



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY



Corner Don Carlos-Guingona St., City of Malaybalay

2013-04-207
Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 4/18/13 Time: 4:25 PM
By: AN

Memorandum to: Education Program Supervisor Designates
District Supervisors
Secondary and Elementary School Principal and School Heads
This Division

From: 
EDILBERTO L. OPLENARIA
Schools Division Superintendent^H

Date: April 18, 2013

RE: **PAG-IBIG FUND ONLINE UPDATING AND EDITING OF
PERSONAL INFORMATION**

Pursuant to the attached Advisory from the PAG-IBIG Fund, all teaching and non-teaching personnel of this Division is hereby enjoined to update and edit their personal information via online by logging on to www.pagibigfund.gov.ph and submit to this Office the aforementioned documents stated in the advisory on or before June 30, 2013, thru: the Human Resource and Staff Development Unit.

For your information, guidance and compliance.



**Pag-IBIG Fund
Cagayan de Oro Branch**

ADVISORY

**Updating and Editing of Personal information now
available at Pag-IBIG Fund**

Pag-IBIG Fund Members who have already complied with the Online Membership Registration via www.pagibigfund.gov.ph but had inadvertently encoded erroneous information on their personal data may now request for the editing or updating of their personal profile by accomplishing the Members Change of Information Form (MCIF). The MCIF is a downloadable form which must be signed by both the member and the Employer or the duly authorized signatory of the Head of Office (if applicable), to attest the change of information made by the said employee.

Furthermore, Pag-IBIG Fund members who also wish to update their Civil Status and/or beneficiaries may also request for the editing or updating of their personal information by submitting a duly accomplished MCIF and a photocopy of his/her Marriage Contract and/or the Birth Certificate of his/her beneficiaries (i.e., children). In cases where photocopies of the said documents are submitted, the original copy must be presented, for authentication.

Moreover, Pag-IBIG Fund members who are requesting for the editing in the spelling of their complete name and/or date of birth must submit also a duly accomplished MCIF and a photocopy of his/her Birth Certificate and surrender his/her Pag-IBIG Fund Transaction Card, prior to the reprinting of his/her new Pag-IBIG Fund Transaction Card. In cases of loss in the previously issued Pag-IBIG Fund Transaction Card, a duly notarized Affidavit of Loss must be submitted.

The MCIF and the aforementioned required documents can be submitted to Ms. Katherine May Bautista or Mr. Dante Pacana at the Marketing and Enforcement Division of the Pag-IBIG Fund Cagayan de Oro Branch, Pag-IBIG Fund Building, J.R. Borja Mortola Sts., Cagayan de Oro City.

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Recommended for News Release by:

Reviewed by

(Original Signed)

ATTY. GILBERT FRANCIS A. UY III
Legal Officer and OIC of the
Marketing and Enforcement Division

(Original Signed)

REYNALDO P. CUE
Asst. Department Manager
Operations

Noted and Approved by

(Original Signed)

FERDINAND F. SANIEL
Department Manager III