



**CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR
PLAN OF PAYMENT FOR DELINQUENT HOUSING LOAN BORROWER**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>For Borrower/Co-Borrower</p> <ol style="list-style-type: none"> 1. Application for Plan of Payment (HQP-HLF-502) (1 original copy) 2. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse and co-borrower and spouse (if applicable). Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host country) Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>For Representative</p> <ol style="list-style-type: none"> Application for Plan of Payment (HQP-HLF-502) (1 original copy) Notarized Special Power of Attorney (SPA) of the borrower and spouse and co-borrower and spouse (1 original copy and 1 photocopy) <p><u>For OFW Borrowers/Co-Borrowers</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy) ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <ol style="list-style-type: none"> One (1) valid ID with signature (1 photocopy, back-to-back) of the representative, borrower and spouse, co-borrower and spouse (if applicable). Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being Represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC)</p> <p>National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p>

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