

Republic of the Philippines



Region I DIVISION OF CITY SCHOOLS Dagupan City



DIVISION MEMORANDUM NO. 42, S. 2016

To

Assistant Schools Division Superintendent;

Education Program Supervisor; Public Schools District Supervisor;

School Heads (Public Elementary & Secondary); And

Non-Teaching/Personnel

FROSERFINA J. BRAVO

OIC-Schools Division Superintendent

Date :

From :

March 14, 2016

Subject:

Online Registration of Member's Information Records through integration of Pag-

IBIG Membership Identification (MID) Number

As per information from Home Development Mutual Fund (Pag—IBIG) said office is in process of updating member's records through integration of PAg-IBIG Membership Identification (MID) Number.

In this regard, all public elementary and secondary teachers and Non-teaching personnel are hereby requested to verify, correct and update information needed thru the Pag-IBIG website at www.pagibigfund.gov.ph. For schools where internet is not accessible, you may accomplish and submit attached Member's Data Form (MDF) or Member's Change of Information Form (MCIF) 1.

Furthermore, schools shall submit to this office thru the Finance Division on or before **March 22, 2016** a hard & soft copy of the list of all teachers & non-teaching personnel who were able to register or update his/her information online using the format below:

Name of Employees (Last Name, First Name, Middle Name, Name Extension)	Date of Birth (mm-dd-yy)	Employee ID	Negistration / Pag-	Status/Remarks (indicate whether employee registered online or updated information
1.				

For information and compliance.



MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID NUMBER							

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MEMBER'S DATA FORM (MDF)

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INSTRUCTIONS

- form should be printed back to back on one single sheet of paper.
- Type or print all entries in BLOCK or CAPITAL LETTERS.
- 3. All fields which are marked with asterisk (*) are mandatory.
- On the "OCCUPATIONAL STATUS" portion, if without employment or purpose is pre-employment or never been employed, select "UNEMPLOYED/NOT YET
- 5. The "NAME EXTENSION" shall refer to JR., II, III and the like.
- 6. Indicate the full name of your FATHER and MOTHER as they appear in your
- 1. Accomplish this form in one (1) copy only. If registration is thru online, the 7. On the "OCCUPATION" portion, indicate occupation based on the List of Occupation, as provided in the Philippine Standard Occupational Classification
 - (PSOC).
 On the "HEIRS" portion, the provision on the Laws on Succession, as provided
 On the "HEIRS" portion, the provision on the Laws on Succession, as provided in the New Civil Code of the Philippines, as amended by the New Family Code,
 - For any subsequent change of information, please secure and accomplish Member's Change of Information Form (MCIF, HQP-PFF-049) and submit to the concerned Pag-IBIG Branch.

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			Semi-Annually Annually				
		ADDRESS AND	CONTACT DETAILS				
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