



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



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TO : **Secondary School Heads of IUs/FAS**
Administrative Officers
All Other Concerned

FROM : **MA. LUISA T. DELA ROSA**
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SUBJECT: **ENROLMENT OF SDO VERIFIERS TO VIRTUAL Pag-IBIG EMPLOYER INTERFACE AND FOR OTHER PURPOSES**

DATE : June 29, 2022

Pursuant to the unnumbered memorandum dated June 27, 2022, "Enrolment Procedures for SDO Verifiers for Virtual PAG-IBIG Employer Interface and for Other Purposes", all respective Verifiers of Implementing Units and Fiscal Autonomous Schools are hereby requested to enroll at the Virtual Pag-IBIG Employer interface starting **June 28, 2022, to July 7, 2022.**

This is to ensure that Pag-IBIG loan facilities will now pass to the Verifiers before Pag-IBIG will grant any loan application.

Please see the attached guide for easy reference.

For information and strict compliance.



ENROLMENT GUIDE TO THE VIRTUAL Pag-IBIG EMPLOYER INTERFACE FOR DEP. ED. RO V OFFICES

The Virtual Pag-IBIG Employer Interface is an online platform where members can file their Short-Term Loan applications through their Pag-IBIG Virtual Account without having to fill-out a form or visit a Pag-IBIG Branch. Member-applicants shall likewise be notified through SMS of the status of their loan application. They may also view the status of their application from their Virtual Pag-IBIG account. Through this facility, Dep. Ed. employees can receive their loan proceeds through their Loyalty Card Plus.

Furthermore, with this facility, Authorized Approving Officers (AAO) or Verifiers as well as the member-employee will be able to determine the loanable amount and the corresponding monthly amortization for the loan and subject to existing policies under the General Appropriations Act, the former may confirm or decline such applications. The AAO or Verifiers may also decline the loan application of the member as the circumstance may warrant.

At present, only member-employees who have a Loyalty Card Plus and a Pag-IBIG Virtual Account can file their loan applications through the facility and provided that their employers are accredited or enrolled therein. With this, it is important that both the member-employees and the AAO/Verifiers are aware of the requirements in order to experience the convenience this platform offers.

Members, however, without a Loyalty Card Plus and Virtual Account, may still file their loan applications over-the-counter through the nearest Pag-IBIG Fund Branch or Member Services Office.

I. REQUIREMENTS

1. For Member-Employees

- 1.1. Loyalty Card Plus Card
- 1.2. Virtual Pag-IBIG Account

2. For Dep. Ed. – SDOs, Fiscal Autonomous Schools, Implementing Units, All others

The following forms and documents should be filed to the nearest Pag-IBIG Branch or Member Services Office. These forms may be downloaded from the Fund's website at www.pagibigfund.gov.ph

Form/Document	No. of Copies	Remarks
1. Employer's Virtual Pag-IBIG Enrollment Form (HQP-PFF-372 V02, 08/2021) (<i>Form attached</i>)	2	The AAO/Verifier must meet the eligibility requirements as provided at the dorsal portion of the form.
2. Photocopy of 1 valid ID of the Head of Office/ Authorized	1 each	

Signatory and the Authorized Approving Officer (Verifier)		
3. Specimen Signature Form (HQP-PFF-003 V08, 07/2020) (Form attached)	2	Ensure all required details are filled-out particularly the type of document to be signed only and the date the authority is granted.
4. Employer's Change of Information Form (HQP-PFF-106 V07, 08/2021)(Form attached)	2	Ensure all required details are filled-out particularly the details of change/s desired.
5. Photocopy of 1 valid ID of the Person Granting Authority and the Authorized Signatories	1 each	

II. PROCEDURE FOR EMPLOYER AND AAO/VERIFIER ENROLMENT

1. Upon receipt by Pag-IBIG Fund Branch Office of the complete application requirements, the employer and the AAO/Verifier shall be enrolled to the Virtual Employer Interface.
2. An email notification shall be automatically sent to the email address of the AAO/Verifier containing the username and the temporary password.
3. The AAO/Verifier shall click the link in the said email notification and change the password therein.
4. The AAO/Verifier may start using the Virtual Pag-IBIG platform.

III. CHANGE OF AAO/VERIFIER AND OTHER INFORMATION

Whenever an Authorized Approving Officer or Verifier resigns, retires, is terminated or is otherwise separated from the office to which they are employed, The Head of Office shall submit duly accomplished **Employer's Authorized Approving Officer Change of Information Form** (HQP-PFF-381 V01, 08/2021) to the concerned Pag-IBIG Branch along with the supporting required documents.

Likewise, for changes in the AAO/Verifier's Mobile Number, Email Address and or Official Designation, the Head of Office shall likewise accomplish and submit the same form together with its requirements.

IV. CHANGE OF AUTHORIZED SIGNATORIES

In case of changes in the Authorized Signatories as indicated in the Specimen Signature Form of the office, the Head of Office shall immediately submit an amended SSF together with the Employer's Change of Information Form and its requirements.

Where the change in the Authorized Signatories will likewise result in the change of AAO/Verifier, the Head of Office shall submit duly accomplished **Employer's Authorized Approving Officer Change of Information Form** (HQP-PFF-381 V01, 08/2021) to the

concerned Pag-IBIG Branch along with the supporting required documents as provided in the immediately preceding item.

V. TABLE OF APPLICABLE FORMS TO THE EMPLOYER'S VIRTUAL PAG-IBIG

Form/Document	Used for
1. Employer's Virtual Pag-IBIG Enrollment Form (HQP-PFF-372 V02, 08/2021)	Enrollment of the employer to the Virtual Pag-IBIG Employer Interface
2. Specimen Signature Form (HQP-PFF-003 V08, 07/2020)	Enrollment of authorized signatories and any amendment thereto
3. Employer's Change of Information Form (HQP-PFF-106 V07, 08/2021)	Changes in Employer details such as address, contact details and authorized signatories
4. Employer's Authorized Approving Officer Change of Information Form (HQP-PFF-381 V01, 08/2021)	Changes in Authorized Approving Officer's details such as mobile number, email address or change of AAO
5. Member's Change of Information Form (HQP-PFF-049 V08, 12/2020)	Changes in Member's details such as membership category, name, date of birth, marital status, contact details, employment details, etc.
6. Loyalty Card Plus Application Form (HQP-PFF-108, V07, 11/2021)	Application for Loyalty Card Plus
7. Pag-IBIG Loyalty Card Plus Account Holder's Contact Details Change Request Form (HQP-PFF-378, V01,03/2021)	Changes in Loyalty Card Holder's contact details and or email address
8. Request for Loyalty Card Enrollment Kiosk (HQP-PFF-123, V03,10/2019)	Request for deployment of Loyalty Card Plus Kiosk

VI. DISCLAIMER

The provisions of this guideline are adopted from existing policies of the Fund and are reiterated here with brevity. In case of conflict between the policies herein provided and the existing circulars of the Fund, the latter shall prevail. The Fund may also amend its existing guidelines and policies without prior notice, hence, all employers and employees shall be bound by it.