



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

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MEMORANDUM

To : **All Schools Division Superintendents
Concerned Principals of Fiscally Autonomous Schools (FASs)**

From : **The Regional Director**

Subject : **Remittance of salary deductions and government share of
RPSU-paid teachers and personnel (Pag-IBIG)**

Date : **November 16, 2018**

The Home Development Mutual Fund (HMDF/Pag-IBIG) require synchronization of the payroll with that of the member's record filed with the System and e-mail confirmation of list of employees prior to remittances.


Since access to employees' data is readily available at each Implementing Units (IUs), updating of members' record and synchronization in Pag-IBIG's System including remittances should be done at the same office/school.

In this regard, effective the **payroll month of December 2018**, the monthly remittance of salary deductions and government share to HMDF / Pag-IBIG of RPSU-paid teachers and personnel shall be done at the Schools Division Offices (SDOs)/FASs level. The soft copy of the list and data of employees including salaries withheld and Government share shall be sent by the RPSU to the designated personnel of the respective SDOs/FASs on the 25th day of the payroll month. SDOs and FASs shall prepare the disbursement voucher and remit the same to their respective Pag-IBIG branches / Landbank branches on or before the due dates to avoid incurrence of penalties.

Attached AS Annex A is the detailed procedure in the remittances of said salaries withheld.

SDOs and FASs are also enjoined to make sure that all DEPED teachers and personnel have their Pag-IBIG Membership ID (MID) in order to ensure proper posting of remittances, smooth transaction and availment of all benefits from said government agency.

Please be guided accordingly.


BEATRIZ G. TORNO, Ph. D., CESO IV
Director IV

PROCEDURES IN REMITTANCE TO HDMF/PAGIBIG STARTING THE PAYROLL MONTH OF NOVEMBER 2018

ANNEX A

Receive soft copy of remittance from RPSU

Copy & paste data from RPSU using prescribed PAG-IBIG format
Fill in missing data (e.g Middle name, MID number)

Prepare DV, ADA/check payable to HDMF with the following account numbers

HDMF DEVELOPMENT MUTUAL FUND (PAG-IBIG)	LBP- Sn. Fdo. (P) Branch Acct. No. 0082-2220-30	CURRENT ACCOUNT (Membership Savings)	Contribution
HDMF DEVELOPMENT MUTUAL FUND (PAG-IBIG)	LBP- Sn. Fdo. (P) Branch Acct. No. 0082-2220-49	CURRENT ACCOUNT (Short Term Loan)	MPL
HDMF DEVELOPMENT MUTUAL FUND (PAG-IBIG)	LBP- Sn. Fdo. (P) Branch Acct. No. 0082-2220-57	CURRENT ACCOUNT (Calamity Loan)	Calamity loan
HDMF DEVELOPMENT MUTUAL FUND (PAG-IBIG)	LBP- Sn. Fdo. (P) Branch Acct. No. 0082-2220-65	CURRENT ACCOUNT (Housing Loan)	Housing loan

Save file (excel) in the following format

School name/division_billing month_amount of remittance
e.g: Division of Pampanga_201810_1,234,567.89

Email scanned copy of DV/ADA to pagibig (together with excel copy of remittance)

fernando.me@pagibigfund.gov.ph
fernando@pagibigfund.gov.ph
pena@pagibigfund.gov.ph

Email to the following

mcad1@pagibigfund.gov.ph	Pampanga & Tarlac Branch
mcad2@pagibigfund.gov.ph	Bulacan, Aurora & Nueva Ecija
mcad3@pagibigfund.gov.ph	Bataan and Zambales

Add subject of email in the following format

School name/division_billing month_amount of remittance
Division of Pampanga_201810_1,234,567.89

Wait for confirmation and payment authorization slip (PAS) from pagibig

Print check to pagibig branch or LDAAP ADA to Landbank of the Phils with PAS and Signed printed copy



