

Pag-IBIG Fund
Corporate Headquarters
Petron MegaPlaza
358 Sen. Gil Puyat Ave.,
Makati City

Circular No. 365

TO : **ALL CONCERNED**

SUBJECT: **AMENDED HDMF CIRCULAR NO. 275 ON THE REGISTRATION OF EMPLOYERS**

This Circular is being issued to amend HDMF Circular No. 275 with respect to the registration of employers, pursuant to the Inter-agency Memorandum of Agreement (MOA) entered into by the Home Development Mutual Fund by and among the Securities and Exchange Commission (SEC), the Social Security System (SSS), the Philippine Health Insurance Corporation (PhilHealth) dated 14 April 2015 to ensure the implementation of the *Gameplan for Competitiveness* and to improve the ranking of the Philippines in the Doing Business Survey (DBS) of International Finance Corporation-World Bank (IFC-WB).

1. Sec. C of HDMF Circular No. 275 is amended, as follows:

C. REGISTRATION

1. Prior to the start of business operations, employers may opt to register with:
 - a. Pag-IBIG branch that has jurisdiction over the business;
 - b. Department of Trade and Industry via the Philippine Business Registry for sole proprietorship; and
 - c. Securities and Exchange Commission via the Integrated Business Registration System (IBRS), for partnerships and corporation.

2. For employers registered with the Pag-IBIG Fund, they shall submit to the Fund all data and information regarding their business and employees within thirty (30) days from the start of business operations. The employers shall register newly-hired employees within thirty (30) days from the start of employment.

In case of change in business name, employers shall present the new DTI Registration/Amended DTI Registration or SEC Articles of Incorporation/Amended Articles of Incorporation.

3. Pag-IBIG Fund shall accept and deem valid all other employer-registration transactions initiated by the Government, pursuant to this Circular.

2. All other provisions in HDMF Circular No. 275 which are consistent with the above amendments shall remain in full force and effect.
3. This Guidelines take effect immediately.

Darlene Marie B. Berberabe

ATTY. DARLENE MARIE B. BERBERABE

Makati City,

September 29, 2016