



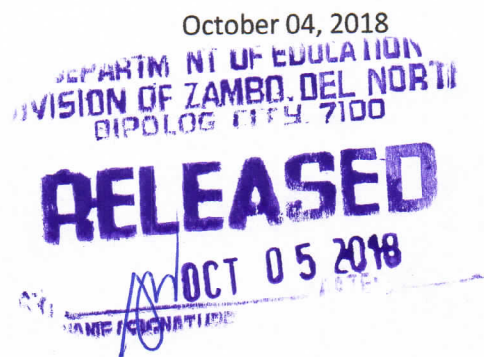
Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



OFFICE MEMO

To:

Public Schools District Supervisors
Secondary Schools Head
All other Concerned
This Division



Enclosed is Unnumbered DepED Memorandum OUFDA-2018-0014 subject of which **"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"** dated August 30, 2018 from USEC Victoria L. Medrana catibog, for information and compliance.

Dissemination on the contents of this letter is hereby enjoined.

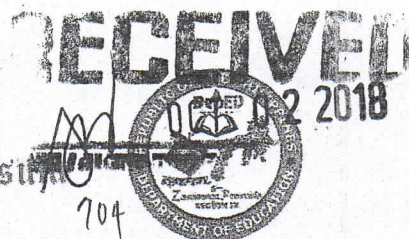
Very truly yours,

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



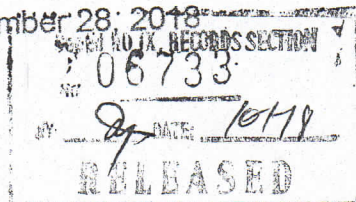
Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office IX, Zamboanga Peninsula
Airport Road, Tiguma, Pagadian City

DEPARTMENT OF EDUCATION
REGION OF ZAMBOANGA PENINSULA



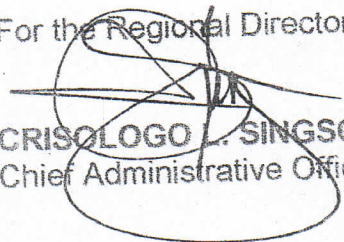
To: Schools Division Superintendents
School Heads
This Region

September 28, 2018



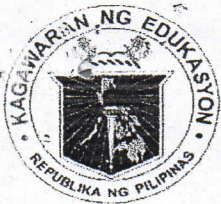
Enclosed is DepED Memorandum OUFDA-2018-0014 subject of which
"Status of Compliance of DepED Personnel to Secure PAGIBIG Membership ID,
(MID) Numbers and Specimen Signatures of Authorized DepED Officers to
Endorse PAGIBIG Loans" dated August 30, 2018 from USEC Victoria L. Medrana
Catibog, for information and appropriate action.

For the Regional Director:


CRISOLOGO L. SINGSON
Chief Administrative Officer

Incl.: as stated

/rjt



Republic of the Philippines
Department of Education

DEPARTMENT OF EDUCATION
Region IX, Zamboanga City
Airport Road, Ligugan, Zamboanga City
OFFICE OF THE REGIONAL DIRECTOR
Date: 09-28-18
By: _____

Office of the Undersecretary for Finance -
Disbursements and Accounting

DM - OUFDA - 2018 - 0014

August 30, 2018

RELEASED
10786

By: [Signature] Date: AUG 31 2018

MEMORANDUM

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

Attention : **Schools Division Superintendents
Chiefs, Regional Administrative Divisions
Officer-In-Charge, Personnel Division, BHROD
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.

RECEIVED
AUG 31 2018

new
9/21/18

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.

5. Immediate dissemination of this Memorandum is desired.

6. For guidance and compliance.

blueatibog 8/11/8
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/



SPECIMEN SIGNATURE FORM

INSTRUCTIONS

1. Accomplish this form in one (1) copy.
2. Type or print all entries in BLOCK and CAPITAL LETTERS.
3. Please refer to the table below for the List of Authorized Signatories to certify and/or sign documents in all business transaction with the Fund.
4. Should there be any revocation of the authority of the officials named in this form, secure and submit duly accomplished Employer's Change of Information Form (ECIF, FPF100) and new Specimen Signature Form to any Pag-IBIG Branch.

EMPLOYER/BUSINESS NAME

Pag-IBIG EMPLOYER/HOUSEHOLD
EMPLOYER ID NO.

The following are hereby authorized to certify and/or sign documents in all business transactions of our company/business with the Fund:

AUTHORIZED SIGNATORY/IES		
NAME (Last Name, First Name, Name Extension, Middle Name)	NAME (Last Name, First Name, Name Extension, Middle Name)	NAME (Last Name, First Name, Name Extension, Middle Name)
OFFICIAL DESIGNATION	OFFICIAL DESIGNATION	OFFICIAL DESIGNATION
SPECIMEN SIGNATURES		
1.	1.	1.
2.	2.	2.
3.	3.	3.
PERSON GRANTING AUTHORITY		DATE AUTHORITY GRANTED
SIGNATURE OVER PRINTED NAME		DESIGNATION/POSITION

LIST OF SIGNATORIES FOR PERSON GRANTING AUTHORITY

1. For Single Proprietorship – Owner
 2. For Partnership – Managing Partner
 3. For Corporation – President, Chairman or Corporate Secretary
 4. For Cooperative – Chairman or Corporate Secretary
 5. For Trade Association – President or Chairman of the Board
 6. For Household Employer – Any immediate members of the family, 18 years old and above or occupants of the house who are directly and regularly provided service by the Kasambahay.
- NOTE: In case the signatory shall be other than the specified signatory/ies, a supporting document designating the authorized representative to sign the document (i.e. SPA, Authorization Letter, etc.) shall be attached to the SSF.

THIS FORM MAY BE REPRODUCED. NOT FOR SALE.