPLOYEES WITH INTENT TO AVAIL OF THE Pag-IBIG LOYALTY CARD PLUS

 (Date)

EMPLOYER'S Pag-IBIG ID NO. : _____
 EMPLOYER/BUSINESS NAME : _____
 EMPLOYER/BUSINESS ADDRESS : _____

Pag-IBIG MID Number	Member's Name (Last Name, First Name, Name Extension, Middle Name)	Date of Birth	Remarks (The reason is by Pag-IBIG Form LCP-0002)

Total Number of Employee/s: _____

Endorsed by _____

Received by: _____

Date: _____

(Employer's Authorized Representative)

(Signature over Printed Name)

5. Expect to receive the validated LCP application forms. Segregate the qualified to enroll and the disqualified. Comply all the needed requirement(s) for those disqualified then endorse back to our office for revalidation at least a week prior to the kiosk deployment date.
6. On the scheduled data of kiosk deployment, observe the following:
 - a. Provide a space for the Data Service Assistant (DSA), In-Charge for picture-taking, biometric scanning and onsite printing of the card. Another space for the Cashier to receive the payment for LCP fee, releasing of PIN mailer and marketing collaterals.
 - b. Provide a waiting area for the applicants that can accommodate at least 5 applicants in order observe the 1-meter physical distancing.
 - c. Ensure all applicants to wear face mask while waiting for their turn to enroll. Avoid unnecessary conversation. This is in compliance to the preventive measures in managing the spread of COVID-19.



Request for Loyalty Card Enrollment Kiosk

		Preferred Card Issuing Bank:	
Employer/Business Name		Preferred Date of Kiosk Deployment	
Employer/Business Address		Month	Date
		_____ to _____, 20	_____ to _____, 20
Authorized Representative/Contact Person		No. of Employees	
Telephone Number	Email Address		
Requested by:			
_____	_____	_____	
Head of Office/Authorized Representative Signature over Printed Name	Designation/Position	Date	
Agreement			
This office agrees to collect the corresponding Loyalty Card Plus Fee of its employees, applying for Pag-IBIG Loyalty Card Plus through the Enrollment Kiosk to be deployed at our office and to pay outright the said amount to the Accredited Pag-IBIG Partner-Bank.			
Certified by:			
_____	_____	_____	
Head of Office/Authorized Representative Signature over Printed Name	Designation/Position	Date	
For Pag-IBIG Fund Use Only			
Kiosk Deployment Approved by	No. of Kiosk for Deployment	No. of Confirmed Applicants	Approved Date of Kiosk Deployment

Loyalty Card Plus Benefits & Uses



- 1 The LCP will serve as your proof of membership to the Fund. It can be used as **Transaction Card** in any Pag-IBIG Fund Branches nationwide.
- 2 The LCP will provide you rewards or accumulate points from our merchant-partners either by just showing or swiping the card. It can be used as **Discount Card** from our more than 300 merchant-partners nationwide. Please visit our website to know more about our merchant-partners, how much discount you could earn, when to avail and their location.
- 3 The LCP will automatically open for you a Cash Card bank account with our partner bank (Asia United Bank) that will serve as **Disbursement Card** wherein the proceeds of your MPL or Calamity Loan can be deposited after approval from the Fund. Aside from AUB, you can also use the card in any ATM machines with nationwide coverage.
- 4 The LCP will provide you cashless shopping by using the card as **Debit Card** in any terminal/POS with Bancnet platform nationwide. Just make sure your account is funded.
- 5 The LCP will facilitate in creating your **Virtual Pag-IBIG** account. Once, you have the card kindly visit our website at www.pagibigfund.gov.ph to enjoy the e-services of the Fund anytime, anywhere.

Loyalty Card Reminders



- 1 Require member to present one valid ID acceptable to Pag-IBIG Fund. No ID, no enrollment.
- 2 Not updated data, no enrollment.
- 3 MPL applicants are encourage to enroll to make use of it's disbursement function.
- 4 Re-carding is at least 24 hours from issuance of the first card.
- 5 No editing of records in the absence of a supporting documents.
- 6 In case of lost card, enroll again and pay the cost of the new card.
- 7 Avail Loyalty Card Plus discounts or rewards from our merchant-partners.
- 8 Advice enrollees to handle the card with care within ten years to enjoy the cash card functionality.
- 9 Retired MP2 investors are not qualified to enrol.
- 10 Make use of the card in enrolling the Virtual Pag-IBIG.

Loyalty Card Bank Card Features



- Prepaid Account with P200,000 monthly maximum transfer
- Debit Card (swipe card for terminals/POS with BancNet platform)
- P50,000 daily ATM withdrawable limit
- No maintaining balance
- 10-year card expiration from date of production
- No over-the-counter (OTC) transaction

Card Design

