



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**



Archbishop G.M. Reyes St., Kalibo, Aklan  
Tel. Nos.: (036) 268-4235; 268-4234; 268-6286

September 27, 2018

**DIVISION MEMORANDUM**

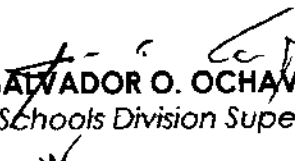
No. 328, s. 2018

**SUBMISSION OF LIST OF EMPLOYEES WITH PAG-IBIG MID NUMBERS**

To: **Education Program Supervisors/Coordinators**  
**Public Schools District Supervisors**  
**Principals/Head Teacher In-Charge of the District**  
**Administrative Officer V**  
**Heads of Public Pre-Elementary, Elementary, Secondary and Integrated Schools**  
**All Concerned Teaching and Non-Teaching Personnel**

1. Attached is the memorandum dated August 30, 2018 from Usec. Victoria L. Medrana Catibog, which is self-explanatory.
2. School heads are hereby directed to submit the list of names of permanent employees as of August 31, 2018 with PAG-IBIG MID numbers following the attached format (**soft and hard copy**).
3. Email the soft copy of the list thru email address [divisionofaklan@hotmail.com](mailto:divisionofaklan@hotmail.com) and submit the hard copy on or before October 3, 2018.
4. For your information and immediate compliance.

Very truly yours,

  
Dr. **SALVADOR O. OCHOA, Jr.** CESO VI  
Schools Division Superintendent

Inclosure: as stated

PYM/mft



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
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Archbishop G.M. Reyes St., Kalibo, Aklan  
Tel. Nos.: (036) 268-4235; 268-4234; 268-6286

District	Name of School	Name of Employee (Teaching and Non-Teaching)	PAG-IBIG MID Number

**SUMMARY**

Name of School	(total no. of employees)	(total no. of employees with PAG- IBIG MID Number	Percentage of employees with PAG- IBIG MID Number



Republic of the Philippines  
Department of Education  
**REGION VI-WESTERN VISAYAS**  
Duran Street, Iloilo City



September 17, 2018

MEMORANDUM

TO: Schools Division Superintendents  
OIC-Schools Division Superintendent

RE: PAG-IBIG Membership ID Numbers of DepED Personnel

This refers to the Memorandum dated April 02, 2018 by USEC Victoria L. Medrana Catibog (DM-OUFDA-2018-0003) which was the subject of the Memorandum of this office dated April 10, 2018.

Records of this office show that the report of the Schools Division Offices were not furnished to this office thru the following email addresss:

- 1.
2. jessica.sapalo@depd.gov.ph

In order that this office can submit to the Central Office the status of compliance of DepED Personnel to secure Pag-Ibig Membership ID (MID) Numbers, you are enjoined to furnish this office your respective report not later than September 28, 2018 thru the following e-mail addresses:

- 1.
- 2.

Likewise, you are requested to submit the specimen signatures of your DepED Officers authorized to sign and endorse DepED Personnel Pag-ibig Accomplished Loan Application Form. Enclosed is the Memorandum dated August 30, 2018 (DM-OUFDA-2018-0014) which is self-explanatory for your information and ready reference.

For the Regional Director:

Atty. JESSICA S. SAPALO  
Chief Administrative Officer  
Administrative Division

- Incls.: 1. Memorandum dated August 30, 2018 by USEC Catibog and its attachments (DM-OUFDA-2018-0014)
2. Memorandum dated April 10, 2018 by this Office
3. Memorandum dated April 02, 2018 by USEC Catibog (DM-OUFDA-2018-0003)



Republic of the Philippines  
**Department of Education**  
 Director

363261

Office of the Undersecretary for Finance, Disbursements and Accounting  
 City

DM - OUFDA - 2018 - 0014

August 30, 2018

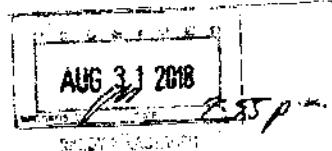
**MEMORANDUM**

**To : ALL REGIONAL DIRECTORS  
 THE DIRECTOR IV, BUREAU OF HUMAN RESOURCE  
 ORGANIZATIONAL AND DEVELOPMENT (BHRDO)**

**Attention : Schools Division Superintendents  
 Chiefs, Regional Administrative Divisions  
 Officer-In-Charge, Personnel Division, BHRDO  
 School Heads**

**From : VICTORIA L. MEDRANA CATIBOG  
 Undersecretary**

**Subject : STATUS OF COMPLIANCE OF DEPED PERSONNEL TO SECURE  
 PAG-IBIG MEMBERSHIP ID (MID) NUMBERS AND SPECIMEN  
 SIGNATURES OF AUTHORIZED DEPED OFFICERS TO ENDORSE  
 PAG-IBIG LOANS**



1. This pertains to the Memorandum No. DM-OUFDA-2018-0003 dated April 2, 2018 from this Office, copy attached, with regard the undersigned's directive for DepEd personnel in your respective areas of jurisdictions to secure their respective Home Development Mutual Fund (HDMF) or Pag-IBIG Membership ID (MID) Numbers.
2. Reports that reached this Office with regard to the submissions from DepEd field units reveal the following:
  - a. Some reports were incomplete and not consolidated by the Regional Office (RO). Many reports received through e-mail by the Employee Account Management Division (EAMD), this Office, either came from elementary schools or secondary schools and not consolidated per schools division and region; and
  - b. Some only submitted the list of names of DepEd employees with Pag-IBIG MID numbers and did not follow the required format of the report. Thus, the EAMD still needs to compute each region/schools division/school's percentage of compliance to the said Memorandum.
3. It is therefore reiterated for the Regional Chiefs, Administrative Division to monitor their respective compliance to the said Memorandum and submit monthly consolidated report to this Office, through the EAMD, until 100% compliance is reached. The Officer-In-Charge of Personnel Division is also instructed to comply to the same.

*please  
 11/1/18*

4. Moreover, Ms. Mary Margaret N. Sanchez, Officer-In-Charge, Vice President, HDMF Main Office, is requesting for the specimen signatures of all your DepEd Officers in the central, region, schools divisions and schools authorized to sign and endorse DepEd personnel's Pag-IBIG accomplished loan application forms (e.g. multi-purpose loan, housing loan and others) for their internal control purposes. The authorized officers of the HDMF branches will approach your offices/schools to secure specimen signatures of their counterpart authorized DepEd officers. It is understood that Republic Act 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations shall be strictly followed in handling all personal information of said DepEd Officers. Hence, this Office suggests for the Regional Director to assign focal officer/s to coordinate with HDMF branches for this purpose. 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](mailto:publicaffairs@pagibigfund.gov.ph).

5. Immediate dissemination of this Memorandum is desired.

6. For guidance and compliance.

*blueatibig 8/m/18*  
V. L. M. CATIBOG

Enclosure: HDMF Specimen Signature Form

Copy furnished:

MARY MARGARET N. SANCHEZ  
Officer-In-Charge, 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/