

GUIDELINES AND INSTRUCTIONS

CERTIFICATE OF NET PAY

NAME OF BORROWER

For the month of: _____

Basic Salary _____

Add: Allowances _____

Gross Monthly Income _____

Less: Deductions _____

Total Deductions _____

Net Monthly Income _____

Issued this _____ day of _____, 20____.
 I certify under pain of perjury that the above-mentioned information is true and correct.

 ACCOUNTANT/DESIGNATED OFFICER
 (Signature over printed name)

A. Who May File

Any Pag-IBIG Fund member who satisfies the following requirements may apply for a multi-purpose loan (MPL):

1. The member has made at least 24 monthly contributions.
2. The monthly net take home pay requirement of government employees shall be subject to the rules and regulations as provided for in the General Appropriations Act (GAA). On the other hand, the monthly net take home pay of employees working with the private sector shall be based on their respective company policies, if any.
3. Members with active Fund membership at the time of application with commitment from both the employee and employer to continuously remit contributions at least for the term of the loan.
4. For members who have withdrawn their membership contributions due to membership maturity, the reckoning date of the updated 24 monthly contributions shall be the first monthly contribution following the month the member qualified to withdraw his Pag-IBIG contributions.
5. For members who have active contributions under both the Pag-IBIG I and Pag-IBIG II, the membership contributions under Pag-IBIG II shall be considered to meet the required 24 monthly contributions.
6. A member with an outstanding Pag-IBIG housing loan that is not more than 9 months in arrears and is not yet cancelled or foreclosed.
7. A member with an outstanding Pag-IBIG housing loan that is more than 9 months in arrears but is not yet cancelled or foreclosed may be allowed to avail of an MPL, provided that the purpose of the MPL is to update his/her housing loan arrearages. The MPL proceeds to be applied to the housing loan arrearages shall be subject to the applicant's loan entitlement.

B. How to File

The applicant shall:

1. Secure the Multi-Purpose Loan Application Form (MPLAF) from any Pag-IBIG Fund NCR/Provincial branch.
2. Accomplish 1 copy of the application form.
3. Under PACSVAL/PDDTS/Cash Card releasing, attach photocopy of passbook or Automated Teller Machine (ATM) card reflecting the account name and bank account number.
4. Submit complete application, together with the required documents to any Pag-IBIG Fund NCR/Provincial Branch. Processing of loans shall commence only upon submission of complete documents.

C. Loan Features

1. Loan Amount

The loanable amount shall depend on the number of contributions made, based on the following schedule:

Number of Contributions	Loan Amount
24 to 59 months	Up to 60% of the TAV
60 to 119 months	Up to 70% of the TAV
At least 120 months	Up to 80% of the TAV

2. Interest

The loan shall bear an interest rate of 10.75% p. a. for the duration of the loan.

3. Manner of Release of Loan

The loan proceeds shall be released through a check payable to the borrower or shall be credited to the borrower's bank account through the LANDBANK's Payroll Credit Systems Validation (PACSVAL), Philippine Domestic Dollar Transfer System (PDDTS) facilities, Cash Card and other similar modes of payment.

However, for MPL used as payment of housing loan arrearages, the check shall be made payable to Pag-IBIG Fund for the account of the member-borrower.

Unclaimed checks shall be mailed to the member-borrower after 3 days from the DV/check date

4. Loan Term

The loan shall be paid over a maximum period of 24 months, plus the applicable grace period of 2 months for local accounts and 5 months for centralized accounts. Centralized accounts shall refer to employers that prepare the payroll in advance, usually at the head/central office. All other accounts not falling under the category of centralized accounts shall be classified as local accounts.

5. Loan Payments

The loan shall be paid in equal monthly amortizations in such amounts as may fully cover the loan obligation. For Employed Members, payments shall be made thru salary deduction. For Voluntary Members/Individual Payors, payments shall be made through any of the following modes: a. Over-the-counter; b. Auto-debit arrangement with banks; c. Other mode of payment that Pag-IBIG Fund may adopt in the future.

Payment shall be remitted to the Fund on or before the fifteenth (15th) day of each month, beginning on the third (3rd) month following the date on the DV/Check. For centralized accounts, remittances shall start on the sixth (6th) month from the date of the DV/Check.

A penalty of 1/2% of any unpaid amount shall be charged to the borrower for every month of delay. However, for borrowers paying their loans through automatic salary deduction, penalties shall be cancelled/reversed only upon presentation of proof that non-payment was due to the fault of the employer. The said penalties shall then be charged against the employer.

The member may fully pay the outstanding balance of the loan prior to loan maturity. Should any of the following instances arise, the borrower shall pay directly to any Pag-IBIG Fund office:

- a. Separation from employer;
- b. Suspension from work;
- c. Leave of Absence without pay;
- d. Insufficiency of take home pay

In case of separation from employer, the borrower may opt to pay thru his new employer, after notifying the Fund of his change of employer.

6. Application of Payment

Payments made after the due date shall be applied according to the following order of priorities:

- a. Penalties
- b. Interest
- c. Principal

D. Loan Renewal

A borrower may renew his MPL upon payment of at least 6 amortizations. The outstanding balance together with any accumulated interests, penalties and charges shall be deducted from the proceeds of the new loan. In case of full payment prior to loan maturity, a borrower shall be allowed to apply for a new loan any time.

I hereby authorize _____, our Fund Coordinator or Liaison Officer to file my MPL Application and receive the Pag-IBIG Fund Check in my behalf.

 Signature of Applicant over Printed Name